



TOWN OF PLYMOUTH

Parks and Recreation Commission

80 Main Street

Terryville, CT 06786

Regular Meeting Minutes

July 16, 2026

Mayor's Conference Room

PLYMOUTH, CT
TOWN CLERK'S OFFICE
RECEIVED FOR RECORD
2026 JUL 17 AM 10:37
Dennis Fowler
TOWN CLERK

1. Call to Order

Chairman Dennis Fowler called the meeting to order. The date was noted for the record as Thursday, July 16, 2026 at 7:00 PM.

2. Attendance

Present: Dennis Fowler (Chairman), Rich Schnaars (Commissioner), Kathy Bilodeau, Kelly Vitale, Director Maureen Cappetto and Pam Pelletier – Recording Secretary.
A quorum was established.

3. Pledge of Allegiance

Chairman Fowler led the Pledge of Allegiance.

4. Fire Exits

Chairman Fowler noted the location of fire exits.

5. Approval of Minutes

a. May 21, 2026 Meeting

Minutes were reviewed and found to be in order. A request was made to provide more condensed summaries going forward.

Motion to approve the May 21, 2026 meeting minutes was made by a Commissioner Bilodeau and seconded by Commissioner Rich Schnaars. The motion carried unanimously.

6. Public Participation

No public participation was recorded.

7. Terryville Youth Soccer Club Report

Chairman Fowler reported on behalf of the Terryville Youth Soccer Club (TYSC). Key updates included:

Field Maintenance: Mowing has been reduced to every other week now that the season has concluded, in order to reduce costs.

Reseeding Grant: A \$7,500 grant has been applied for to reseed the field, with work anticipated to begin within a few weeks. Insurance documentation for the contractor will be submitted to the Commission.

High School Field Sharing: With JV soccer teams forming at Terryville High School, a need for a second field has arisen. Chairman Fowler confirmed with Town Attorney Bill Hamzy that the high school's use of the TYSC field should be arranged as an agreement directly between Plymouth Parks & Recreation and the school district — rather than as a sublease from TYSC — to avoid any conflict with the existing

lease terms. The Commission concurred with this approach, preferring a verbal agreement consistent with how the Board of Education handles similar arrangements. Field scheduling will be coordinated through Parks & Recreation. A formal update is expected at the August meeting.

8. Program Financials to Date

Director Maureen presented the financials, noting the report is not yet complete for June. Key points included:

- A \$15,000 core drilling invoice is pending entry, which will reduce the revolving fund. Total projected draw on the revolving fund is approximately \$20,000 out of a \$252,000 balance — consistent with the Commission's goals for the year.
- Seasonal payroll figures will increase slightly as a recent pay period spans both June and July.
- A carpet cleaning expense was absorbed into the parks budget line; Chairman Fowler noted frustration that this cost was charged by the Board of Education.
- A long-standing request to add a \$30,000 grant expenditure line to the budget — first submitted in February — remains unresolved with the finance office, which the Director expressed concern about.
- Overall, the department is expected to remain within budget despite some individual line overages (e.g., sewer/water).

Full summer camp financial figures will be presented at the next meeting.

9. Director's Report

Summer Camp: Camp is in its second week and proceeding well. Enrollment has been capped at single-bus capacity for the remainder of the summer. New field trips this year include the Peabody Museum (replacing the Science Center), Club Getaway in Kent, and a Bristol Blues game day at Muzzy Field — the first time Bristol Blues has offered a daytime camp visit. Camp Mattatuck will receive another opportunity following a mixed experience in the previous year. Two field trips in a single week have been offered for the first time.

Senior Computer Literacy Program: A basic computer course for seniors has been established, focusing on internet fundamentals and Gmail setup. The first session of 10 participants is fully booked, with additional sessions to follow based on interest.

Senior Transportation Program: Two introductory bus trips have been organized — one to the Torrington Senior Center and one to Bristol — at no cost to participants, intended to familiarize seniors with the new town bus service. The Torrington trip is fully booked.

Adult Baseball & Basketball: Summer baseball has returned for young adults, with participants also requesting a fall league. The field has been made available. Basketball and baseball continue to be among the few programs serving the young adult demographic.

Babysitting & Safe at Home Program: The program run by Jenny Fowler was again successful, though attendance was lower than hoped. The Director proposed running the program earlier in the spring

next year, and potentially offering a fall session as well. A minimum guaranteed payment to the instructor is being considered to formalize the arrangement.

Back-to-School Movie Night & Information Fair: A grant has been secured to hold this event again. The date is set for Friday, August 14th. A movie selection is still pending.

Exercise Programs: Plans to resume senior daytime exercise (silver sneakers-style) and adult evening yoga are underway, though scheduling has been complicated by early voting occupying the community room for two weeks. A Friday morning time slot is being considered as a fallback. The possibility of using alternative venues — such as the American Legion or Nash in the Ville — was discussed.

Website Redesign: The Director presented a proposed layout for the Parks & Recreation page as part of the town's broader website overhaul. The new design would feature dedicated pages for each program (summer camp, basketball, cheer, etc.), a park and amenities section with photos and descriptions of each park, local sports organization links, and an events calendar featuring community-wide activities. An Instagram feed would also be integrated. Commissioner bios and photos are planned for the commission page.

Pizza Tour: Mayoral approval has been received to proceed with a pizza tour bus event. Proposed dates in August were shared, and Commission members were asked to confirm availability.

After-School Programs: The Director announced a renewed effort to recruit instructors — particularly teachers — to offer after-school enrichment programs. Potential candidates include the new girls' basketball coach at the middle school and art and tech education teachers. Commissioner Fowler offered to provide contact information for a prospective instructor.

Community Garden: Gardens are largely occupied, though the food pantry plots have been underutilized and poorly maintained. A Boy Scout troop assisted with clearing and fabric installation. The Director expressed interest in expanding the garden area if fencing improvements can be made, and noted the website will include information about garden plot availability.

Commission Membership: The Director noted that three commissioners are up for renewal in November. She will contact those affected to confirm that they would like to remain on the Commission. There is also discussion of the option of increasing number of members to (8) and giving members the option to move to an alternate designation (the Commission can have up to 8 members), while then recruiting a new full member — potentially through outreach to Little League or other community organizations — to bring in fresh perspectives. This would also alleviate the issue with ensuring we have a quorum for our meetings.

Communications: Chairman Fowler proposed establishing a group text among Commission members to improve communication and reduce missed emails, particularly regarding meeting attendance and reminders. The Commission agreed.

10. Chairman/Commissioners Comments

Commissioner Schnaars commended Director Maureen on the success of summer camp, relaying positive feedback from a parent in the community. He suggested exploring a partnership with a regional bus tour company to help fill seats on day trip programs, rather than attempting to fill buses independently.

Commissioner Schnaars also noted that there is no August meeting, with the next meeting scheduled for September.

11. Adjourn

Motion to adjourn was made by Commissioner Rich Schnaars and seconded by a Commissioner Kelly Vitale. The motion carried unanimously. The meeting was adjourned at 8:00 PM.

Submitted by,

Pam Pelletier
Recording Secretary