

WOODBURY PARKS AND RECREATION COMMITTEE

MINUTES – AUGUST 18, 2020

PRESENT:

Denice daCunha, Willa Freiband, Rey Hernandez, Sue Lynch, Marti Nask, Mary Porcu, John Smith

Town Supervisor: Frank Palermo

Town Board Liaisons: Councilman Thomas Burke

Department Head: Joey Gianzero

Guest: Maria Hunter, Beautification Committee

2 members of the public

Karen

Unidentified phone caller

1. Minutes of July 21 meeting were approved.
Motion – Denice daCunha
Second – Willa Freiband
Acceptance unanimous
2. Pool Update
Submitted by Joe Gianzero
 - a. The pool is ready for Rob to do the concrete. The black top will be reclaimed next week.
3. Rez Update
Submitted by Joe Gianzero
 - a. The scheduled has been readjusted as the morning attendance is dropping off.
Hours are 11:30 – 7:30pm
 - b. The budget is in place
 - c. There are no vouchers other than for Yoga
 - d. Yoga continues to be successful with 15 – 20 people attend each Tuesday
 - e. The Seniors club had an event with music and pizza which will be repeated on a Monday when the weather is right.
 - f. Other activities are on pause.

- g. Dumpsters have continued to be used by the public for personal use. The police were consulted. They cannot do much unless they catch someone in the act.
 - h. Committee members would like recycling at the Rez. The supervisor's clerk will investigate it for next season.
 - i. Lifeguards have pulled plants and shells out of the water to clean the bottom.
 - j. Comments by Committee members
 - i. The railing on Coach Wilson Trail needs fixing
 - ii. The bleacher seats on the baseball field need fixing
 - iii. The shower platform has sharp edges that need attention.
 - iv. The outlet by the Gatekeeper pavilion needs to be fixed
 - v. There needs to be an inventory of how many garbage cans have broken slats so they can be fixed.
 - vi. There are soccer balls in the wetlands.
 - vii. Movies should continue to be outdoors as long as weather permits.
4. Town Board Liaison Report
Submitted by Tom Burke
- a. The Supervisor's clerk was asked to send each committee member a copy of the letter outlining the job responsibilities and expectations of a Parks Committee member.
 - b. Ms. Rivera sent letters to new members and those who were previously serving on the commission.
5. Old Business
- a. The police held their annual ice cream day. About 50 people attended.
 - b. Sue Lynch suggested that committee members be reminded when events are planned so they can participate.
6. New Business
- a. Maria Hunter reported that the Beautification Committee purchased Winter Wonderland decorations.
 - b. In September electricity will be installed near Schunnemunk.
 - c. The decorations are being stored in a trailer at the Rez
 - d. Ms. Hunter would like the Park and Recreation department to coordinate an event around the holidays for the community. She suggested donuts and cider.
 - e. The Beautification Committee is seeking a designer for a sign for the Rez entrance and for Brickley and for the south end of Woodbury.
 - f. She said her committee is discussing installing a sensory garden at the pool.

- g. She reminded everyone that the vote on the Pool is from 9am to 9pm on September 9th.
- h. Maria Hunter suggested a scavenger hunt would be a Covid approved activity.
- i. Joey Gianzero will talk to the library about it.

7. The Budget

- a. A discussion was held about how much committee members are involved in the development of the budget.
- b. Committee members agreed that they would like to have a look at expenses as they come up, but regarding preparing for the next year's budget they would like a more active role.
- c. Given the unusual circumstances of Covid this year's financial figures do not reflect a typical year. There was a cut back in activities affecting expenses and income. Next year the Pool will be open again. Given these variables, the budgets will be developed using figures from two years ago.
- d. The preliminary budget is due by September 30.
- e. It starts in August when the Supervisor hands out work sheets to Department Heads.
- f. These work sheets can be reviewed by the committee to develop next year's anticipated needs.
- g. This year the sheets are to be turned in by August 26.
- h. Joey Gianzero will email members a spread sheet to review.
- i. In the future, this process will allow committee members to have input about projects they deem important.
- j. The question of Engineer fees was raised, and the committee was informed they are coming out of Park Land fees. Once the Pool bond is complete, money can be replenished.
- k. Mr. Palermo will send committee members an accounting of how much Park Land money there is so that it can be used for long range planning purposes.
- l. Denice daCunha asked Mr. Gianzero to provide itemize all the properties involved in Park and Recreation facilities.

8. Annual Report

- a. Each committee is expected to present a report on what has been done over the year.
- b. Since this is new for the committee, it was agreed It was agreed that Parks and Recreation committee would have this deadline extended for 30 days.
- c. The report is usually presented by the officers of the committee.

9. Job description

- a. The letters that described the job committee responsibilities and expectations was generic.
 - b. It was agreed that some of the content did not fit with the committee's actual actions.
 - c. Based on the discussion of budget development and vouchers, it was agreed that the office of treasurer should be omitted.
 - d. The committee expressed interest in drafting an updated job description which reflects the way this committee operates.
 - e. Willa Freiband will work on the current job description letter and adapt it to be more accurate.
 - f. This draft will be a discussion item on the next meeting agenda.
 - g. This letter will eventually help clarify what the committee's scope of work is and will be used by the town board when they appoint new members.
 - h.
 - i.
 - j. Denice daCunha requested that the committee pick up its discussion at the next meeting regarding committee member job descriptions.
 - k. Before Covid, we had appointed a chair and recording secretary. No treasurer had been appointed.
 - l. Tom said he would have Clara send a copy of the letter from the Town Board that changed the Park Commission to a Committee for our discussion
 - m. John will put this on the next agenda.
10. New Business:
- a. Committee members voted to continue to meet online until further notice given the severity of Covid 19
 - Motion: Willa Freiband
 - Second: Denice
 - In favor: Denice daCunha, Willa Freiband, Sue Lynch, Mary Porcu
 - Against: Rey Hernandez, Marti Nask, John Smith
 - b. Rey proposed a community relations event should be planned in which the police hand out ice cream to the children at the Rez.
 - c. There was discussion about getting more attendance numbers before a date is picked.

Next meeting: August 18, 2020, 7:30 Virtual