

**PARKS AND RECREATION AND  
ACQUIRED FACILITIES COMMISSION**

Regular Meeting

**Monday, October 3, 2011**

Council Chambers, Wolcott Town Hall

7:00 p.m.

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**MINUTES**

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**Note:** These are summary minutes. A tape recording of this meeting is on file in Wolcott Town Hall, Commission Secretary's Office.

Chairman Cordeau called the meeting to order at 7:00 p.m.

**MEMBERS PRESENT:** Ronald Cordeau, Carl Dambrauskas, Steven Lagasse, Brett Muccino, Jack Kirschbaum, & Harry Najarian (A@7:10 p.m.)

**MEMBERS ABSENT:** Anthony Gentile

**ALSO PRESENT:** Mickie Fell, Program Director; Gary Olmstead & Shane Bartlett, Dam Inspectors

**APPROVAL OF MINUTES:**

• **August 1, 2011 – Regular Meeting**

Upon **MOTION** by Steven Lagasse, seconded by Carl Dambrauskas, it was unanimously voted to **approve** the minutes of the August 1, 2011 Regular Meeting.

**CORRESPONDENCE (on file):**

1. P&R Program Support Allocation Summary
2. P&R Expenditure Report as of 9-23-11 (Dept. 521)
3. Acquired Facilities Open Purchase Order Summary dated 09-23-11
4. Acquired Facilities Financial Report as of 9-22-11 (Dept. 30)
5. Acquired Facilities Annual Report dated October 3<sup>rd</sup>, submitted by Mr. Scully

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6. Letters dated September 6<sup>th</sup> to all Organizations requesting that they submit their Program Support Requests for FY 2011-2012 no later than December 1<sup>st</sup> (along with mandatory form)
  7. Program Support Request dated September 8<sup>th</sup> from Wolcott Junior Basketball in the amount of \$9,000
  8. Program Support Request dated September 11<sup>th</sup> from the Infant & Toddler Program in the amount of \$3,000
  9. P&R (#521) Passbook Savings Account Balance

**TAXPAYERS' TIME:** (Limited to Items on the Agenda)

No taxpayers came forward.

**STAFF REPORTS/ PURCHASE ORDER REQUESTS:** {Dam Inspectors; Woodtick Recreation Area Director; P&R Program Director; Working Park Attendant}

• **Dam Inspectors**

Gary Olmstead and Shane Bartlett came forward and proceeded to explain, in detail, the emergency repairs needed for the Chestnut Hill (Lyman's) dam. A brief question and answer period followed after which the following motions were approved:

Upon **MOTION** by Jack Kirschbaum, seconded by Steven Lagasse, it was unanimously voted to **approve** the costs for the repairs to the done by Gary Olmstead at the Chestnut Hill Reservoir Dam.

Upon **MOTION** by Brett Muccino, seconded by Jack Kirschbaum, it was unanimously voted to **expend** \$1,298.07 for materials for panels for gates on dam (**vendor: Raymond's Building Supply**) and **expend** \$400.00 for labor to build the panels for the gates on dam (**vendor: Gary Steele Construction**), from line item #30-8-800-4-4410 'Maint. – Dam/Reservoirs'.

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• **P&R Program Director**

At this time, Mickie Fell came forward and briefly reviewed attendance of the Summer Program, and the status of the current Fall/Winter program that started two weeks ago. There were about 100 kids registered for the Summer Program, with approximately 70 kids in attendance daily. She had no purchase order requests.

• **Woodtick Recreation Area Director**

Chairman Cordeau advised that he spoke with Mr. Scully who couldn't be at the meeting tonight. He noted that Mr. Scully submitted a year-end report in their packets, at which time the Commission reviewed (**see attached**). Brief discussion followed.

**OLD BUSINESS:**

**1. Wolcott Girls Softball (WGSA) Proposed Field Contract**

It was noted that the Secretary sent the revised lease, which was approved by the Commission, to the Town Attorney. It has to be placed on the Town Council agenda for approval, with a letter from the Town Attorney. She noted that Attorney Tynan stated that he may request it for the 11-1-11 Council agenda

**2. Discussion Regarding Dredging**

There was nothing new to report. Chairman Cordeau stated that if anyone knows someone who is willing to remove the material to please call himself or Dave Kalinowski; it's about 20,000 yards of material. Brief discussion followed.

**3. Walking Trail Sub-Committee**

Chairman Cordeau advised that he originally submitted four names from the Commission to the Council; one had to be removed because four people from one Commission constitutes a quorum of

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that Commission. He noted that he then submitted the following names and noted that Michele is a former Chairperson of the Park & Recreation Commission:

1. Ronald Cordeau
2. Michele Cordeau
3. Steven Lagasse
4. Jack Kirschbaum

**NEW BUSINESS:**

**1. Program Support Allocations**

It was noted that they received two requests to date; Infant & Toddler Program and Wolcott Junior Basketball. Discussion followed with respect to equitable contributions across the board for the all of the organizations that are allocated funds. It was noted that various organizations have different needs due to more expensive equipment, travel, other needs, etc.

***The Commission requested letters sent to all organizations requesting that they attend a meeting in November and/or December and requesting the following additional information be submitted to the Commission:***

- Brief Program overview
- Program Schedule/Frequency of Events (period in weeks from start to finish and number of officiated games/and or classes, whichever applies)
- Revenues Generated (if applicable)

Upon **MOTION** by Brett Muccino, seconded by Harry Najarian, it was voted, by a majority, to **allocate \$3,000.00** from line item **#5820** 'Program Support-Other Teams' **for the Infant & Toddler Program** and to **allocate \$9,000.00** from line item **#5820** 'Program Support-Other Teams' to **Wolcott Junior Basketball** for program support for fiscal year 2011-2012, with Mr. Lagasse opposing.

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**2. Discussion Regarding Programs & Procedures**

Chairman Cordeau referenced the programs advertised in their brochure, but that do not receive program funding, specifically the basketball camps run by Bob Ruderman, and the tennis lessons offered in the summer at Peterson Park run by Adrienne Brevetti. It was noted that these programs are placed in the brochure, however, the people that run them do not work for Park & Rec., but collect the fees. It was also noted that Mickie Fell secures gym time for Mr. Ruderman. Mr. Ruderman donates money to the Peterson Park fun; \$300.00 was deposited last week. Chairman Cordeau also referenced Wolcott Summer Volleyball offered in the summer brochure by Cindy Skerritt. This program receives program support, however, she is also not employed by Park & Rec. In reference to Certificates of Liability Insurance for the above programs, Chairman Cordeau stated that Linda Bruce advised that she is fine with not requiring them; waivers being signed by participants is enough.

Lengthy discussion transpired with respect to the current procedures. Mr. Muccino gave a detailed explanation as to why and how the basketball camp started; many other towns sponsor these types of camps and he noted that it has been great for Park & Rec. to be able to offer it to the kids in town.

***It was determined that letters should also be sent to the programs above requesting their attendance at a meeting and the same information as from the other organizations.***

**TAXPAYERS' TIME:**

No taxpayers came forward.

**ITEMS FOR NEXT AGENDA:**

***Old Business:***

- Discussion Regarding Programs & Procedures
- Wolcott Girls Softball (WGSA) Lease

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- Discussion Regarding Dredging
- Walking Trail Sub-Committee
- Program Support Allocations

**EXECUTIVE SESSION:**

No Executive Session was held.

**ADJOURNMENT:**

Upon **MOTION** by Brett Muccino, seconded by Jack Kirschbaum, it was unanimously voted to **adjourn** the meeting at 8:18 p.m.

**APPROVED:**

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Elizabeth Gaudiosi  
**Commission Secretary**

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Ronald Cordeau, Chairman  
**Park & Recreation Commission**

ACQUIRED FACILITIES  
 2011 ANNUAL REPORT  
 OCTOBER 3, 2011

I ATTENDANCE -

<u>YEAR</u>	<u>-ADMISSION-</u>	<u>-RESIDENTS-</u>	<u>-NON-</u>	<u>SEASON -PASSES-</u>	<u>-TOTAL</u>
2011	- \$45,842	4843	3721	609	9,173
2010	- \$46,720	4209	4152	506	8,867
2009	- \$41,746	4013	3838	660	8,541

A.) Our ATTENDANCE WAS GOOD WHEN WE HAD GOOD WEATHER. HOWEVER, WE WE CLOSED 21 DAYS DUE TO THE RAIN IN JUNE & AUGUST, AND BECAUSE OF HURRICANE IRENE. ALSO, OUR SUNDAYS ARE USUALLY OUR BEST DAY, UNFORTUNATELY, IT RAINED ON 6 SUNDAYS & 3 OF THEM WERE CLOUDY. THAT'S 9 OUT OF 15 SUNDAYS THIS YEAR WHERE WEATHER DEFINITELY HURT OUR ATTENDANCE.

B.) AGAIN, WOLCOTT RESIDENTS USED THE AREA MORE THAN NON-RESIDENTS FOR THE 3RD YEAR IN A ROW. THE DIFFERENCE THIS YEAR WAS 1,122 & IF YOU ADD ON THE SEASON PASS PEOPLE OF 609, WHERE MOST ARE RESIDENTS, IT WOULD BE LIKE 1600.

C. SEASON PASSES - WE SOLD A TOTAL OF 13 COMPARED TO 10 IN 2010.

RESIDENT SINGLE -	2
" FAMILY -	9
Nov- " " -	2
	<hr/>
	13

## II CONCESSIONS:

<u>YEAR</u>	<u>RECEIPTS</u>	<u>APPROX. FOOD COSTS</u>	<u>DIFF</u>
2011 -	\$15,574	7,212	8,362
2010 -	\$15,255	6,373	8,882
2009 -	\$16,023	6,269	9,754

## III APPROXIMATE LABOR COSTS - LIFEGUARDS/SUPERVISORS

<u>YEAR</u>	
2011	- \$19,772
2010	- \$20,536
2009	- \$18,590

## IV PAVILION RENTALS:

<u>YEAR</u>	<u>FULL</u>	<u>WEEKEND CIVIC</u>	<u>FREE</u>	<u>TOTAL</u>
2011	35	8	3	46
2010	40	8	3	51
2009	31	12	5	48

\* WE HAD 6 CANCELLATIONS THIS YEAR THAT WEREN'T RECORDED

## *Wolcott Junior Basketball*

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Marc LeClerc  
352 Center Street  
Wolcott, CT 06716

September 8, 2011

Mr. Ron Cordeau  
Park and Recreation Department  
10 Kenea Avenue  
Wolcott, CT 06716

Dear Mr. Cordeau,

The 2010-2011 season was another very successful year for Wolcott Jr Basketball. We would like to thank Wolcott Park and Recreation for the support throughout the year.

I would like to inform you that Bob Caggiano after 6 years of service has stepped down and I will now be assuming the position of league president.

Once again we would like to request \$9000.00 which is the same as the 2009 and 2010 contribution level. This year our expenses are slightly up from last year. However we have increased our registration fees last year to offset the higher costs. I have included our proposed budget for your review. Please contact me if there are any questions. Thank you for your continued support. We are all looking forward to another great year.

Sincerely,

Marc LeClerc  
President, WJB  
203-525-0521

# WOLCOTT PARKS & RECREATION & ACQUIRED FACILITIES COMMISSION

## TOWN OF WOLCOTT

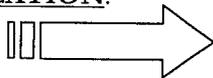
10 Kenea Avenue

Wolcott, CT 06716

Phone: 203-879-8100 • Fax: 203-879-8105

The Wolcott Parks & Recreation & Acquired Facilities Commission is requesting this information from all of the organizations that we dispense funds to. This information will allow us to disperse funds to the organizations and also give a better accounting of how the Town's funds are being spent. It is required of your organization to supply us with this information. Please fill out this form completely and return it to us ASAP.

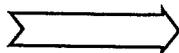
**NAME & ADDRESS OF ORGANIZATION:**



Wolcott Jr. Basketball  
352 Center Street  
Wolcott, CT 06716

	Column A	Column B	Column C
1. Number of Children in Non-Travel Program <b>Enter in Column A</b>	▶ 335		
2. Number of Children in <i>Travel</i> Program <b>Enter in Column A</b>	▶ 60		
1 a. Fee Charged per Child (Non-Travel) <b>Enter in Column B</b>		▶ \$50.00	
2 b. Fee Charged per Child ( <i>Travel</i> ) <b>Enter in Column B</b>		▶ \$80.00	
3. How many <b>non-resident</b> children/teams participate in your program? <b>Enter in Column A</b>	▶ 0		
4. Fee charged for non-resident participants? <b>Enter in Column B</b>		▶ \$N/A	
5. Is the Child's Uniform Included in the Fee? <b>Enter in Column A</b>	▶ YES		
6. Average Cost of the Uniform IF Included in the Fee <b>Enter in Column C</b>			▶ \$6.00
7. Cost of Insurance Per Child Fee <b>Enter in Column C</b>			▶ \$7.85
8. Are you Charged a Per Child Fee from a State or Regional Organization? If YES, How Much? <b>Enter in Column C</b>	Non Travel		▶ \$0.00
	Travel		▶ \$200.00
9. What is the Organization's Average Yearly Net Profit From Donations? Based on the last 3 years <b>Enter in Column B</b>		▶ \$0.00	
10. What is the Organization's Average Yearly Net Profit From Fundraising? <b>**Don't include Town of Wolcott Funds**</b> <b>Enter in Column B</b>		▶ \$400.00	
11. Yearly Net Costs of Awards, Trophies, & Banquets <b>Enter in Column C</b>			▶ \$2,100.00
12. Yearly Net Profit from Snack bar Sales <b>Enter in Column B</b>		▶ \$0.00	
13. Average Yearly Equipment Costs (based on last 3 yrs) <b>Enter in Column C</b>			▶ \$1,500.00
14. Average Yearly Maintenance Costs (based on last 3 years) (Fields, bleachers, fencing, etc) <b>Enter in Column C</b>			▶ \$0.00
15. What is your Average Yearly Cost for Umpires, Referees, and/or Officials? <b>Enter in Column C</b>			▶ \$11,000.00
16. What are your Average Yearly Rental Costs? (Port-O-Lets, gym time, and field rental) <b>Enter in Column C</b>			▶ \$7,500.00
			▶ \$450.00
17. What are Your Average Yearly Administrative Fees? (based on last 3 years) Postage, office supplies, accounting services) <b>Enter in Column C</b>			▶ \$450.00

**WHAT IS YOUR ORGANIZATION'S BUDGET REQUEST FOR THE 2011-2012 FISCAL YEAR?**



**\$ 9,000.00**

## Wolcott Junior Basketball

Budget	<u>2010-2011</u>	<u>2011-2012</u>
<b><u>Revenue</u></b>		
Town Contribution	9000	9000
Sign-up Fees	16750	16750
Travel Fees	4000	4000
Fund Raising	1610	
	<u>31,360</u>	<u>29,750</u>
<b><u>Expences</u></b>		
Insurance	3100	3100
Ref Fees	11000	11000
Shirts	2000	2000
Coach's shirts	600	300
Travel Uniforms	850	850
Trophies	2100	1000
Year End Celebration	1000	1000
Equipment (balls, ice packs)	800	800
Ref expences(shirts, whistles)	700	700
Saturday Gym Time	7500	7500
Travel Tournements	1000	1000
Admin costs(mailing)	450	450
	<u>31100</u>	<u>29700</u>
Total Rev	31,360	29,750
Total Exp	<u>31,100</u>	<u>29,700</u>
Net	260	50

Amy D'Ettore  
6 Pimlico Rd  
Wolcott, CT 06716

September 11, 2011

Department of Park and Recreation  
Kenea Avenue  
Wolcott, CT

Dear Board Members,

On September 19, 2011 the early childhood programs for infants, toddlers, and their caregivers will begin. As you know, our programs follow the schedule for the Wolcott School System. I'd like to request funding for the 2011/2012 year at this time.

At the end of June our program marked the completion of our fourth successful year offering quality programming for young families in Wolcott and surrounding towns. In September we were appointed a liaison to the Wolcott Town Council. Gale Mastrofrancesco was kind enough to attend one of our most popular classes and spoke with many community members taking part in the programs. Throughout the year Mrs. Mastrofrancesco served as a resource for me when questions arose regarding programming in Wolcott. She played a vital role in our acquiring access to the new Wolcott Activity and Learning Center. I'd like to thank the board for appointing a liaison to this program. I welcome all members to pay us a visit at the youth center this year.

I am happy to announce that April Sinclair will be joining me as an instructor for the 2011/2012 year. April was born and raised in Wolcott. She has attended the infant and toddler programs with her three children since 2007. April has an extensive background in early childhood education. Please read the attached summary of her experience. I am excited to welcome April as a partner in offering enrichment for the young children in our community.

I look forward to this year with much anticipation. The programs have been extremely well received. In the past I have had to turn families away because of lack of space and instructors. The opportunity to use the new youth center is allowing me more flexibility in scheduling. The new location along with an additional instructor will help expand our program by adding more classes to accommodate more children and families.

I am asking for a slight increase of \$200.00 for total request of \$3,000. I thank you in advance for your continued support of the infant and toddler programs. Your prompt attention to this request is always appreciated.

Respectfully,

  
Amy Beth D'Ettore

# WOLCOTT PARKS & RECREATION & ACQUIRED FACILITIES COMMISSION

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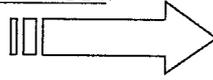
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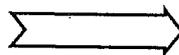
**NAME & ADDRESS OF ORGANIZATION:**



Wolcott Park + Rec  
 Infant + Toddler Programs  
 Director - Amy D'Ettore  
 Le Pimlico Rd.

	Column A	Column B	Column C
1. Number of Children in Non-Travel Program <b>Enter in Column A</b>	→ 50		
2. Number of Children in <i>Travel</i> Program <b>Enter in Column A</b>	→ NA		
1 a. Fee Charged per Child (Non-Travel) <b>Enter in Column B</b>		→ \$ Ave \$30	
2 b. Fee Charged per Child ( <i>Travel</i> ) <b>Enter in Column B</b>		→ \$ NA	
3. How many <b>non-resident</b> children/teams participate in your program? <b>Enter in Column A</b>	→ Average 5yr		
4. Fee charged for non-resident participants? <b>Enter in Column B</b>		→ \$ 10.-	
5. Is the Child's Uniform Included in the Fee? <b>Enter in Column A</b>	→ Y (NA)		
6. Average Cost of the Uniform IF Included in the Fee <b>Enter in Column C</b>			→ \$ NA
7. Cost of Insurance Per Child Fee <b>Enter in Column C</b>			→ \$ 350 - total
8. Are you Charged a Per Child Fee from a State or Regional Organization? If YES, How Much? <b>Enter in Column C</b>	Non Travel		→ \$ NA
	Travel		→ \$ NA
9. What is the Organization's Average Yearly Net Profit From Donations? Based on the last 3 years <b>Enter in Column B</b>		→ \$ NA	
10. What is the Organization's Average Yearly Net Profit From Fundraising? <b>**Don't include Town of Wolcott Funds**</b> <b>Enter in Column B</b>		→ \$ NA	
11. Yearly Net Costs of Awards, Trophies, & Banquets <b>Enter in Column C</b>			→ \$ NA
12. Yearly Net Profit from Snack bar Sales <b>Enter in Column B</b>		→ \$ NA	
13. Average Yearly Equipment Costs (based on last 3 yrs) <b>Enter in Column C</b>			→ 1,600.00 <del>\$ 1,600.00</del>
14. Average Yearly Maintenance Costs (based on last 3 years) (Fields, bleachers, fencing, etc) <b>Enter in Column C</b>			→ \$ NA
15. What is your Average Yearly Cost for Umpires, Referees, and/or Officials? <b>Presenters</b> <b>Enter in Column C</b>			→ \$ 175 -
16. What are your Average Yearly Rental Costs? (Port-O-Lets, gym time, and field rental) <b>Enter in Column C</b>			→ \$ 325.00
17. What are Your Average Yearly Administrative Fees? (based on last 3 years) Postage, office supplies, accounting services) <b>Enter in Column C</b>			→ \$ 550 -

**WHAT IS YOUR ORGANIZATION'S BUDGET REQUEST FOR THE 2011-2012 FISCAL YEAR?**



\$3,000.-

Infant and Toddler Programs  
Budget

	Itemized Expenditures 2010/2011	Anticipated Expenses 2011/2012
• Insurance	\$ 350.00	\$350.00
• Advertisement	\$ 550.00	\$550.00
• Materials		
Electronics	\$ 300.00	\$150.00
Curriculum (books, music, art supplies, groceries)	\$1,000.00	\$1,150.00
• Presenters	\$ 175.00	\$175.00
• Christmas, Halloween, Thanksgiving Celebration	\$ 400.00	\$300.00
• Pavilion Rental	\$ 25.00	\$ 25.00
• Wolcott Activity and Learning Center Donation	\$ 00.00	\$300.00
 Total Expenditures	 \$2,800.00	 \$3,000.00

Submitted by  
Amy D'Ettore  
879-9787

My name is April Sinclair. I graduated from Wolcott High School in 1994. I began my journey working with children at Children's Village in Wolcott. I graduated from Mitchell College in New London C.T. with an Associates degree in Early Childhood Education. I then graduated from Wheelock College in Boston M.A. with a Bachelors degree in Elementary Education. After graduation I became a preschool teacher at Bright Horizons in Boston then became an assistant teacher at the Walker School in Needham M.A. I relocated back to CT in 2000 and graduated from Southern CT State University with my Masters degree in Special Education while teaching at Klingberg Family Centers and Raymond Hill School in New Britain C.T. After starting my family I began working for The Institute of Professional Practice in the Waterbury Public Schools conducting ABA therapy in both Bucks Hill and Rotella Magnet Schools. I then began working for CT Birth to Three Easter Seals\ First Partners Autism Program until August of 2009. Currently I work part time as an Applied Behavioral Specialist for CT Behavioral Health. During the past 4 years I have participated in the Wolcott Park and Recreation Infant Toddler Programs with my three children and feel its a wonderful way for young children to gain early exposure to education in a group setting. I am very excited to be assisting Amy D'Ettore with this program.