

**Master Plan Committee**

Wednesday, April 21, 2010

6:00 PM

Location – Groton Senior Center

Classrooms A & B

Special Meeting Minutes

1. **Call to Order:** The meeting was called to order at 7:04PM
2. **Roll Call:** The following members were present: Mike Doyle, Carol Fox, Bob Peruzzotti, Kathryn Brown-Tracey, Ray Munn, Mary Kelly, Lisa Luck, Wayne Chiapperini, John Silsby, and Jerry Lokken. Ken Berg joined the meeting later.
3. **Approval of Minutes** from 3/17/10: A motion was made to approve the minutes as written. A correction was made to the spelling of Kathryn Brown-Tracey’s name to add “e”; the motion was approved.
4. **Correspondence/Communications:** none
5. **Reports:** none
6. **Old Business**

Subcommittee assignments were discussed. John Silsby emphasized that sub-committee assignments could change over time if committee members desired. He also explained that members of the Parks and Recreation Commission and the Town Council had expressed interest in participating in the Master Plan Committee. None were in attendance at tonight’s meeting. The benefit of having their participation as an advocate for the Master Plan Committee was noted.

A motion was made to assign Master Plan Committee members and areas of recommendations to sub-committees “A” and “B” as follows:

<b>Subcommittee A</b>	<b>Subcommittee B</b>
Ken Berg	Kathryn Brown-Tracey
Wayne Chiapperini	Mike Doyle
Joe Kuhn	Carol Fox
Lisa Luck	Mary Elaine Kelly
Ray Munn	Alan Nordquist
Sue Sutherland	Kristen Venditti
Bob Peruzzotti, BOE Liaison	Commission Liaison
Commission Liaison	Staff Liaison – Jerry Lokken
Staff Liaison – John Silsby	

Areas of Recommendation (order based on committee interest):	
Facilities	Recreation Programming
Funding	Organization, Management & Staffing
	Agency Resources/Customer Service

The motion to assign members to the sub-committees as listed above was approved.

**7. New Business:** Subcommittee meetings

Sub-Committee B report-out:

- A motion was made and approved within Sub-Committee B's meeting to appoint Kathryn Brown-Tracey as the sub-committee chair and Mary Elaine Kelly as the co-chair.
- The Sub-Committee B chair, Kathryn Brown-Tracey, described the committee discussion of registration software (recommendation number 2.1.4 from Master Plan). Acquisition of this software would allow Park and Recreation Staff to more efficiently process payments for programs, eliminate a third-party temporary holder of payments, and eliminate a fee required by the current on-line registration process. Acquisition and installation of this software would cost approximately \$30,000, plus an annual maintenance fee. John Silsby endorsed the projected benefit of this software.
- A motion was made and approved for the Master Plan Committee to endorse recommendation 2.1.4.
- Sub-Committee B also explained that Staff Liaison Jerry Lokken would review the recommendations in the Master Plan and cull out the ones that he felt would be "non-starters" or those that may have since been overcome by events.
- Sub-committee B will be reviewing all of the recommendations under their jurisdiction and each member will be assigning a numerical priority rating to each recommendation between 1 and 5, with 1 being the lowest and 5 being the highest. The members' priority ratings will be averaged to help the sub-committee identify which recommendations should be given the highest priority.

Sub-Committee A report-out:

- Sub-Committee A discussed that they felt that the Town of Groton needs a pool and recreation center. Recommendation 4.4.6 in the Master Plan, "Initiate a Feasibility Study for a multi-purpose indoor facility that would incorporate the highest needs of the Groton community - aquatics (#1) and recreation amenities (#3), both which can act as revenue generators through admission fees, regional tournaments and special events.", was discussed. Various methods and issues with conducting a feasibility study were discussed. Ultimately, a motion was made and approved for the Master Plan

Committee to initiate a pre-feasibility study before spending any money on a feasibility study.

8. **Adjournment:** The meeting was adjourned at 8:04 PM.