

**Hightstown Parks & Recreation Commission
Agenda
December 14, 2012
Minutes**

- I. Call to Order Chairperson
- II. Statement of Compliance (NJ Open Meetings Act: 10:4:1 et seq.)
- III. Attendance Chairperson

Commissioners

Pat Duncan, Chair	Yes
Michelle Jordan, Vice Chair	No
Beverly Asselstine, Secretary	Yes
Gary Grubb	Yes
Stacey Judge	No
Jason Taylor	Yes
Eugene Lambert	No
Logan Hiers-Evans	No

Guests:

Ryan Lanphear, Council Member Selena Bibens

- IV. Approval of Minutes **approved May 2012, June 2012**
- V. Approval of Agenda **approved**
- VI. Public Comment – **none**

VII. Committee Reports –
A. Parks

- 1. Dawes –Stacey **no report**
- 2. Association – Michelle
 - a. Stage Update (Pat/Ryan)

Ryan reported on the final results of phase I. A total of 59 volunteers participated. Over 850 hours were completed on construction alone. The tar paper and shingles will be completed in the next week or so. So the entire phase will be complete around New Years. Pat asked that the railing be installed on the ramp to ensure safety while we wait for phase II.

Ryan reviewed the budget, which showed a shortfall due to purchase of materials for phase II. This included bead board for the ceiling and decorative railing caps. Also on hand are materials donated for electrical wiring. The electrician has also committed to donating his time. Phase II will have to include the purchase of decorative trim, railings and stain. His Eagle advisor suggested there might be other scouts interested in completing phase II for their Eagle project.

b. Park Equipment Update (Pat/Bev) **The rest of the equipment installation has been delayed due to the storm recovery. Bev will repair the fencing around the new swing set, so it is safe until the new mulch is installed. Bev will obtain estimates for the Spider climber and a handicapped ramp for entry into the play area. She will also explore options for professional installation if Public Works cannot do the installation.**

3. Memorial – Pat **Still reviewing options for the sickly blue spruce. Gary will research who donated the tree with Larry Blake.**

4. Rocky Brook – Gary/Logan (including Community Garden) **no report**

B. Walking Bridge **Pat reported that next Monday is the Walking Bridge Committee presentation to Council on the status and what's needed to complete the project, including a timeline. There were many unexpected expenses due to Irene and structural issues with the dam that were discovered during the planning process. There will be a need for additional funding from Council.**

C. Development and Grants – Bev/Michelle/ Jason **no report**

D. Programs, Music and Events – Stacey, Bev, Michelle **no report**

E. Playground – Bev/Michelle **no further report**

F. Programs & Recreation – Stacey/Jason **no report**

G. Paddle Boats – Pat **no report**

H. Triathlon – (Tentative Date 9-22-13) – Pat / Jason **Jason will do sponsorships again this year. The planning committee needs to coordinate with the Fair Committee.**

I. Summer Concerts - Bev **The Commission agreed to 6 to 8 concerts in Association Park next summer. Bev will continue to organize and schedule the events.**

VIII. Old Business **no further reports**

IX. New Business

A. Park Permits – none this month

B. Discussion of 2013 Commission and subcommittees **Pat reviewed the status of new appointments to the Commission.**

C. **Bev suggested the Commission purchase a sign for the stage, as well as a token of appreciation for Ryan. The Commission authorized \$100 for the recognition. Bev will research and purchase.**