



# TOWN OF ROXBURY CONNECTICUT

Recreation Commission

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

## ROXBURY RECREATION COMMISSION REGULAR MEETING JANUARY 8, 2014

### CALL TO ORDER

Meeting was called to order By Sparky at 7:05 PM at Town Hall

Members Present: Lisa Easter, Missy Cole, Rob Hubbard, Karen Puskas, Gary Alex, Rob Harty, Sarah Foreman, Sparky Lowe and Fred Bond

Guest Speakers: Scott Benjamin and Paula Conway

### APPROVAL OF MINUTES

Regular Meeting – November 6, 2013

Approval of November 2013 minutes was made with a correction on the agenda of Line Item Tag Sale date, by Rob Hibbard, and seconded by Sarah the motion was passed unanimously. Tag Sale date is May 3<sup>rd</sup>, not May 2<sup>nd</sup> as stated in the minutes.

### REPORTS

Treasurer's Report

Treasurer's report was handed out for all to see.

Newsletter is still being done by Missy and any and ALL information should be forwarded to her as early as possible. Added items will be Baseball, Soccer and Relay and Bark For Life.

### PROGRAMS

Ongoing Programs

Zumba Monday nights as well as all adult programs

Road Race series Scott Benjamin is here to thank us for the continued support and gave the board a full run down of the history of the series. The run for cure was another huge success this past Thanksgiving. New season starts in February.

Paula Conway came to request funds for upcoming school projects we have always supported in the past. They asked for an increase of 420.00 to their request. Rob Hibbard made a motion we approve the request, seconded by Rob Harty, motion was unanimously passed.

### BUSINESS

Tag Sale May 3<sup>rd</sup> 2014

Get information into the papers by March. Next meeting make a check list and designate jobs to members.

Summer Fun Day

Last Day of school will be the Summer Fun Day 6/20/14 more information next meeting.

Hurlburt Park

We would like to have the changes to the plans updated so we can move forward with the overall project to get the "ball rolling". We anticipate a 2 - 5 year forecast for the project and look to include in our capital project request to the Town.

Luminaries

We were asked if we would support this as a commission. Discussion was brought up in detail what it entails. Roxbury Garage would like to take on the project in 2014 and asked the commission for their support. Gary Alex made a motion and Lisa Easter seconded it, all were in favor it unanimously passed.

**ADJOURNMENT**

The meeting was adjourned at 9:05 PM.

Respectfully Submitted,

*Missy Cole*

Missy Cole, Secretary



# TOWN OF ROXBURY CONNECTICUT

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## **ROXBURY RECREATION COMMISSION REGULAR MEETING FEBRUARY 5, 2014**

### **CANCELLATION NOTICE**

Due to the weather the Regular Meeting of the Roxbury Recreation Commission has been canceled. A special meeting has been scheduled for Wednesday, February 12, 2014 at the Roxbury Town Hall.



# TOWN OF ROXBURY CONNECTICUT

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## ROXBURY RECREATION COMMISSION SPECIAL MEETING FEBRUARY 12, 2014

### MINUTES

#### CALL TO ORDER

Karen Puskas called to meeting of the Roxbury Recreation Commission at 7:13 PM at the Roxbury Town Hall.  
Members Present: Rob Hibbard, Rob Harty, Gary Alex, Sarah Forman, Karen Puskas, Mark Lowe, Fred Bond  
Members Absent: Lisa Easter and Missy Cole

#### APPROVAL OF MINUTES

The minutes were approved as written. Motion to accept by Rob Hibbard and seconded by Gary Alex. All in favor.  
Motion passed unanimously.

#### BUSINESS

Reviewed the revenue report. We are estimating that we are going to finish the fiscal year with approximately \$12K in revenue. The Zumba participants are looking to add another night. This would bring some more revenue if we can find a venue. Fred is looking for such venue.

We reviewed our spending to date along with a forecast of what our spending will be for the remainder of the year. At our current estimates we have ~\$10K that we are going to be looking to spend across almost most categories before the end of the fiscal year. Karen presented list of purchases to take place.

We reviewed our notes from last year regarding the tag sale as it is just around the corner. At our March meeting, people will come with their ideas about what assignment they can do for the event. We have also booked the DJ and the bounce houses for the Kickoff summer party scheduled for 6/20/14.

#### NEW BUSINESS

Reviewed our budget submission for 2014/15. Preliminarily we feel that we could generate a little bit more in revenue. We had a very good turnout for the tractor parade this year given the horrid weather. If we have good weather in 2014 we feel that we could generate a little bit more in revenue. We are also going to looking into sponsoring more events at the middle/high school. Removed from the budget are adult bus trips for now. We are submitting a capital forecast of ~\$18K for a John Deere Gator and the corresponding storage facility over the next few years.

#### OFFICERS

Officers for 2014-2015 were elected as follows:

- Mark Lowe – Chairman
- Rob Hibbard – Vice Chairman
- Karen Puskas – Treasurer
- Rob Harty – Secretary

Long range spending submission is for the Hurlburt park improvements to the pavilion.

#### ADJOURNMENT

Karen Puskas adjourned the meeting at 8:15 PM

Respectfully submitted,

*Rob Harty*

Rob Harty



# TOWN OF ROXBURY CONNECTICUT

Recreation Commission

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## ROXBURY RECREATION COMMISSION REGULAR MEETING MARCH 5, 2014

### MINUTES

#### CALL TO ORDER

Meeting called to order at 7:05 PM by Karen Puskas, Treasurer

In attendance were: Karen Puskas, Gary Alex, Sara Foreman, Missy Cole and Fred Bond.

#### APPROVAL OF MINUTES

Motion to accept February 2014 minutes made by Sara Foreman. Seconded by Fred Bond. All in favor. Motion carried unanimously.

#### REPORTS

##### Treasurer's Report

Karen gave treasurer's report.

##### Newsletter

Going smooth

#### BUSINESS

##### Zumba

A Wednesday class has been added and will begin on March 12<sup>th</sup> at Booth Free School in gym. This will be treated as a second program and not be a continuation of Monday program that currently runs.

##### Tag Sale

Program was discussed and duties and responsibilities were handed out to members.

##### Kick Off Summer Party

All set up. Duties and responsibilities will be discussed at May meeting.

##### Memorial Day Parade

Motion made by Gary Alex and seconded by Missy Cole to purchase 500 small flags to hand out at the Memorial Day Parade. All in favor. Motion passed unanimously.

#### ADJOURNMENT

Meeting adjourned at 8:15 PM.

Respectfully Submitted,

*Karen Puskas*

Karen Puskas, Treasurer



# TOWN OF ROXBURY CONNECTICUT

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## ROXBURY RECREATION COMMISSION REGULAR MEETING APRIL 2, 2014

### MINUTES

#### CALL TO ORDER

Karen Puskas called to order the regular meeting at 7:05 PM on April 2, 2014 at the Roxbury Town Hall.  
Present: Rob Hibbard, Rob Harty, Gary Alex, Sarah Forman, Karen Puskas, Mark Lowe, Fred Bond, Lisa Easter.  
Others Present: Barbara Henry.

#### APPROVAL OF MINUTES

The minutes were approved as written with motion by Rob Hibbard and seconded by Gary Alex. Motion passed unanimously.

#### BUSINESS

Reviewed April spend where YTD Revenue is at (~\$8K).

Reviewed next event, tag sale on 5/3. Duties assigned

Barbara Henry presented the ART Council flyer for us to participate in. Reviewed next steps in Apple Lane Park improvements.

#### BUSINESS

We are going to update and revive the outdoor volleyball court at Apple Lane. Lisa Easter made a motion to spend \$500 to fix the volleyball court. Fred Bond 2<sup>nd</sup>. Motion passed unanimously.

Looking at all options for large tent to purchase.

#### ADJOURNMENT

Mark Lowe adjourned the meeting at 8:15 PM.

Respectfully submitted,

*Rob Harty*

Rob Harty



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## ROXBURY RECREATION COMMISSION REGULAR MEETING MAY 7, 2014

### MINUTES

No minutes for the May 7, 2014 Regular Meeting of the Roxbury Recreation Commission were filed in the Town Clerk's office.

Respectfully submitted,  
*James A. Hurlbut*  
James A. Hurlbut  
Ast. Town Clerk



# TOWN OF ROXBURY CONNECTICUT

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## ROXBURY RECREATION COMMISSION REGULAR MEETING JUNE 4, 2014

### MINUTES

#### CALL TO ORDER

Meeting called to order at 7:15 PM by Mark Lowe, Chairman

Members Present: Mark Lowe, Lisa Easter, Fred Bond, Sarah Foreman, Rob Hibbard

#### APPROVAL OF MINUTES

Last meeting minutes were not presented so no motion was made to accept them.

#### OLD BUSINESS

##### Road Races

Scott Benjamin spoke: He thanked the Commission for our support. The Roxbury Road Races are averaging 50 people per race. They raised \$175.00 for our Park improvement fund. He estimates \$600.00 in total will be raised this year for the park improvement fund. Scott also requested \$200.00 for refreshments (we have donated in the past) for the Run for a Cure race. He requested a monetary donation for plaques as well. He would like us to notify him with our decision.

No motions were made at this time and the Commission will get back to Scott soon.

##### Treasurer's Report

Treasurer report was reviewed.

##### Tag Sale

Rob Hibbard submitted a \$25.00 check for a tag sale site

##### Discussion:

Commission spoke of permanently moving the tag sale to the town hall/fire dept. lawn. Parking would remain in the field. We would like to talk to the town and state about adding a crosswalk between the town hall and the Roxbury Market. We would reserve the bottom driveway of the town hall/field for handicap parking. There was also discussion on roping off a walking section in the field next to the stone wall, to allow people a safe area to walk, without holding up traffic. Everyone felt Mike Rice was a good help with parking and should be requested for future tag sales.

We talked about a possible Fall Tag Sale, tentative date Sep. 6th. This discussion tabled until next meeting to see how what other members think.

##### Bark for Life

Missy wasn't there to report

##### Kick off Summer Party

Rob Hibbard notified the committee he will not be in attendance for this event. He is available to help Thurs. and Fri. morning for set up. Rob Harty and Gary will man the grill this year. We need someone to look in closet, and then make a Costco run for Rolls, Water, Juice boxes, condiments, etc.

Lisa said she was going to get approval of the superintendent's office and send the flyer home with school children in Booth, Burnham, and WPS. Also, we are forwarding a copy to Judea Nursery school. Sarah will take care of The Children's Station children.

#### Tractor Parade

Mark would like us to think about and be prepared to come up with a statement as a commission, to limit the age of drivers and what types of things are allowed to be in the tractor parade (ex: horse vs. antique cars, or just tractors) for safety reasons. There was discussion of appointing a commission member to be a Safety officer for the event.

#### Hurlbut Park

Mark informed us we have a little over \$100,000 to get the project started. The board of selectmen sent a letter requesting that they would like us to stake out the bathrooms and get started so we don't lose the grant money.

#### **NEW BUSINESS**

Mark priced out a 20 X 40 sectionalized tent for \$6800.00. If we would like to include windows in the sides they are an additional \$55.00 each. Total with sides would be \$7460.00

Rob Hibbard made a motion to spend an initial \$5000.00 out of our budget to get started. Fred Bond second. The motion passed unanimously.

Sarah Foreman brought up that as a committee currently no By Laws are in place or on record. We decided we would start writing them after the Tractor Parade and have in place by January 1st of 2015.

Old Time baseball was brought up. No decisions were made as to whether we want to get on the schedule for next year or not.

Fund raising for bathrooms at the park. All members were asked to think about this and come to the July meeting with Ideas. One idea mentioned was some type of take out, ex: Washington's Lobster, or New Milford's chicken in a box. Also, the boy scouts did not continue with the roast beef dinner this year is that something we would like to take on as a committee?

#### **ADJOURNMENT**

Meeting Adjourned at 8:25 PM. Motion by Rob Hibbard, seconded by Lisa Easter, Motion carried unanimously

Respectfully submitted,

*Sarah Foreman*

Sarah Foreman



# TOWN OF ROXBURY CONNECTICUT

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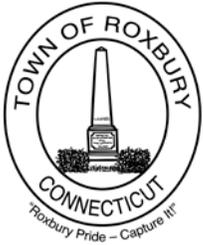
Recreation Commission

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## **ROXBURY RECREATION COMMISSION REGULAR MEETING JULY 2, 2014**

### **CANCELLATION NOTICE**

The regular meeting of the Roxbury Recreation Commission has been canceled. The next regularly scheduled meeting is August 6, 2014.



# TOWN OF ROXBURY CONNECTICUT

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## ROXBURY RECREATION COMMISSION SPECIAL MEETING JULY 16, 2014

### MINUTES

#### CALL TO ORDER

Karen Puskas called to order the special meeting of the Roxbury Recreation Commission at 7:05 on July 23, 2014 at Hurlburt Park.

#### ROLL CALL

The following persons were present: Rob Harty, Gary Alex, Sarah Forman, Karen Puskas, Mark Lowe, and Lisa Easter. Excused were Missy Cole, Fred Bond and Rob Hibbard.

#### BUSINESS

##### Tractor Parade

The Commission spoke about the upcoming Tractor Parade on Sunday, October 5<sup>th</sup>. Various items including the following were spoken about and assignments relating to them will be handed out, if not taken, at the August meeting:

- 1) Attaining sponsors – last year's sponsors need to be contacted and new ones need to be found.
- 2) Art work for t-shirts to be gotten from Billy Steers (Lisa to do)
- 3) Permit for cow chip raffle to be submitted (Lisa to do – Karen to get ticket example)
- 4) T-shirt colors and sizes need to be ordered from Art Crabtree
- 5) Ask the PTO to run the old fashioned games of egg toss, three legged race, etc. and possibly have them coordinate bake sale through Booth parents.
- 6) Find \$50 sponsors for the games, pedal tractor pull and pumpkin/sunflower contests
- 7) Order special ribbons for winners of tractor parade specific in categories.
- 8) Attain crafters and contact those from last year.
- 9) Order Porta Potties with hand wash station.
- 10) Get menu to George at Washington Market – include items such as rolls.
- 11) Possibly create a Facebook page so people have a place to go and sign up ahead of time to cut down on preliminary issues.

##### Hurlburt Park Improvements

Commission staked out the addition of the bathrooms and kitchen area adjacent to the pavilion.

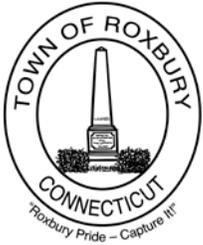
#### ADJOURNMENT

Mark Lowe adjourned the meeting at 8:30 PM.

Respectfully submitted,

*Rob Harty*

Rob Harty



# TOWN OF ROXBURY CONNECTICUT

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## ROXBURY RECREATION COMMISSION REGULAR MEETING AUGUST 6, 2014

### MINUTES

#### CALL TO ORDER

Karen Puskas called to order the regular meeting of the Roxbury Recreation Commission at 7:04 pm on August 6, 2014 at the Hurlburt Park.

The following persons were present: Rob Harty, Gary Alex, Karen Puskas, Mark Lowe, Fred Bond, Lisa Easter. Excused were Rob Hibbard and Missy Cole.

#### APPROVAL OF MINUTES

Regular Meeting – July 16, 2014

Lisa made a motion to approve the minutes and seconded by Gary Alex. All in favor, motion passed unanimously.

#### OLD BUSINESS

Reviewed the treasurer report. Tent, \$6,800, to be part of 2013 expenses.

Met with Paula Conway and approved \$300 for outdoor movie night. Motion was made by Rob Harty and seconded by Gary Alex. All in favor, motion passed unanimously.

Mark spoke about the renovation project at Hurlburt Park and gave budget to Barbara for the park improvements and we are waiting to hear back.

#### NEW BUSINESS

Tractor parade planning is in full swing. Sponsors are be solicited and we are looking for vendors to sell the crafts.

Finalized the food with the Washington Market to be sold along with confirmation of DJ, bounce houses, Porta potty's.

Looking for a lot of volunteers.

#### ADJOURNMENT

Mark Lowe adjourned the meeting at 8:15 PM.

Respectfully submitted,

*Rob Harty*

Rob Harty, Secretary



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## ROXBURY RECREATION COMMISSION REGULAR MEETING SEPTEMBER 3, 2014

### MINUTES

#### CALL TO ORDER

Mark Lowe called to order the meeting of the Roxbury Recreation Commission at 7:15 PM.

Members Present: Gary Alex, Sarah Forman, Karen Puskas, Mark Lowe, Missy Cole, Fred Bond and Rob Hibbard.

Members Excused: Rob Harty and Lisa Easter.

#### APPROVAL OF MINUTES

##### Regular Meeting – August 6, 2014

Motion to accept the August minutes was made by Fred Bond, seconded by Rob Hibbard. All in favor, motion passes unanimously.

#### REPORTS

##### Treasurer's Report

Karen provided treasurer report with up to date financials

##### Newsletter Report

Newsletter going well – nothing to report.

#### BUSINESS

##### Tractor Parade

The Commission spoke about the upcoming Tractor Parade on Sunday, October 5<sup>th</sup>. Various items including the following were spoken about. Attaining sponsors – last year's sponsors need to be contacted and new ones need to be found.

Art work for t-shirts to be gotten from Billy Steers by Lisa this week. Commission decided on neon green staff shirts and black and seafoam shirts for public sale. Lisa will coordinate with Art Crabtree on getting everything done.

Permit for cow chip raffle came in and members of the Commission need to begin selling at the market, the transfer station or anywhere we can.

PTO is running the old fashioned games of egg toss, three legged race, etc. and possibly have them coordinate bake sale through Booth parents. Prizes will be awarded and Commission will work with PTO on who is getting. Find \$50 sponsors for the games, pedal tractor pull and pumpkin/sunflower contests

Lisa ordered special ribbons for winners of tractor parade specific in categories with the Town Logo in the middle of the ribbon.

Still trying to attain crafters.

Porta Potties ordered

George at Washington Market is on board with food.

Rob Harty created a Facebook page for Commission so we are still working on developing it for public use.

DJ and bounce houses all set to go. Karen to contact face painters to see if available.

Hurlburt Park Improvements

Mark Lowe is working on providing specs for the pavilion addition at the park as the Town has to put the work out to bid. He is working with Barbara Henry on this and will provide feedback as the project moves along.

**ADJOURNMENT**

Mark Lowe adjourned the meeting at 8:30 PM.

Respectfully submitted,

*Karen Puskas*

Karen Puskas, Secretary



# TOWN OF ROXBURY CONNECTICUT

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## ROXBURY RECREATION COMMISSION REGULAR MEETING OCTOBER 1, 2014

### MINUTES

#### CALL TO ORDER

Karen Puskas called to order the regular meeting of the Roxbury Recreation Commission at 6:10 PM on October 1, 2014 at the Hurlburt Park.

#### ROLL CALL

The following persons were present: Rob Harty, Rob Hibbard, Gary Alex, Karen Puskas, Mark Lowe, Fred Bond, Lisa Easter, Missy Cole and Sarah Foreman.

#### APPROVAL OF MINUTES

##### Regular Meeting – September 3, 2014

The September 2014 minutes were approved as written by Sarah Foreman and seconded by Rob Hibbard. All in favor, motion passed unanimously.

#### OLD BUSINESS

##### Treasurer's Report

Reviewed the treasurer report. On track with expenses and the revenue.

##### Tractor Parade

Received \$2,000 in sponsor revenue for the tractor parade so far.  
Completed the final preparations for the tractor parade.

#### NEW BUSINESS

##### Luminaries

Will be done by the Roxbury Garage with assistance from the recreation commission.

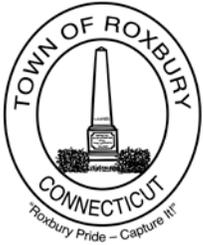
#### ADJOURNMENT

Meeting adjourned at 8 PM.

Respectfully submitted,

*Rob Harty*

Rob Harty



# TOWN OF ROXBURY CONNECTICUT

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## ROXBURY RECREATION COMMISSION REGULAR MEETING NOVEMBER 5, 2014

### MINUTES

#### CALL TO ORDER

Mark Lowe called to order the regular meeting of the Roxbury Recreation Commission at 7:00 PM on November 5, 2014 at the Roxbury Town Hall.

#### ROLL CALL

The following persons were present: Rob Harty, Rob Hibbard, Gary Alex, Karen Puskas, Mark Lowe, Fred Bond, and Sarah Foreman. Excused were Missy Cole and Lisa Easter.

#### APPROVAL OF MINUTES

##### Regular Meeting – October 1, 2014

The October 2014 minutes were approved as written by Rob Hibbard and seconded by Mark Lowe. All in favor, motion passed unanimously.

#### OLD BUSINESS

##### Treasurer Report

On track with expenses and the revenue.

Received \$7,286 in revenue from tractor parade. Currently have \$5,481.03 in expenses from tractor parade, and we are still waiting invoice for T-shirts

#### NEW BUSINESS

##### Tree Lighting

The Town tree lighting is on 12/6/2014. The commission will be handing out glow necklaces for the children.

##### Luminaries

Luminaries set up to be organized by volunteers and Recreation Commission on Christmas Eve Day unless there is bad weather and then New Year's Eve. Luminaries will be picked up the day after Christmas by volunteers as well.

##### Baseball Field

Renovations to begin before end of November.

##### Annual Requests

Approval of annual requests for soccer and basketball approved (\$1,500 and \$750 respectively). All in favor, motion approved unanimously.

#### ADJOURNMENT

Meeting adjourned at 8:10 PM.

Respectfully submitted,

*Rob Harty*

Rob Harty



# TOWN OF ROXBURY CONNECTICUT

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Recreation Commission

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## ROXBURY RECREATION COMMISSION REGULAR MEETING DECEMBER 3, 2014

### AGENDA

- I. CALL TO ORDER
  - a. 7:00 pm at Town Hall
  - b. Attendance
- II. APPROVAL OF MINUTES
  - a. November 2014
- III. REPORTS
  - a. Treasurer's Report
  - b. Newsletter Report
- IV. PROGRAMS
  - a. Upcoming programs
  - b. Christmas Tree Lighting Event – December 7<sup>th</sup>, 6:00 pm
  - c. Luminaries
  - d. Hurlburt Park Improvement Project
  - e. Bathrooms and Kitchen Project
- V. NEW BUSINESS
- VI. ADJOURNMENT