

MINUTES (approved 6/12/13)  
**ORDINANCE DEVELOPMENT AND REVIEW SUBCOMMITTEE**  
Wednesday, May 29, 2013  
Conference Room C, Audrey P. Beck Municipal Building

Members present: Denise Keane, Peter Kochenburger, Bill Ryan  
Staff present: Curt Vincente, Director of Parks and Recreation; Lynda Lambert, Administrative Services Specialist  
Recreation Advisory Committee Members: Terry Cook, Howard Raphaelson  
Public present: Jessica Nieves

**Call to Order**

Kochenburger called the meeting to order at 7:39 a.m.

**Approval of Minutes**

Minutes of the first meeting held on May 17, 2013 were approved.

**Discussion on the Fee Waiver Ordinance** (pertaining to Parks and Recreation activities only)

Introductions were made for visiting Recreation Advisory Committee (RAC) members Terry Cook and Howard Raphaelson. RAC members were invited after the last meeting since they are the committee that has discussed this issue in the past. Jessica Nieves was introduced as a member of the public.

Kochenburger provided a brief overview of the discussion held at the last meeting. Several options have been discussed to deal with identified problems with the current Fee Waiver Ordinance. The options for consideration have included: an improved application process, limiting certain programs, and maximum limits per household.

Kochenburger noted the primary reason the Fee Waiver Ordinance, as it relates to Parks and Recreation programs, is being reviewed is due to the large increases in the cost in recent years. A lengthy discussion ensued on potential methods to contain the costs but still provide services that residents need. Ryan will confirm with Director of Finance Cherie Trahan about the transfer of funds from the General Fund to the Parks and Recreation Fund to cover annual fee waiver costs. Keane discussed the application process in more detail, noting that other agencies typically require more information. Vincente noted that the Planning Office uses a more detailed application for the Town's Small Cities Housing Rehabilitation Grants to residents.

Cook suggested that additional camp sessions be considered as well as additional levels within the current fee waiver discount of 90 percent or 50 percent. Raphaelson offered to meet with staff to review some reports and to try to determine underlying costs. It was noted that RAC members are generally in support of the Fee Waiver Program, but they are strongly against adjusting fees for paying customers to cover the cost of the program.

Kochenburger summed up the two main issues, one being the deficit in the program and the other being possible abuses of the program. Staff noted that there are likely very few abuses, but that it is not feasible to investigate what applicants are reporting for income.

Several examples of other municipal community fee waiver programs will be reviewed more thoroughly at the next meeting. Staff will also include a copy of the Town's Small Cities Housing Rehabilitation Application.

**Public Participation**

Jessica Nieves noted that her daughter has been able participate in programs and have a membership to the Community Center thanks to this beneficial program and she urged that it be continued.

**Next Meeting/Future Agenda Items**

The next meeting was scheduled for Wednesday, June 12, 2013 at 7:30am.

**Adjournment**

The meeting was adjourned at 8:47 am.

Respectfully submitted, Curt Vincente