

**TOWN OF DARIEN
PARKS & RECREATION COMMISSION
MINUTES OF REGULAR MEETING
WEDNESDAY, NOVEMBER 20, 2013**

ATTENDANCE: Acting Chair Susan Daly; Bob Marchesi; Kevin Webb;
Mark Crouch; Erika Morris

STAFF: Susan Swiatek, Director

OTHER:

Acting Chair Susan Daly called the regular meeting to order at 7:33 p.m.

APPROVE MINUTES OF OCTOBER 16, 2013

The changes to the minutes of the regular meeting of October 16, 2013 are as follows:

On page 2, under Parks Maintenance Supervisor, the last sentence should read: "Mr. Flynn said that all sports fields are heavily utilized."

**** MR. WEBB MOVED TO APPROVE THE MINUTES OF THE REGULAR MEETING OF OCTOBER 16, 2013 AS AMENDED.**

**** MS. MORRIS SECONDED.**

**** MOTION PASSED UNANIMOUSLY.**

**DISCUSS AND TAKE ACTION – PARKS AND RECREATION
GIFT/DONATION POLICY. INVITED GUESTS FROM TREE CONSERVANCY
TO JOIN IN THE DISCUSSION**

Ms. Morris reported that she had recently met with Mary Flynn and Sue Swiatek to draft the language for the Parks and Recreation Department's gift/donation policy. She provided copies of the policy draft, as well as copies of the Tree Conservancy's mission statement and website information. She discussed highlights from the policy draft, explaining that three acceptable types of gifts/donations include Living Gifts (trees), Portable Gifts (benches, chairs, tables and bike racks), and Permanent Gifts (plaques, buildings, walkways, playgrounds, and bridges).

Some discussion took place regarding the location of gifts/donations and maintenance responsibility. Ms. Morris asked the Commissioners to review the provided information and give their feedback at the December meeting. She said that members of the Tree Conservancy were not able to attend tonight's meeting but would be invited to the December meeting.

REPORTS

a) Director

Ms. Swiatek reviewed details from her provided report dated November 20, 2016. She said that the DJST building project has gone through to Planning & Zoning and she was recently notified of its approval.

b) Assistant Director

There was no report.

c) Chairman

There was no report.

d) Sub-Committee/Study Groups

Ms. Swiatek said that there was no movement on the beach permit/stickers study group.

REPORT ON PADDLE TENNIS OPERATIONS – JIM COGLAN

Ms. Swiatek reported that the paddle tennis season is off to a good start. The next fee review will take place in January.

BUDGET FISCAL 2015

Ms. Swiatek provided copies of the budget draft for fiscal year 2015. She explained that one proposed change to the Operating Budget would include putting in a request for a Facilities Manager. She explained that the Department's existing resources are stretched thin. She also mentioned that based on a man-hour analysis, she would be putting in a request for another Parks Maintainer.

Regarding the Capital Budget, she said that the focus needs to be on the coming years' requests for the 2014-2015 budget. She asked the Commissioners to review the provided information and give feedback at the December meeting.

REQUESTS: GIFTS/DONATIONS

Ms. Swiatek said she had not heard anything back regarding a tree donation that had been discussed at previous meetings.

Ms. Swiatek said the Baker Park land acquisition deal did not get approved.

Ms. Swiatek said that she has not heard anything back regarding the 4 Short Lane land acquisition deal.

PUBLIC COMMENT

There was no public comment.

ANY OTHER BUSINESS (TWO THIRDS VOTE REQUIRED)

Ms. Swiatek said that Andy Hunter has resigned from the Commission, due to travel and work requirements. To date, a replacement has not been named.

Ms. Swiatek reported that the Mather Building project is underway, and the construction has impacted the use of the rest of the building. A potential February completion date was mentioned.

ADJOURN MEETING

**** MR. MARCHESI MOVED TO ADJOURN THE MEETING.**

**** MR. CROUCH SECONDED.**

**** MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:25 p.m.

Respectfully submitted,

Carolyn Marr
Telesco Secretarial Services

**NEXT MEETING: Regular Meeting December 18, 2013; 7:30 p.m;
Darien Town Hall, Room 119**