Portland Parks and Recreation Commission
Meeting Minutes
Monday, February 14, 2022 (via Zoom)

https://us02web.zoom.us/j/85977382024?pwd=RnQ3cjlvSFU4RXpZbWhCVHNDVGYwQT09
Meeting ID: 859 7738 2024
Passcode: Portland

Present:

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

Others: Staff: Nate Foley, Director of Parks and Recreation, Ralph Zampano, Board of Selectmen Liaison to the Parks and Recreation Commission

Absent:

Commission Members: Brian O'Connor, Amanda Herzog, Alt., Peter Filanda, Alt.

1. Call to order

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

2. Appointment of Alternates

Karen Agogliati, Chair, confirmed that no appointment of alternates was necessary.

3. Approval of Agenda

Kevin Backman made a motion to approve the agenda as presented and Chris Donahue seconded the motion.

The motion was approved unanimously.

4. Approval of Minutes

Kevin Backman made a motion to approve the minutes of January 10, 2022 as amended and Chris Donahue seconded the motion.

The motion was approved unanimously.

5. Correspondences/Communications: *(item order changed due to technical difficulty)*

a) Ali Sinicrope – Middletown Staging Company

Ali and Nate talked about a possible partnership with Middletown Staging Company and Portland Parks and Recreation. Nate has requested further proposal information from Ali for use of the Middle School for summer performing art programs. A stipend for Portland Parks and Rec will be determined; dollar amount – per head, per week. The programs will be an alternative to summer camp. There are currently no performing arts programs offered in Portland. Ali will manage sign-up through the Middletown Staging Company website and program logistics. Nate is unsure of additional work needed to be done by Parks & Rec. The timeframe will be end of June through the end of July and will be organized for ages 5 to 15 (Teen performance: July 21 – 23, children performance July 28 – 30). The number of participants will be determined. The plan is for an increase from 70 to 150 participants. To minimize overlap, camp can be moved to the High School side if needed. There will a strong communication plan in place. Nate will keep the commissioners updated on progress.

b) James Bolstridge – Portland Little League

James Bolstridge provided a proposal for concession stand with the goal of getting it up and running for Spring/Summer 2022 activities. A temporary alternative for concession will be to offer the sale of pre-packaged food/snacks and beverages to bypass requirement of a health permit. Portland will provide a free meal as part of its hosting responsibilities for tournament players (first and second weeks of July). Year 1 equipment request: refrigerator, freezer, hot dog roller, shelves, table for prep. Nate will talk to Chatham Health about health requirements related to providing food/drink. Nate will reach out to other towns to research their concession stand activity/requirements.

The proposal outlined permit, staff, health, cleaning and maintenance, and inventory requirements. There was a discussion about the concession stand including questions and answers. Karen asked if there can be consolidation of permits or is a standalone permit required for the concession stand. Ralph Zampano said that because a concession permit does not follow other permit paths, it will have to be standalone.

Tony Trjoanowski health inspector referenced by James Bolstridge with Portland Little League, said that he will post his safe serve certificate in the concession stand for activity to go forward. He has looked at the building and said that it is "good to go". A PRC staff person with training is required to be onsite at the concession stand during events.

Chris Donahue said that time and research are required to secure a long term plan and suggested creation of a 501C "Friends of the Park Group" including a sub-committee with representation from Chatham Health. Long term equipment request: fryer, cooktop, popcorn machine.

6. Public Comments

There were no public comments.

7. Old Business

a. Portland Recreational Complex

Nick DeRita was contacted to have Cornerstone Fence inspect the ornamental fence at the playground. Fence panels are not bolted correctly. The splash pad will be addressed when Nick is onsite.

Kevin asked if any other fences need attention and suggested a walk of the park to establish a punch list/wish list. A special meeting will be scheduled before March 13 during daylight hours. The gate opening facing the soccer fields opens out to the roadway which presents a safety issue. The splash pad gate opens out and should be opening in. The playground needs pedestrian markers and the park needs removable speed bumps. The netting at the baseball fields should come down at the end of the season so that it is preserved and useable. James Bolstridge said that he will take care of this.

Nate said that the dedication plaque – 24 x 30 in aluminum looks similar to brass and is less expensive. There was a suggestion that the plaque be placed near the flagpole. Final invoice for the plaque should be submitted so that it is covered under the bond. Cost for the plaque may average $2,000. If any money remains after the plaque, it was suggested that remaining funds could be used to purchase trash cans for the complex. Nate will reach out to Ryan Curley and Tom Robinson.

b. Portland Reservoir

The bridge is repaired and part of the dam. Additional extension of the dam may be required. It was suggested that signs be installed near the dam area.

8. New Business

a. Easter Egg Hunt

The plan is to return to having the event outdoors and this year at the new park. Date was decided on; April 9 at 10:00 a.m. with the rain date of April 10 at 1:00 p.m. Parks and Rec will partner with Youth Services with the hope that more events will be go forward.

b. Spring/Summer Program Planning

Similar to plans with Middletown Staging Company, Connecticut Flag Football would like to hold flag football for ages 5 – 15 at Middlesex Avenue on Sundays from early April through the end of June. There are already 30 registrations on the Connecticut Flag Football website. Fields can be lined for practices and game play.

The U.S. Coast Guard will sponsor online training for water safety certification. Training will be 9-1/2 hours online for ages 9 and older. The training covers wave runners and Parks and Rec will be in charge of registration.

Abrakadoodle Art Programs are currently taking place at the Buck Foreman Community Center on Thursdays from 10:30 a.m. - 11:15 a.m. for ages 2 – 5 and from 4:15 – 5:15 p.m. for ages 5 – 14.

Basketball continues through March 5. Program has been running smoothly. Attendance numbers have been lower this year. Nate will be reaching out to Mike Pelton and Miss Alicia to renew programs and sign agreements.

c. Summer Quest

Fliers have been posted to staff Summer Quest at Middlesex Community College, CCSU, and Wesleyan University. Karen suggested posting fliers at career development centers to attract candidates.

Andy has been reaching out to venues for field trips; mini golf, Yard Goats, laser tag, etc. M&J has provided transportation in the past.

9. Next Meeting

The Commission will next meet on Monday, March 14, 2022.

10. Motion to Adjourn

A motion to adjourn was made by Chris Donahue and Kevin Backman seconded the motion.

The motion was approved unanimously.

The meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Dawn Guite

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Recording Secretary