

HAMPDEN PARKS & RECREATION  
Meeting Minutes September 9, 2014  
Town House

Approved September 23, 2014

Marty called the meeting called to order at 7:34pm

**Members Present:** Marty McQuade, Vice-Chair, Dave Paradis, Terry Ford and Dave Turcotte

**Members Absent:** Fred Frangie, Chair

**Also Present:**

**Bills:** reviewed and signed

**Mail:** reviewed

**Minutes:** The minutes from the August 28th, 2014 special meeting and executive session were reviewed.

*Dave P made a motion to approve the special minutes as amended. Terry seconded. All in favor, 4 to 0.*

*Dave P made a motion to approve the executive session minutes as presented. Terry seconded. All in favor, 4 to 0*

**Agenda Items:**

**Sprinklers:** Water needs to be turned off by October 1<sup>st</sup> for Haluchs Landscapes to come in and winterize.

**Soccer Program Jerseys:** This year both the boys and girls 1<sup>st</sup>/2<sup>nd</sup> grade teams will be wearing National League soccer jerseys which are considerably more expensive than the t-shirts used in previous years. Options discussed for uniforms were 1) Let the fall players keep them, 2) Have the fall players turn in them and wear them again in the spring and then keep them, or 3) Players turn them in to Parks & Recreation. Admin to contact East Longmeadow Parks & Recreation for their cost and procedures

*Marty made a motion that Parks & Recreation should collect jerseys & reissue them next season, Terry Seconded, all in favor, 4 to 0*

**Refund Request:** Tabled until next meeting. Terry to contact requestor for more information

**Safety Night Out:** Police Department will be holding a town wide Safety Night Out at TWB on Friday, October 3, 2014. Commissioners will donate popcorn and machine and suggested having the TWB Justice League be involved.

**HVFD:** The Fire Department has requested to borrow the popcorn maker for their annual open house

**Pavilion:** Discussion and review of bids. Admin to email two of the bidders and request specific quotes for excavation and concrete

*Dave Turcotte moved to table further discussion, Dave Paradis seconded. All in favor 4-0*

**Playscape:** Dave T has looked at Trassig website prices and Columbia Cascade quotes. He is thinking that the current rings and glider could be used as standalone features. He is also looking in to bases and will be getting prices. Another question is to keep or replace wooden borders and what to use if they are going to be replaced.

**Gym Usage:** Parks & Recreation Admin will keep master schedule and send out updates to schools, liaisons & commissioners weekly.

**Policies, Procedures & Commitments:** Documentation of grievances and policies, phone procedures, role of chairperson, liaisons role with the board

**Contact Letter:** Letter drafted by Marty to be sent to schools and janitorial staff with contact information for all board members.

*Marty made a motion to approve and send to school. Dave P seconded. All in favor 4 to 0.*

**Raymond Drive Residents Letter:** Fred Frangie had emailed a draft letter for review and signature by commissioners. Subject of letter amended from Re to RE Hampden Country Club with residents names added. *Marty motioned to approve the letter. Dave Paradis seconded. All in favor 4 to 0.*

**Program Registration Review:** Pages will continue to be updated as sports change. Baseball webpage and coordinators guide has been updated. Sports enrollments are down while summer program enrollments are up.

**Phone Log:** Phone log will be emailed to commissioners along with meeting agenda and previous meeting minutes for review prior to meeting.

**Harvest League:** Marty will contact for waivers.

**Email Etiquette:** Email etiquette discussed.

**New Business:**

Dave Turcotte facilitated opening a discussion on behalf of the Administrative Assistant. She stated that she had spoken with a member of the personnel committee in regards to the accusatory emails that a board member had sent to all of the Parks Commissioners blaming the admin for calling a meeting and inviting a coach to that same meeting when in fact the board member had instructed her via email to invite the coach. Admin presented evidence of that issue and others instances. Dave P requested to look at the binder that Admin had prepared and was given the binder to review. Marty commented that he had responded to one of the emails with an email to everyone that that said effective immediately not to send him any emails with the title Stacy Black or the Bullsh\*t. Admin remarked that no one interjected to tell the board member to stop. Both Dave T and Marty offered to speak with the board member in regards to the admins' concerns with Dave T taking the lead. Admin commented that she wasn't sure that she wanted this conversation in meeting minutes and asked the commissioners what to write down and they suggested she use email etiquette.

*Dave P made a motion to adjourn the meeting at 10:26pm, Terry seconded. All in favor 4-0.*

Next meeting September 23rd @ 7:20pm

Respectfully Submitted,

Cindi Connors,  
Administrative Assistant