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2 I. Call to Order

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4 Chairman Schaffer called the meeting to order at 7:23 pm.

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6 II. Roll Call

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8 Commissioners present: Andrew Collins, Sandy Vance, Chairman Anthony Schaffer,  
9 John Bryant, Selectman Pat Jewett

10 Not present: Maurissa Fluet

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12 There being five of seven Commission members present, Chairman Schaffer declared a  
13 quorum in effect.

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15 III. Consideration of Minutes of Previous Meeting

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17 Minutes of the LRC meetings on August 11, 2009 and September 24, 2009 were  
18 reviewed. Motion by Commissioner Collins to approve the minutes of these two  
19 meeting. Motion seconded by Commissioner Vance and passed 5-0-0.

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21 IV. Field Expansion Project

22 a. Brian Bean of TLC Turf and Irrigation Services was present. He presented an  
23 invoice for \$35,900 for completion of Field Expansion goal #5 (sprinkler system)  
24 and another invoice for \$4,850 for Field Expansion goal #4 (installation of grass  
25 seed). He did not have the official invoice – he stated it should be at Town Hall.  
26 Motion made by Cmr. Bryant to accept the TLC invoices for \$35,900 and \$4,850  
27 for a total of \$40,750 for work done as part of the Field Expansion Project, to be  
28 paid from impact fees, upon receipt of a typed invoice. Motion seconded by Cmr.  
29 Vance and passed by a vote of 4-0-0. Cmr. Collins was outside of the building at  
30 this time.

31 b. Penney Fence – Dugouts and benches still need to be installed.

32 c. Playground equipment at Corning Field– Cmr. Bryant reported that trees were  
33 removed from the area for the proposed new playground as part of the Winter  
34 Circle culvert project. He is still reviewing options for playground equipment.  
35 He also reported that after reviewing the area, there is no area to create a path to  
36 the small field for strollers or wheelchairs.

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40 V. Review Fields and Talent Hall schedules

41 a. Talent Hall requests – Bill Gray, representing Litchfield Arsenal  
42 Baseball U12, requests use of Talent Hall on Saturday, March 13,  
43 2010 from 12 noon to March 14, 2010 at 12 noon, for a Comedy Night  
44 fundraiser. They are covered under Litchfield Baseball Association.  
45 Motion to approve this request made by Cmr. Collins, contingent upon  
46 the Rules and Regulations form being signed by a newly elected

- 47 League President and upon receipt of an insurance rider of \$2 million.  
48 They will also have a Police detail officer. Motion seconded by Cmr.  
49 Vance and passed 5-0-0.
- 50 b. Request by two families in Litchfield to have a 16<sup>th</sup> birthday party at  
51 Talent Hall on either November 14, 2010 or November 21, 2010 from  
52 6pm – 11pm. Discussion took place regarding liability and insurance.  
53 Motion made by Cmr. Bryant to table this request until the next  
54 Recreation Commission meeting and prior to that meeting we will  
55 contact Primex regarding the insurance question and Town Counsel  
56 regarding the legalities. Motion was seconded by Cmr. Collins and  
57 passed 5-0-0.
- 58 c. Request submitted by Judy Brennan of Litchfield Girls Softball  
59 League for winter time at Talent Hall. Request will be reviewed when  
60 all requests have been received.

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62 VI. Talent Hall Security Cameras

- 63 a. Review of proposal from American Alarm – Bruce from American Alarm was  
64 present and described his proposal for a security camera system. He toured the  
65 facility with Cmr. Collins. Proposal was reviewed by the Commission. The  
66 total price would be \$3402.60. Motion made by Cmr. Collins to enter into a  
67 contract with American Alarm as per their proposal dated October 6, 2009 for  
68 \$3402.60. Motion seconded by Cmr. Bryant and passed 5-0-0. This was given  
69 a PO number of LRC-2009-01.

70  
71 VII. Electrical Work at Talent Hall

- 72 a. Estimate received from Jolt Electric for ceiling fan replacement – one fan  
73 would cost \$990 and two would cost \$1335. Bid was received from TJI, a  
74 local business, to repair fans and restore to working order for \$1500. Motion  
75 by Cmr. Bryant to accept TJI bid. Motion seconded by Cmr. Collins and  
76 passed 5-0-0. Cmr. Collins will contact TJI.
- 77 b. Motion made by Cmr. Bryant to approve up to \$100 per light fixture for  
78 outside lights for a total cost of up to \$400. Motion seconded by Selectman  
79 Jewett and passed 5-0-0.

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81 VIII. Communications from Custodian/Groundskeeper

- 82 a. Combination locks were purchased for gates at Darrah Field. Combination  
83 was given to Commission members. We can give this combination to  
84 vendors to allow access.
- 85 b. Fire Dept. locks are entwined with our locks. They have a universal key –  
86 either the key or the combination will unlock both locks.
- 87 c. Mileage report reviewed for the time period of September 8, 2009 – October  
88 10, 2009 for a total of 85 miles and a total cost of \$45.67. This will be  
89 submitted for reimbursement.

- 93 | IX. Review of 2009 Projects and Tasks  
94 | a. Flooring machine – Cmr. Collins will seek a quote for refinishing. He has  
95 | found the cost to purchase a machine to be approximately \$6100.  
96 | b. Ladder – Commission approved Custodian to purchase a 6-8 ft. ladder at a  
97 | cost of up to \$100.  
98 | c. Storage room renovation –Motion by Cmr. Collins to spend up to \$500 for  
99 | materials needed to finish off old storage room on upper floor of Talent Hall  
100 | into a meeting room. Motion seconded by Cmr. Bryant and passed 5-0-0.  
101 | d. AED (automated external defibrillator) – Cmr. Collins suggested purchasing  
102 | an AED for Talent Hall. Selectman Jewett will talk to Police Chief O’Brien  
103 | regarding a source and the cost.  
104 | e. Motion made by Cmr. Bryant to allow Selectman Jewett to form a committee  
105 | and use up to \$300 of programming fees for refreshments for a “Meet and  
106 | Greet Your Neighbor” for the over 55 communities in town. Motion  
107 | seconded by Cmr. Vance and passed 4-0-1, with Selectman Jewett abstaining  
108 | from the vote.

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110 | X. Motion to adjourn made by Commissioner Collins at 9:55pm. Motion seconded  
111 | by Commissioner Bryant and passed 5-0-0.

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114 | Minutes Submitted By: Sandy Vance, Litchfield Recreation Commission

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117 | Approved by Litchfield Recreation Commission on \_\_\_\_\_,  
118 | [  ] as submitted -or- [  ] with corrections as indicated.

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121 | Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_