

MINUTES
RECREATION COMMITTEE
REGULAR MEETING
LISBON TOWN HALL
MONDAY, FEBRUARY 22, 2016
7:00 P.M.

1. Call to Order - The Regular Meeting of the Recreation Committee was called to order by Chad Johnson, Chairman, at 7:02 pm.

MEMBERS PRESENT: Chad Johnson, Andrea Kelly, Darrin Butts, James Synott,
Thomas Restivo

MEMBERS ABSENT: Chris Fabry, Edward Hogan, Nancy Smigiel

2. Reading of Previous Minutes:

A motion was made by A. Kelly second by D. Butts to accept previous minutes as amended: Agenda item 5.f. should be "ice packs" instead of "pads". Agenda item 4.e. – transfer of \$446.25 for custodian.
VOTE: UNANIMOUS MOTION CARRIED

3. Correspondence - NONE

4. Bills and action thereon –

- a. Anthem Sports, \$141.80, dated 2/1/2016, inv#147523 re: Slipknot Refills. Motion by D. Butts second by J. Synott to pay. (70201) VOTE: UNANIMOUS MOTION CARRIED
- b. Savelives.com, \$113.85, dated 1/27/2016, inv#16-0654. Motion by D. Butts second J. Synott to pay. (70201) VOTE: UNANIMOUS MOTION CARRIED
- c. Mount Snow, \$3274.00, dated 1/24/2016, inv#8453030006 re: Ski trip.
Motion by TJ Restivo second by D. Butts to pay, but have Steve Brown account for all his deposits. (70201) VOTE: UNANIMOUS MOTION CARRIED
- d. Minuteman Press, \$168.42, dated 2/9/2016, inv#96330 re: letterhead. Motion by J. Synott second by TJ Restivo to pay. (70250) VOTE: UNANIMOUS MOTION CARRIED

5. Old Business

- a. LMP Update – Total estimate for field prep work by Lawncare, Etc. - \$6090.00. Motion by A. Kelly second D. Butts to approve an up-to amount of \$6500.00 towards "Lawncare, Etc." payments. VOTE: UNANIMOUS MOTION CARRIED
Motion by TJ Restivo second D. Butts to return to "Bills". VOTE: UNANIMOUS MOTION CARRIED
Motion by J. Synott second A. Kelly to return to regular order of agenda VOTE: UNANIMOUS MOTION CARRIED
- b. Bus Trips – Red Sox flier complete. Tickets in hand.
- c. Winter Programs Update – Basketball (youth) went well.
- d. Committee Calendar – Review
- e. Safety – NONE
- f. Equipment Orders – NONE
- g. School Gym Use – C. Johnson to contact Ian Rogers directly
- h. Tavern Trails Development – Update by C. Johnson. A committee may be formed by the town to put public trails on Burnham Tavern property.
- i. Membership – NONE
- j. Easter Egg Hunt – Motion by A. Kelly second by J. Synott to approve up-to amount of \$750.00 VOTE: UNANIMOUS MOTION CARRIED

Lisbon Recreation Committee

10. To recommend a comprehensive master plan and other pertinent studies for the park and recreation programs.

Membership

1. The Committee shall consist of nine members appointed by the Town Selectman. All terms shall run for two years.
2. The LRC shall annually elect a Chairman and vice-Chairman from its membership at its first monthly meeting of each fiscal year (July). The recording secretary is appointed by the Board of Selectmen.
3. The Chairman and vice-Chairman will take office immediately following their election and shall hold office for a term of one (1) year or until their successors are selected and assume office.
4. In the event of a vacancy of either the Chairman or vice-Chairman, the LRC shall appoint one of its members for the unexpired portion of the term.
5. The Chairman shall be the presiding officer at all meetings and be responsible for sub-committee assignments, communications with the Selectmen, and other boards and commissions, and shall officially represent the LRC at public hearings and other public meetings.
6. The vice-Chairman shall be the presiding officer in the absence of the Chairman.
7. The Recording Secretary shall be responsible for minutes of all meetings and records of all official correspondence. All official records of LRC business shall be kept on file in the LRC office files at the Lisbon Town Hall. Minutes of meetings shall also be filed in the Town Clerk's Office within seven (7) days.
8. Any member who, without notifying the Chairman or representative thereof, fails to attend 50% of the regular monthly meetings during any 12 consecutive months or who misses three (3) consecutive meetings without notification shall be deemed to have resigned. It is the duty of the Chairman to inform the Board of Selectmen in writing of such vacancy.
9. Resignations shall be made in writing to the Town Clerk with a copy forwarded to the First Selectman and the Committee Chairman. The newly appointed member shall assume the remainder of the existing term of the resignee.
10. Vacancies may be filled by appointment of the Town Selectman for the duration of the term.

Lisbon Recreation Committee

11. No member of the LRC shall appear for or represent any business, firm, or corporation or other entity in any matter pending before the LRC if the member is directly or indirectly interested in a financial sense, and such member shall disqualify himself/herself from voting stating the reason therefore. When disqualification is questioned, the LRC shall make the final decision.
12. All committee members must be residents of the town of Lisbon.

Meetings

1. Regular monthly meetings will be held the 3rd Monday of each month at Lisbon Town Hall. A documented list of Committee meeting dates and times for the calendar year shall be filed with the Town Clerk's Office, and a copy forwarded to the applicable state agencies.
2. Special meetings shall be called by the Chairman or at the written request of four (4) members, and at least 48 hours notice must be given with proper notification to the Town Clerk's Office.
3. Emergency meetings can be called at any time providing that meeting minutes are filed with the proper authority within 72 hours.
4. One more than half of the seated membership shall constitute a quorum.
5. Voting will be by voice only. No voting by proxy.
6. The conduct of monthly meetings will follow the procedure described in Roberts Rules of Order.
7. The Meeting agenda format shall be as follows:
 - a. Call to order
 - b. Roll call
 - c. Determination of quorum
 - d. Approval of minutes of preceding meeting
 - e. Communications
 - f. Reports
 - g. Unfinished business
 - h. New business
 - i. Scheduling of items for public hearing
 - j. Adjournment
8. Items may be placed on the agenda by the LRC, individual members, or through citizen request by contacting the LRC Chairman before 4:30 p.m. the afternoon prior to the meeting night. Other items can be placed on the agenda under New Business at the meeting with a 2/3 vote of the LRC members present.

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9. The Recording Secretary will send out previous meeting minutes with an agenda one week prior to the next scheduled regular meeting. Each LRC member is expected to contact the Chairman or representative thereof if they are unable to attend.
10. Changes in the order of business or dispensing with any item may be made by request and approval of the Committee unless specified.
11. All meetings are open to the public except on those occasions a majority of the LRC vote should designate otherwise subject to provisions of Public Act 75-342 entitled "Freedom of Information" (Sunshine Law).

Amendments

1. These by-laws will be reviewed at the regular October meeting. Any amendments to these by-laws may be made at that time by majority vote of the LRC members. Amendments must be presented at the regular September monthly meeting prior to the meeting (October) at which action to amend is made.
2. These rules and by-laws shall become effective fifteen (15) days after a majority vote of LRC members which are present during the meeting in which action is taken on these rules and by-laws.

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6. New Business –
- a. Budget – Overdraft taken care of.
 - b. By-laws – Add “Re-appointment of Committee Officers” on Committee Calendar for July of each year. Add “Review Bylaws in September to approve any changes in October” on Committee Calendar. Motion by TJ Restivo second by J. Synott to accept the LRC Bylaws, as-is. (attached)
VOTE: UNANIMOUS MOTION CARRIED
 - c. CT Trails Day Weekend – June 5 & 6. Motion to approve the participation in CT Trails Day program by A. Kelly second by D. Butts.
VOTE: UNANIMOUS MOTION CARRIED
7. Any other business which may properly come before the Committee - NONE
8. Adjournment – Motion by A. Kelly second by D. Butts to adjourn at 8:35 PM.
VOTE: UNANIMOUS MOTION CARRIED



Elaine Joseph, clerk

APPROVED: _____
Chad Johnson, Chairman

RECEIVED FOR RECORD AT LISBON
CT ON 03/01/2016 AT 11:40am
ATTEST. LAURIE TIROCCHI, TOWN CLERK
Laurie Tirocchi, Attest