

Parks and Recreation Sub-Committee

Payden Field House Maintenance Sub-committee

Special meeting: Tuesday March 19, 2019, in City Hall

Meeting called to order 9:05 A.M.

Roll Call, members present: Andrew Cota, Ed Armeno, Beverly Moran, Mark Izzo, Bruce Sill, John Bittmen, Dennis O'Connell, Ken Marcucio, James Butler.

Business conducted:

There was extensive budget discussion for New Field House operation. On a recommendation from the Finance director new line items have been proposed for the maintenance of the field house to be added to the Parks and Recreation yearly budget in order to manage the new cost associated with new building.

The regular budget will be prepared by Dennis O'Connell and Beverly Moran with the new additions. It was decided that a request for a 5% increase for the Parks Director with the additional duties anticipated once the building open, i.e. manage custodians, attendant and additional scheduling needs.

It is anticipated that \$3,000.00 will be reduced from the Building and Field Supplies from the former budget. The new line items will include Equipment maintenance \$5,000.00, Building and field supplies \$5,000.00, Internet and phone lines \$4,525.00, \$2,000.00 for Office Supplies, \$1,000.00 for mechanical HVAC contracts or expenses, \$2,000.00 for Water and \$15,000.00 for gas. The field house supervisor wage \$19,344.00, custodian \$16,224.00 and Attendant \$11,316.00. It was not determined how the electrical will be paid as of yet, city or Parks accounts. It will require a line item for Parks and Recs if the city decides to put it into the Parks budget. Total cost is approximately \$79,409.00. Many of these numbers were obtained by inquiring of the professionals who build these type facilities.

Mark Izzo brought up the contract for the internet and installation of the phone lines, requesting that we make it a priority to obtain a signature so that Comcast can install and give service to the building. There was some discussion on the city's intent to engage a new company for city phone lines. Dennis O'Connell will inquire of the city what direction we should take in this regard. We need the answer before the next meeting.

There was a discussion on the storage bins for maintenance equipment and field and track that the Parks Director has brought before the Board of Taxation in order to transfer money to purchase these items. Approximant cost is \$6,900.00 each. The members present recommended that this process be expedited so that the bins can be purchased from money carried over from Parks budget.

Public Works Director, Ed Armeno is continuing to provide assistance for grounds maintenance once the new complex opens for business. His personnel will need to be trained in the new equipment and procedures in maintaining the turf.

A discussion about defibrillators was conducted and we will need to research how to obtain at least two for the building.

A discussion pertaining to the key entry for the building. Dennis O'Connell and Athletic Director Bradshaw are working on this process that should be completed prior to opening.

In addition there was carry over discussion about developing job descriptions and responsibilities for the Supervisor Custodian, custodian and attendants. These positions are part time and will operate according to hours needed because the use of the building will vary from season to season. Job descriptions and responsibilities are being worked on and we are hoping to finalize these documents by the next meeting.

Also, emergency management procedures are being worked on and we are hoping to complete outlines for them by the next meeting.

Mr. O'Connell produced two Flow Charts for operational purposes for the building. These include the Parks and Recreation line of authority and the Board of Education line of authority because of the close relationship to the activities that will be conducted at the location.

Meeting Adjourned 10:00 A.M.

Next Meeting is Tuesday March 26 at 9:00 AM at the Derby City Hall.

Andrew Cota