

**OL Parks and Recreation Commission**  
**Regular Meeting Minutes**  
12/4//2025 – 6:00 PM

**Hybrid Meeting** (in person and telephone call-in)  
**In-person location:** Meeting Hall, Town Hall, 52 Lyme Street, Old Lyme, CT

**CALL TO ORDER**

Chairman Bob Dunn called the meeting to order at 6:00 PM.

**ATTENDANCE**

**In Person:** Bob Dunn (Chairman), Mary Ellen Garbarino, Tim Gavin, Don Bugbee (Director)

**On Phone:** Ryan Lee

**Absent:** Brendan McKeever, Sara van Vliet (Vice Chairman),  
Missy Garvin, Winnie Edmed (Assistant PR Director)

**Guests:** None

**APPROVE previous meeting minutes – regular meeting November 6, 2025**

Tim Gavin moved to accept the meeting minutes of November 6, 2025, and Bob Dunn seconded the motion. **SO VOTED.**

**DIRECTOR’S REPORT – Presented by Don Bugbee**

**a. Update on PRC programs and facilities**

Rec-Desk registration is required for all Parks and Rec programs. All details are listed on Rec-Desk and are advertised on the Parks and Rec website, Facebook, and Instagram.

**Programs**

Current and on-going programs include men’s basketball, women’s basketball, adult co-ed volleyball and adult pickleball. Youth basketball registration is open. The youth basketball coaches organizational meeting is scheduled for Saturday, December 13 at 9:00am. The season will run on Saturdays, January 3-31 for the Pre-K group and January 3-February 14 for the grades K-5 groups. Zumba Fitness sessions are in the planning stages.

**Facilities**

All building facilities are closed for the season. The Hains Park docks are expected to be removed from the water on December 13 or 14.

The request for proposal (RFP) for the 3-year Town Woods Park Facility Field Maintenance Contract for 2026-2028 has been posted. Proposals must be received at the selectmen’s office by 2:00pm on Friday, December 19, 2025, prior to the

opening of those received. The TWP site walk is scheduled for Friday, December 5 at 8:00am. All questions relating to the TWP bid proposals must be submitted to the Old Lyme Parks and Recreation Director via email (parkrec@oldlyme-ct.gov) no later than 4:00pm on Friday, December 12.

The Request for Proposal (RFP) for the White Sand Beach pavilion was posted on November 18, 2025. Proposals must be received at the selectmen's office by 2:00pm on Tuesday, December 16, prior to the opening of those received. The WSB site walk was held on Wednesday, December 3. Four contractors were in attendance. The project is expected to be completed by the end of April 2026.

### **Parks and Recreation Budget Process**

The 2026-2027 department operating budget requests and capital items requests have been distributed. These budget sheets are to be completed and returned to our finance director by December 15. At that point, the requests will be reviewed with the respective department head, the finance director and our first selectwoman. The (BOS) will begin their review of budgets by late December or early January. The (BOF) will begin their reviews in February.

### **Miscellaneous Items**

The process of determining the summer staff for 2026 has started. All 2025 summer staff have been contacted to determine who is planning on returning. This will determine how many new hires will be required. Applications are available for prospective daycamp, lifeguard and parking lot attendants to complete and send in.

Commission members are reminded to review their term dates and update the PRC as to their intended (continued) service as soon as possible. There are currently 3 commissioners whose terms expire January 31, 2026.

## **OLD BUSINESS**

### **Hains Park playscape update**

This agenda item was tabled.

### **TWP softball infield update**

There has been no work performed on the infield at this point by Lyme/Old Lyme Little League.

### **Review of current Parks and Rec program structure and fees**

Don Bugbee and Winnie Edmed are still researching this. Bob Dunn stated that he did not believe that the Old Lyme BOS / BOF had reached out to the BOS / BOF in Lyme regarding contributing to the Parks and Recreation expenses as Lyme is included in our activities at no extra charge. Bob Dunn will reach out to the BOS / BOF.

**NEW BUSINESS**

**Commissioner terms ending January 31, 2026**

Bob Dunn, Brendan McKeeter, Ryan Lee were reminded that their terms conclude on January 31, 2026, and they will need to fill out a new application with the Town if they wish to be re-appointed to the PRC Commission.

**Any other New Business - None**

**CORRESPONDENCE - None**

**PUBLIC COMMENT - None**

**ADJOURNMENT**

Tim Gavin moved to adjourn the meeting at 6:15PM and Mary Ellen Garbarino seconded the motion. **SO VOTED.**

**The next meeting of this Commission is scheduled for February 6, 2026.**

**THERE WILL BE NO JANUARY MEETING.**

Respectfully submitted,

Mary Ellen Garbarino, Secretary