

Portland Parks and Recreation Commission

Meeting Minutes

Monday, February 13, 2023

Buck-Foreman Community Center

Parks & Recreation Office

265 Main Street

Present: Commission Members: Karen Agogliati, Chair, Kevin Backman, Chris Donahue, Brian O'Connor, Deb Rooth (*left meeting at 6:50 p.m.*)

Also: Ralph Zampano, Board of Selectmen Liaison to the Parks and Recreation Commission, Andy Dionne, Parks and Recreation Director

Absent: 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 the agenda as presented. Deb Rooth seconded the motion which was approved unanimously.

4. Approval of Minutes – Regular Mtg. January 9, 2023 and Special Mtg. January 23, 2023

Kevin Backman made a motion to approve minutes for Regular Meeting on January 9, 2023 and seconded by Chris Donahue. The motion was approved unanimously.

Chris Donahue made a motion to approve minutes for Special Meeting on January 23, 2023 and seconded by Kevin Backman. The motion was approved unanimously.

5. Action Items:

Note: Drafts of all Permits/Agreements are reviewed by the Town Attorney prior to finalization.

a.) Sponsorship Sign Permit

The agreement is being reviewed by the Town Attorney. She asked to hold from proceeding further and said it is easier to enter into a license agreement with Little League. Little League hasn't decided what it wants to do. If it does not agree, PRC will handle and take out Option 2: Portland Youth Leagues or In-Town Non-profits; individual business fee is waived and organizations pay fees for 1, 2, or 5 seasons.

PRC rate of \$500 per outfield fence in the 2023 park season (April – November).

PRC rate of \$800 per outfield fence at the Recreational Complex per park season (April – November).

b.) Field & Pavilion Rental Permits

Forms distributed are currently in use. They are works in progress for 2024. Commissioners reviewed and made revisions.

1. Pavilion Rental Permit (changes per order on form):

Removing: "Is there a fee to attend the event?" and "Is this event a fundraiser"?

Adding: "Will food be sold?"

Revisions: **FEE SCHEDULE** (Pavilion, Stage, Both)

Pavilion:

Portland Resident/Organization \$200.00

Stage:

Portland Resident/Organization \$200.00

Both:

Portland Resident/Organization \$300.00

Pavilion:

Non-Resident/Organization \$300.00

Stage:

Non-Resident/Organization \$300.00

Both:

Non-Resident/Organization \$400.00

Removing: ***Additional Fee Schedule** – entire box (items are addressed on Rental Conditions Checklist)

RENTAL CONDITIONS

Removing:

9b) The Portland Public Works Department or designee will determine if grounds of building maintenance is needed. Cost incurred will be paid by applicant.

12) ...”unless a dumpster is rented”.

14) *Andy Dionne will ask The First Selectman’s office why no kegs are allowed in the parks.*

Chris Donahue motioned for **Executive Session at 6:50 pm**. Seconded by Brian O’Connor.
Chris Donahue motioned to **end Executive Session at 7:00 pm**. Seconded by Kevin Backman.

2. Field Rental Permit (changes per order on form):

***Town of Cromwell Field/Facility Use Policy Fields was used as reference for updates for Portland’s Field Rental Permit Application.*

Park/Field/Grounds requested:

Removing:

All check boxes for Bransfield Park – 160 Rose Hill Rd

All check boxes to High School and Middle School – 95 High Street

Check box for Gildersleeve Field – 575 ½ Main Street

Revisions:

Route 17 Park – Gospel Lane – to be renamed and referenced as PRC governed.

Bransfield Park/Horseshoes – 160 Rose Hill Rd – and other activities to be determined as rentals with associated fees.

Applicant Identification – add line for email address

There was a discussion about fee structure that is a work in progress and will be added to the form. Karen Agogliati suggesting combining Pavilion and Field applications into one form. Park Seasons will be identified as: Spring – April 1 through June 30; Summer – July 1 through August 15; Fall – August 1 through November 15.

Port-o-lets will be a fixed charge to be determined after vendor research.

6. Public Comments

There will be a placeholder for Disc Golf.

Kara Brennan is the new Recreation Coordinator whose start date is February 22.

7. Adjourn

A motion to adjourn was made by Chris Donahue and Brian O'Connor seconded the motion. The motion was approved unanimously. The meeting adjourned at 7:45 p.m.

Respectfully submitted,

Dawn Guite

Recording Secretary