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DEPUTY MAYOR
JEFFREY A. MACMILLEN

TOWN MANAGER
MICHAEL P. DOWNES



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MARIE E. DIAMOND
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TOWN OF NORTH BRANFORD

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Minutes

Parks and Recreation Commission
Stanley T. Williams Community Center
1332 Middletown Ave, Northford, CT 06472
Tuesday, September 23, 2025- 6:00 pm

Chairman Torino called the meeting to order at 6:03 p.m.

Salute to the Flag

1. Roll Call

Members Present: Chairman Steve Torino, Vice Chairman John Onofrio, Jennifer Ash, Nick DeMatteo and Gene Stabile.

Also Present: Recreation Director Kerry Haynes, Assistant Director Sarah Brown, Youth Soccer President Mike Garguilo, Youth Soccer Coach Nikki Paradis, and Local Non-Profit Founder & Resident Ashley McClain.

2. Approval minutes of previous meetings

a. Tuesday, August 26, 2025, discussion and action

MOTION: Commissioner Ash made a motion to approve the August 26, 2025 meeting minutes. Vice-Chairman Onofrio seconded. **Discussion:** none. **With all in favor, the motion passed.** 2 abstentions – Chairman Torino & Commissioner DeMatteo.

3. Public Comment

4. Director's Report – please see attached.

MOTION: Commissioner Ash made a motion to add line item 5 (c) Parks and Recreation Meeting Minutes discussion and action to the agenda. Vice-Chairman Onofrio seconded. **Discussion:** none. **With all in favor, the motion passed.**

5. Unfinished business discussion and action

a. STW Improvements discussion and action

Vice Chairman Onofrio noted that nearly-new boilers from the high school may be repurposed for STW. Contractors will be brought in under either a design or RFP

process to evaluate and make recommendations. John Florio will compile a list of stored equipment to review next steps. \$1.2M was bonded for STW repairs two years ago. The Commission had previously sent PPBC a list of STW repair needs, but no action has been taken.

b. Parks and Fields discussion and action

- **NB Soccer – Lighting Request**

Mike (President, NB Soccer) and Nikki presented concerns about lack of field lighting. Program includes 10 travel teams and ~250 kids. They identified portable, battery-powered lights that can be set up and removed after practice. Chairman Torino reminded the group that a prior vote prohibited field lighting and noted zoning ordinances restrict lighting on certain fields. Nikki will research compliant lighting options and provide specifications showing coverage. Mike and Nikki also requested a copy of the regulations to share with lighting companies.

- **Handicapped Accessible Picnic Tables**

Director Haynes reported miscommunication between Parks & Recreation and the vendor caused an ADA-compliant table order to fall through. The vendor (Creative Rec) is working with the manufacturer to determine if the already-assembled unit can be retrofitted for accessibility. Response is pending.

- **Pavilion Rental Agreement**

Chairman Torino inquired about a rental agreement for the pavilion. Director Haynes will draft and develop the agreement.

c. Parks and Recreation Meeting Minutes discussion and action

MOTION: Commissioner Ash would like the meeting minutes to be in the format of the summary minutes presented last month. Vice-Chairman Onofrio seconded.

Discussion: Chairman Torino's vote is dictated on past legal advice. **With all in favor, the motion passed. 1 abstention – Chairman Torino.**

6. New Business

a. Parks and Fields discussion and action

Ashley McClain, resident and founder of Linked Safety and Beyond the Horizon, presented a proposal to install communication boards for nonverbal and speech-delayed individuals in town parks. The boards (3x4 vinyl) use icons and pictures to help individuals communicate with peers, family, and first responders, promoting inclusivity and awareness. The proposal is to begin with two playgrounds (North Farms and Northford Parks), with exact placement to be determined. The total cost for two boards is \$2,100. Beyond the Horizon will split the cost with the town (\$1,050 each). The boards are already used in schools, therapy settings, and other towns; portable kits and training are also available for sports programs. Request for Commission approval to move forward with installation as a first step, with potential expansion in the future.

MOTION: Vice Chairman Onofrio made a motion to partner with Beyond the Horizon for communication boards at North Farms Park and Northford Park to be installed pending the UV warranty. Commissioner DeMatteo seconded.

Discussion: none. **With all in favor, the motion passed.**

7. **Blueprint Committee updates discussion and action**
The Committee has not met. The next meeting is scheduled for Thursday, September 25th.
8. **Permanent Project Building Committee updates discussion and action**
John Florio will provide a list of leftover equipment from the high school. The team will begin a design-build process based on available equipment. The Commission discussed that the liaison will notify the proper parties so the Director is informed about renovations made at STW.
9. **Potato Festival discussion and action**
Chairman Torino acquired a large, illuminated marketing light sign. After consulting with Director Haynes and Town Council Liaison Angeloni, he received permission to donate it.
MOTION: Vice Chairman Onofrio made a motion to accept the illuminated marketing light sign to be used for POCO and by Parks and Recreation. Commissioner Stabile seconded. **Discussion:** none. **With all in favor, the motion passed.**
10. **Public Comment**
11. **Adjourn** – the meeting adjourned at 8:30 p.m.

Respectfully Submitted,

Jessica DellaCamera

Jessica Dellacamera
Clerk

Attachment (1)

AUGUST & SEPTEMBER 2025 IN REVIEW



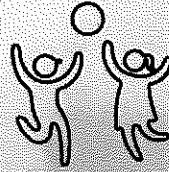
3

SPECIAL EVENTS



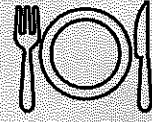
10

RECREATION



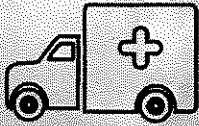
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CAMPS/
AFTERSCHOOL



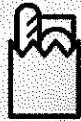
409

NUMBER OF MEALS



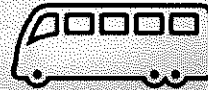
MEDICAL

25



GROCERY TRANSPORTION

17



SPECIALITY TRIPS

13



SENIOR PROGRAMS

8

SPECIAL EVENTS / PROGRAM REVIEW:

Autumn Nights at Augur

Summer Camp

After School R.E.C. Crew - 22 children

Community Day of Connection @ Blcave

Holiday Hill Senior Center trip

Big-E Senior Center trip

UPCOMING SPECIAL EVENTS / PROGRAMS:

Autumn Nights at Augur

Back to School Family Day - 9/28

Pumpkin Patch/ Sibshop

Trunk or Treat 10/18 2-330 Jerome - Touch A Truck 9/26

Senior Center Hoedown

Veterans Day Luncheon

November R.E.C. Crew Day Camps



Farmer to Family
3 TH's in October
United Way
Greener
New Haven

PROJECTS:

STW Community Center

Local Wellness Council

Juvenile Review Board

Youth Diversion Team

MARKETING:

Newsletter

Bi-weekly Publicity

Social Media

Email Notifications