APPROVED MINUTES
PARKS & RECREATION COMMISSION REGULAR MEETING

Tuesday, January 27, 2026 @ 6:00 PM
Charlestown Town Hall, Council Chambers
4540 South County Trail, Charlestown, RI 02813

1. CALL TO ORDER

The meeting was CALLED TO ORDER by Vice Chairman Quillen at 6:00 p.m.

2. ROLL CALL

Attendee Name	Title	Status	Arrived
Gary Tedeschi	Chair	Absent	
Dana Donahue	Commissioner	Present	
Lauren Classey	Commissioner	Absent	
Jill Marie Fonnemann	Commissioner	Present	
Jodi Frank	Commissioner	Present	
Joseph Geary	Commissioner	Present	
Frank Glista	Commissioner	Present	
Timothy Quillen	Vice Chairman	Present	

Also present: Vicky Hilton, Parks & Recreation Director, and Craig Marr, Town Council Liaison

3. PUBLIC COMMENTS

4. COMMISSION COMMENTS

Commissioner Quillen commented that the New Year's Eve Bonfire was a success. He would like to have a dumpster and porta-potties nearby next year while he is building.

5. TOWN COUNCIL LIAISON REPORT AND COMMENTS

Town Council Liaison Marr stated that he will be discussing at the next Town Council meeting the need for volunteers to fill town commissions.
Commissioner Frank proposed that the Charter Review Board amend its rules to allow individuals to serve on more than one commission.

6. APPROVAL OF MINUTES

Discussion and/or potential action and/or vote(s) concerning:

A. Parks & Recreation Meeting Minutes for December 9, 2025.

VOTE

Commissioner Frank made a motion, seconded by Commissioner Glista, to approve the minutes from the meeting on December 9, 2025. The motion was unanimously approved, with five (5) votes in favor, two (2) absent, and one (1) abstention.

Result: Unanimous
Mover: Frank
Seconder: Glista
Ayes: Donahue, Fonnemann, Frank, Geary, Glista,
Abstain: Quillen
Absent: Tedeschi, Classey

7. REPORTS- (NO VOTE NEEDED)
Director's Report and Comments – January 2026

8. APPLICATIONS
Discussion and/or potential action and/or vote (s) concerning:

Discussion and Potential Action Regarding the Approval of the Following Events at Ninigret Park including recommendation to the Town Council to Waive §108-4 and §108-5 of the Charlestown Code of Ordinances, Subject to Review of Contracts by the Town Solicitor, receipt of All Applicable Paperwork and Insurance and that All Event Details Are Satisfactorily Met by the Parks and Recreation Director:

A. Event: Bottone Mile
Date: July 29, 2026
Camping: No
Insurance: $3 Million General Liability
Fee: $200

VOTE
A motion was made by Commissioner Glista, seconded by Commissioner Frank, to approve the application with a fee of $200. The motion was unanimously approved with six (6) in favor.

Result: Unanimous
Mover: Glista
Seconder: Frank
Ayes: Donahue, Fonnemann, Frank, Geary, Glista, Quillen
Absent: Tedeschi, Classey

B. Event: Rhythm and Roots Festival
Date: September 4,5,6, 2026
Camping: Yes
Insurance: $6 Million General Liability; $2 Million Liquor Liability
Fee: $15,000

VOTE
A motion was made by Commissioner Glista, seconded by Commissioner Fonnemann, to approve the application pending the fee decision. The motion was unanimously approved with six (6) in favor and two (2) absent.

Result: Unanimous
Mover: Glista
Seconder: Fonnemann
Ayes: Donahue, Fonnemann, Frank, Geary, Glista, Quillen
Absent: Tedeschi, Classey

C. Event: Buzz The Tower
Date: May 2, 2026
Camping: No
Insurance: $3 Million General Liability
Fee: $300

VOTE
A motion was made by Commissioner Frank, seconded by Commissioner Donahue, to approve the application with a fee of $300. The motion was unanimously approved with six (6) in favor and two (2) absent.

Result: Unanimous
Mover: Frank
Seconder: Donahue
Ayes: Donahue, Fonnemann, Frank, Geary, Glista, Quillen
Absent: Tedeschi, Classey

Please note that all applications must be typed in the future.

D. Event: Sunshine Criterium
Date: July 18, 2026
Camping: No
Insurance: $3 Million General Liability
Fee: $300

VOTE
A motion was made by Commissioner Frank, seconded by Commissioner Donahue, to approve the application with a fee of $300. The motion was unanimously approved with six (6) in favor and two (2) absent.

Result: Unanimous
Mover: Frank
Seconder: Donahue
Ayes: Donahue, Fonnemann, Frank, Geary, Glista, Quillen
Absent: Tedeschi, Classey

Please note that all applications must be typed in the future.

9. NEW BUSINESS
Discussion and/or potential action and/or vote (s) concerning:

A. Fee Structure Sub-committee.
Commissioner Glista stated that a few members of the Parks and Recreation Commission are interested in forming a sub-committee to discuss event fees. Those members are Commissioners Glista, Geary, Donahue, and.

VOTE
A motion was made by Commissioner Glista, seconded by Commissioner Frank, to form a Fee Structure sub-committee. The motion was unanimously approved with six (6) in favor and two (2) absent.

Result: Unanimous
Mover: Glista
Seconder: Frank
Ayes: Donahue, Fonnemann, Frank, Geary, Glista, Quillen
Absent: Tedeschi, Classey

B. Rhythm and Roots payment.
Director Hilton stated that the town did receive the payment for Rhythm and Roots. It was not received until January. We may need to ask for a deposit for large events.

10. OLD BUSINESS
Discussion and/or potential action and/or vote (s) concerning:

A. Disc golf update.
No new information.

B. Ninigret Dog Park update.
Commissioner Quillen stated that he has been cleaning up the dog park. He has plans to improve the grass areas, paint the shed, and replace broken chairs.

C. Fee Structure/deposit for events.
A fee structure sub-committee is being formed to discuss fees for large events as well as possible deposits.

D. Parks and Recreation Department Advisory Recommendation for the construction of a new Parks and Recreation Office on the Town 55.
Director Hilton wrote a recommendation for the construction and location of a new Parks and Recreation Office.
Commission members questioned the location of the new building because of restrictions from the Federal Government. (U.S. Land and Water Conservation Fund)
Commissioner Frank stated she thinks the location needs to be investigated further.
Commissioner Glista stated the building should be a Parks and Recreation office with a program room and storage.
Commissioner Quillen stated that this project started with the idea of getting year-round bathrooms, summer office space, and storage.
Commissioner Geary suggests that we figure out what the Parks and Recreation Department wants and needs, where it could be in the park, and present it to the town Council.
Commissioner Quillen stated that he would like to have a sub-committee meeting. This item will be on next month's agenda.

11. ADJOURNMENT

VOTE

A motion was made by Commissioner Quillen, and seconded by Commissioner Geary, to adjourn the meeting. All were in favor. The meeting adjourned at 7:10 PM.

Respectfully submitted,
Jill Cuddy