

**PARKS & RECREATION ADVISORY COMMITTEE**  
**Minutes**  
**January 14, 2016**

A meeting of the Parks & Recreation Advisory Committee was called to order on January 14, 2015 at 7:05 p.m., in Sherrillbrook Park. Those present were Omar Massoud, John Pryor, Sean Virkler, Jerry Pitarresi, Peggy Brady, Dave Reynolds, Rick Sherman, and Mike Jeffery.

Mike Jeffery called the meeting to order. He stated he has received a request from resident Cheryl Jassak. Her seven year old son would like to raise money for the Sitrin's Military Rehabilitation Program, along with the Wounded Warrior Amputee Softball Team. He would sell flags with a goal of 5,000 flags sponsored and would like to display them at the Veterans Memorial Park on Flag Day. Mike Jeffery stated he would like a recommendation from the committee and the police department would have to review it for traffic control for the day of the ceremony, and then it would need board approval. It would be held on the Saturday before Flag Day. The flags would remain at the memorial for one week and they would remove them the following Saturday. Volunteers from the New Hartford Legion, Sitrin Home, and New Hartford High School would be selling the flags for \$5.00, and they would also be placing and removing them. Mike Jeffery felt it would bring great attention to our town. John Pryor asked what happens to the flags once they are removed. Mike Jeffery stated that the New Hartford Legion would handle disposal. Omar Massoud motioned to recommend proceeding with the flag display and Peggy Brady seconded. All were in favor.

Mike Jeffery then asked the committee for their thoughts on items discussed at the previous meeting. Mike Jeffery will be retiring and the department could be left as is with a new department head, or the department could be reorganized and parks could be put under highway, with recreation going to the rink. Omar Massoud stated if Rick Sherman takes over he would need to hire another person. Mike Jeffery stated the foreman's position has not been replaced in the budget. Recreation programs could be added to the rec center responsibilities, but still answer to the Highway Superintendent as a department head. Dave Reynolds stated if possibly John Cunningham took over recreation, a park manager is still needed, which could be someone off the street or someone moving up. If someone were to take over all responsibilities it would have to be a new hire. Mike Jeffery stated John Cunningham has the knowledge of recreation programs to take it over. He also felt a position of parks deputy supervisor who already knows everything should be created and report to whoever is overseeing parks, and also train a new person. In the future when the Rec Center Director retires then the board could look into going back to one Parks & Recreation Director. Rick Sherman asked about this year's budget and seasonal employees. Mike Jeffery stated he has four seasonal employees and it is not enough. There are approximately forty-five seasonal recreation employees. Dave Reynolds asked Mike Jeffery to come up with a flow chart showing department head and who is under him and their duties so they can sit down and accept or reject it, and start making changes now. Rick Sherman asked about Chadwicks Park because the parking lot expansion and entrance location project would come under him. Mike Jeffery stated he has not received any notification that they are not going ahead with it. Mike Jeffery will be meeting with Pat Tyksinski to discuss the committee's recommendations. Mike Jeffery stated for anyone in house to take over his position they would have to leave the union. He stated with the direction the department has taken, there is currently a greater need for maintenance positions.

The committee's recommendation is for Mike Jeffery to create a flow chart reorganizing the department to consist of a recreation and parks component, supervised by the Highway Department and internal structures for daily operations.

Mike Jeffery then began a discussion on parking fees. He reviewed the options previously presented. Omar Massoud contacted a representative of Sylvan Beach, where there are parking machines, who stated they grossed \$100,000 with a net of \$30,000. A lot of people didn't like it to have to pay parking to go to a restaurant. The biggest problem they had was enforcement in the beginning. They went to the DMV and now if people don't pay the parking ticket it goes on their license. Mike Jeffery will discuss this with Chief Mike Inserra.

Mike Jeffery stated he is in favor of a parking fee if there is an increase in safety and revenue and residents are inconvenienced as little as possible. He suggested a permit process that is good for two years along with the automatic fee machines to collect non-residents fees. This would also eliminate the need of reconstructing the park entrance for a toll booth, and residents wouldn't have to wait in line for other cars to be checked in or out. He showed the committee information on the machines, and he has spoken with a park in Syracuse that stated they have been making money on this. He also stated for enforcement, we would utilize our current security and add to their duties, and when they find cars without parking permits they would contact the police department to come up and write tickets. Mike Inserra had previously told Mike Jeffery that 80% of people pay their parking tickets. If we have continued violators then their car would have a boot put on it or they would be towed. This would encourage other people to pay the fee or not visit our facilities.

Rick Sherman suggested a machine with a gate. They would have to pay or they could not get in. The residents would get a swipe card. Mike Jeffery stated the problem would be they could give the card to anybody. Mike Jeffery liked the machines because they can be set up for different fees for different amounts of time. Sean Virkler stated he would like to see some accommodation for residents renting a pavilion who have non-residents attending, and sports teams coming in. Possibly give out passes for the non-residents. Mike Jeffery stated he can't accommodate the sports teams. For pavilions, Mike Jeffery stated he contacted Verona Beach State Park, and they stated everybody pays a parking fee with a pavilion rental. Sean Virkler stated he is opposed to parking fees but he understands. Omar Massoud stated he is also opposed. Mike Jeffery stated it is in the budget and he is looking for a recommendation on how to collect fees. Sean Virkler suggested residents being able to get their parking permit on line. Mike Jeffery suggested possibly mailing them.

Mike Jeffery asked if anyone had a motion in favor of toll booths. No one motioned. Jerry Pitaressi motioned for the automated machines, Peggy Brady seconded the motion, and all were in favor. Mike Jeffery will work on a way for residents renting a pavilion to be able to have their non-residents accommodated. He will also look into how residents can be least impacted for permit registration and will discuss the committees recommendations with the Town Supervisor.

The meeting adjourned at 8:30 p.m.

Respectfully submitted,  
Maureen Owens