

Portland Parks and Recreation Commission

Regular Meeting Minutes

Monday, July 10, 2023

Buck-Foreman Community Center

Parks & Recreation Office

265 Main Street

Present: Commission Members: Karen Agogliati, Chair, Chris Donahue, Deb Rooth, Kevin Backman

Also: Andy Dionne, Parks and Recreation Director

Absent: Brian O'Connor, Ralph Zampano, Peter Filanda, Alt., Amanda Herzog, Alt.

1. Call to order

Karen Agogliati called the meeting to order at 6:00 p.m.

2. Roll Call/Appointment of Alternates

No action.

3. Approval of Agenda

Kevin Backman made a motion to approve Agenda for July 10, 2023 and seconded by Chris Donahue. The motion was approved unanimously.

4. Approval of Minutes – Regular Mtg. June 12, 2023

Chris Donahue made a motion to approve minutes for Regular Meeting on June 12, 2023 and seconded by Kevin Backman. The motion was approved unanimously.

5. “Come on Over” 5K/2.1 Mile Fitness Walk

“Come on Over” 5K/2.1 Mile Fitness Walk is scheduled on October 21, 2023. Start time is 10:00 a.m. and commission members will begin setting up at 7:00 a.m. Platt Systems, same as previous year, will arrive early morning to set up timing. Economic Development and Youth Services will participate with the Fall Festival portion of the event. Contract(s) have been submitted for the event.

Age groups are the same as last year. Divisions for 5K : 12 and under, 13 to 15, 16 to 18, 19 to 29 30 to 39, 40 to 49, 50 to 59, 60 to 69, 70 and older. Three Medals will be presented to each age group along with overall male and overall female. Andy will be ordering the medals.

Stonehaven secured volunteers previously and will be contacted again this year. Karen and Andy will be reaching out to sponsors this month. Tri-Town supplied water bottles and the Historical Society and Brownstone Quarry supplied oranges and bananas.

Cara Brennan will be providing a new logo design for tee shirts. Staff and volunteer shirts will be different colors. Andy has reached out to vendors for shirts. He will provide three separate quotes. He will be contacting Prime Source (used by the BOE) and David Bentz. Home Team Supply and TSE Imprints were also recommended as vendors. New direction signs are needed.

6. Field Usage Permits

The Field/Facility Use Agreement Application and the Field/Facility Policy “drafts” were reviewed and discussed. Discussion included combining the two forms by cutting and pasting Field/Facility Policy and placing it at the end of the Field/Facility Use Agreement Application. Forms can be completed and signed online.

Updates for Field/Facility Use Agreement Application are noted as:

Fall Season Dates: August 16 – November 15
*Completion of forms are required for each season.
(Chatham Health Certification is good for one year.)*

Mass Event headcount of 1,000
Mass Event Headcount Application reviewed by Town Departments and will be determined if police are required based on number of people.

hold harmless the Town of Portland for liability

rental payment made on or the booking will be revoked

I am signing this agreement voluntarily for myself or as a duly authorized agent

N/A, this event is not open to the public for only members and admission will be removed.

Field/Facility Policy updates are:

Supply proof of a valid insurance policy to the Portland Parks and Recreation Department

Examples of conditions are without limitation

Organization's use of said property

There is no authorized usage of cannabis

Fall Rental Season Dates: August 16 – November 15

Completion of forms are required for each rental season.

If a vendor will be part of your event, then an Event Vendor Application must be submitted to the First Selectman's Office. Providing a certificate of insurance is a required part of the Event Vendor Application.

All waiver request appeal decisions can be made to the First Selectman within 7 days. A subsequent appeal to the Board of Selectman can be made within 7 days of the First Selectman's decision. A hearing will be held at the next regularly scheduled Board of Selectman meeting.

II. Users (First, Second, Third, Fourth Priority)

Second Priority

All teams must have 80% of their rosters be Portland residents (i.e. Little League, Soccer).

Fourth Priority

Include Non-profit 501(c) (3 groups) are not required to have 80% Portland residents

V. Rental Requirements and Fees

- *Second priority users must pay a rate of \$50 per occurrence for a single field/facility usage request or a rate of \$300 for a season long reservation.*
- *Third priority users must pay a rate of \$100 per occurrence.*
- *Fourth priority users must pay a rate of \$300 per occurrence.*

7. Portland Rec. Complex

Andy Dionne was contacted by a healthy snack vending company for outside use. This will be tabled.

Security cameras will be considered before AED's due to significant damage at the complex.

There was a discussion about changing the hours for the splash pad. Hours will accommodate special events accordingly (Fun Runs to 8:00 p.m.) Actual numbers for water usage during June and July will be discussed at the next meeting.

An addition of a fence at the Portland Recreational Complex was discussed. The Town of Portland requires three quotes for purchases over \$1,000. There may be a vendor in town that can provide better pricing. It is preferred that specs match and that a galvanized fence be considered.

8. Public Comment

Long Range Capital Improvement will be discussed during the meeting in August. Wish List was discussed for LoCIP funding including grading for basketball court, benches, cameras, trees, AEDs, fences, solar, garbage cans, and bricks. Some items may be defined as donations, i.e., benches, trees, bricks. Discussion is ongoing.

9. Adjourn

A motion to adjourn was made by Karen Agogliati and Chris Donahue seconded the motion. The motion was approved unanimously. The meeting adjourned at 8:00 p.m.

Respectfully submitted,

Dawn Guite,

Recording Secretary