

**PARKS AND RECREATION AND  
ACQUIRED FACILITIES COMMISSION**

Organizational & Regular Meeting

**Monday, February 6, 2012**

Council Chambers, Wolcott Town Hall

6:30 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.

**ORGANIZATIONAL MEETING:**

Town Attorney Brian Tynan called the Organizational Meeting to order at 6:30 p.m. with the Pledge of Allegiance and attendance was taken.

**MEMBERS PRESENT:** Ronald Cordeau, Carl Dambrauskas, Steven Lagasse, Jack Kirschbaum, Harry Najarian, Robert Sherman, and John Curley; et al.

**MEMBERS ABSENT:** None

**ALSO PRESENT:** Town Attorney Brian Tynan; et al.

**ELECTION OF CHAIRMAN:**

At this time, Attorney Tynan inquired as to whether there were any nominations for Chairman.

A **MOTION** was offered by Jack Kirschbaum, seconded by Harry Najarian, to nominate **Ronald Cordeau for Chairman** of the Parks and Recreation and Acquired Facilities Commission.

Attorney Tynan inquired three more times if there were any other nominations for Chairman, at which time there were none.

Attorney Tynan asked for all in favor of **Ronald Cordeau** to be elected Chairman, at which time the above motion **carried** unanimously by voice vote.

Mayor Dunn indicated next on the Agenda is the Election of Vice-Chairman.

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**ELECTION OF VICE-CHAIRMAN:**

At this time, Attorney Tynan inquired as to whether there were any nominations for Vice-Chairman.

A **MOTION** was offered by Ronald Cordeau, seconded by Steven Lagasse, to nominate **Jack Kirschbaum as Vice-Chairman** of the Parks and Recreation and Acquired Facilities Commission.

Attorney Tynan inquired three more times if there were any other nominations for Vice-Chairman, at which time there were none.

Attorney Tynan asked for all in favor of **Jack Kirschbaum** to be elected Vice-Chairman of the Park & Recreation Commission, at which time the above motion **carried** unanimously by voice vote.

Attorney Tynan indicated next on the agenda is to Set Time & Place of Regular Meetings.

**SET TIME & PLACE OF REGULAR MEETINGS:**

Upon **MOTION** by Ronald Cordeau, seconded by Steven Lagasse, it was unanimously voted to **set** the time and place of Regular Meetings on the first (1<sup>st</sup>) Monday, of every month at 7:00 p.m., in the Council Chambers of the Wolcott Town Hall.

**ADJOURNMENT:**

Upon **MOTION** by Ronald Cordeau, seconded by Harry Najarian, it was unanimously voted to adjourn the Organizational Meeting at 6:32 p.m.

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**REGULAR MEETING:**

Chairman Cordeau called the regular meeting to order at 6:33 p.m.

**MEMBERS PRESENT:** Chairman Ronald Cordeau, Carl Dambrauskas, Steven Lagasse, Jack Kirschbaum, Harry Najarian, Robert Sherman, and John Curley

**MEMBERS ABSENT:** None

**ALSO PRESENT:** Christopher Wardrop & Karen Orton, USI Insurance; Linda Bruce, Municipal Finance Officer; Infant & Toddler Program Representatives: Amy D'Attore & April Sinclair; WYYA Representatives: Paul Maloney, President & Dave Brouillette; BAW Representatives: Dave Desaulniers, President & Don Mazas; Wolcott Activity & Learning Center Representatives: DeAnna Morelli, President & Kathy Woods, Treasurer, et al.

**APPROVAL OF MINUTES:**

• **December 5, 2011 – Regular Meeting**

Upon **MOTION** by Harry Najarian, seconded by Steven Lagasse, it was unanimously voted to **approve** the minutes of the December 5, 2011 Regular Meeting, with one abstention from Robert Sherman.

Upon **MOTION** by Jack Kirschbaum, seconded by Harry Najarian, it was unanimously voted to **suspend** the rules and move 'Discussion Regarding Town Liability Insurance with Christopher Wardrop & Karen Orton of USI Insurance' under New Business, up on the agenda.

**NEW BUSINESS:**

1. **Discussion Regarding Town Liability Insurance with Christopher Wardrop & Karen Orton of USI Insurance**

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Christopher Wardrup & Karen Orton came forward and discussed various liability issues and insurance requirements for various programs, during which he also noted the following:

- USI Insurance is hired because many municipalities do not have full time risk managers; they are not the Town's insurance carrier; they are hired by the Town of Wolcott to deal with insurance companies; they are independent advocates of the Town Wolcott
- The Town of Wolcott i.e. employees, commissioners, volunteers are covered through its general liability policy
- Instructors of some of the various recreation programs are not covered, even if they happen to also be an employee; if they are in control of their own program, they are not covered; they should provide their own liability insurance
- There is a program called TULIP (Tenant User Liability Insurance Program) which allows individuals or groups using town facilities to obtain affordable liability insurance (**see attached hand-out entitled 'Facilities Use Risk Management Guidelines'**)
- The Commission should keep their guidelines consistent, however, exceptions to their requirements are subject to the sole discretion of the Town (The Commission)
- With respect to the activity, the Commission should measure the type of activity, the duration of the activity, the number of people involved, etc. when making decisions with respect to requiring liability insurance (**see attached hand-out**)
- The general standard of liability insurance should be \$1,000,000; however, a league may have an insurance program that was built nationally and they may have a reduced limit; in that case, less can be accepted (\$500,000)

A brief question and answer period followed, after which it was noted that it would be impossible to require people renting the pavilion at Peterson Park to provide liability insurance; and impossible to administer the paperwork etc. Instead, the Commission should periodically make sure that equipment is safe at the parks, e.g. grills, playground equipment, etc. Also, the Secretary

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will email additional info to Mr. Wardrup including the permits issued for Peterson Park Pavilion, the Woodtick Recreation Area Pavilion Contract, and the Kiwanis Lease. Lastly, Mr. Wardrup has a sample of a general facilities use agreement that he will forward.

Upon **MOTION** by Jack Kirschbaum, seconded by Harry Najarian it was unanimously voted to **return** to the regular agenda.

**CORRESPONDENCE (on file):**

1. **P&R Expenditure Report as of 1-27-12** (Dept. 521)
2. **Notice to Town Clerk dated January 5<sup>th</sup> regarding time change of February 6<sup>th</sup> meeting**
3. **Acquired Facilities Financial Reports as of 1-26-12** (Dept. 30)
4. **P&R Updated Program Support Allocation Summary as of 1-27-12**
5. **Submitted by Steven Lagasse, Park & Recreation Program Summary displaying per capita funding for each organization as of 12-20-11**
6. **Copy of Infant & Toddler Program Support Request in the amount of \$3,000 previously allocated by Commission (approved & allocated on 10-3-11)**
7. **Program Support Request received on 12-15-11 from Wolcott Midget Football in the amount of \$15,000**
8. **Program Support Request received on 1-27-12 from Wolcott Activity & Learning Center (WALC) in the amount of \$8,000**
9. **Copy of all remaining Program Support Requests previously submitted and awaiting allocation by Commission**

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**10. Purchase Order Requests from Program Director**

**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}

• **Purchase Order Requests**

Upon **MOTION** by Robert Sherman, seconded by Harry Najarian, it was unanimously voted to **encumber \$425.00** from Dept. 521; line item **#5830** 'Recreational Materials', and **authorize** Mickie Fell to expend up to that amount for assorted candy for the Annual Easter Egg Hunt (**vendor: John Hayes & Sons**) and to also **encumber \$300.00** from Dept. 521; line item **#8100** 'Awards Expense' and **authorize** Mickie Fell to expend up to that amount for Easter baskets and various prizes for the Annual Easter Egg Hunt and be reimbursed by the Town (**vendor: Mickie Fell**).

**OLD BUSINESS:**

**1. Discussion Regarding Programs & Procedures**

➤ **Infant & Toddler Program {Amy D'Attore}**

Amy D'Attore and April Sinclair came forward at which time Ms. D'Attore submitted a summary of her program to the Commission (**see attached**). She next reviewed the hand-out in detail with the Commission. This is the 5<sup>th</sup> year of the program. Classes are held at the Youth Center: General schedule is Mondays, Wednesdays & Fridays 9:00 a.m. -11:30 am. If demand is there and if time allows they would expand the program.

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A brief question and answer period followed regarding the \$10.00 non-resident fee and how the waiting list works with respect to resident vs. non-resident.

➤ **Baseball Association of Wolcott (BAW) {Dave Desaulniers/Don Mazas}**

Dave Desaulniers and Don Mazas came forward and reported the following:

- The snow from the October storm took down their batting cages and poles;
- Also had damage to the back stop net on the senior field
- They are not covered for 'weight of snow' damage through their insurance
- Just the parts alone for the batting cages are \$7,700, not including labor; senior field has \$1,500 worth of damage
- They may get some money back through FEMA, but they won't know for some time
- Facility is getting older; they just went up some of their fees;
- The lights are also an issue

A brief question and answer period followed. Discussion ensued regarding the specifics of their programs.

➤ **Wolcott Youth Athletic Association (WYAA) {Paul Maloney}**

Paul Maloney & Dave Brouillette came forward and reported the following:

- The soccer program is predominantly a fall program, however, they also have a spring travel program and a 'kickers' program for 5-year olds
- The fall program had roughly 310 kids; 6 travel teams and 30 in-house teams

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- They need field space at Wakelee, Tyrrell, and at the high school in the fall;
- In the spring they only need fields at the high school and they use their own field at Alcott
- They are fortunate that they have been able to use the Wolcott Sports Complex in the fall for games because they cannot use Wakelee much anymore because softball expanded their program into the fall
- In the spring, they have about 100 kids on the travel team and about 50 in the kickers program
- They need more field space

A brief question and answer period followed. Discussion ensued regarding the specifics of their programs and future field space.

➤ **Wolcott Activity & Learning Center (WALC) {DeAnna Morelli}**

DeAnna Morelli & Kathy Woods came forward and referenced the letter that they submitted to the Commission (**see attached**). They next reported the following:

- The WALC is based at the Youth Center and is geared towards middle school and high school students that are not necessarily involved in sports
- They have been in the building a little over a year
- Their biggest problem is a lack of volunteers
- They have opened up their facility to many programs and organizations
- They have been raising money and trying to pay their bills
- Now that the Lions are moving, they are looking to host summer programs
- They have no paid staff; it's all volunteers
- Building capacity is 260
- The facility can be rented privately
- They need the most help with volunteers, assistance with cleaning the facility, and advertisement

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A brief question and answer period followed. Discussion ensued regarding the specifics of their programs, updating their website, advertising that the facility can be rented, and future plans.

**2. Discussion Regarding Dredging**

Chairman Cordeau reported that after contacting numerous contractors to do the work, none of them can do anything with the material at this time. He has spoken with Mr. Kalinowski who will be putting some numbers together. They will just have to pay to get the work done; the area is becoming a hazard. The fill is perfect for the area behind Maynard's. They can then bid out the job for development of a field, which is sorely needed. If he gets the numbers before the next meeting, they can set a special meeting to approve the expenditures. It was noted that the funds they are looking to spend do not appear in their expenditure budget. It was requested that the Secretary inquire with the Finance Officer as to how to expend the monies in their cash account.

**3. Building Committee for the Walking Trail**

Chairman Cordeau noted that he spoke to the Mayor and suggested that instead of a separate building committee it could be a sub-committee of the Commission. Mayor Dunn stated that he was in favor of it. The current Building Committee established by the Town Council has not yet met; there has been no activity. He needs to speak with the Mayor again and he will report back at the next meeting.

**4. Program Support Allocations**

Upon **MOTION** by Harry Najarian, seconded by Jack Kirschbaum, it was unanimously voted to **allocate \$10,000.00** from line item **#5820** 'Program Support-Other Teams' to the **Baseball Association of Wolcott (BAW)** for Program Support for fiscal year 2011-2012.

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Upon **MOTION** by Jack Kirschbaum, seconded by Harry Najarian, it was unanimously voted to **allocate \$6,500.00** from line item **#5810** 'Program Support-P&R Teams' to the **Wolcott Youth Athletic Association (WYAA)** for program support for fiscal year 2011-2012.

Upon **MOTION** by Harry Najarian, seconded by Steven Lagasse, it was unanimously voted to **allocate \$1,100.00** from line item **#5820** 'Program Support-Other Teams' to **Wolcott Girls Summer Volleyball** for program support for fiscal year 2011-2012.

Upon **MOTION** by Harry Najarian, seconded by Carl Dambrauskas, it was unanimously voted to **allocate \$4,500.00** from line item **#5810** 'Program Support-P&R Teams' to the **Wolcott Youth Lacrosse Club (WYLC)** for Program Support for fiscal year 2011-2012.

**NEW BUSINESS:**

**2. 2012 Field Allotment Allocations for Wakelee & Frisbie Fields**

Upon **MOTION** by Jack Kirschbaum, seconded by Robert Sherman, it was unanimously voted to **allocate** Frisbie and Wakelee Fields the same as last year.

**TAXPAYERS' TIME:**

No taxpayers came forward.

**ITEMS FOR NEXT AGENDA:**

***Old Business:***

- Discussion Regarding Programs & Procedures
- Discussion Regarding Dredging
- Building Committee for the Walking Trail
- Program Support Allocations

**EXECUTIVE SESSION:**

No Executive Session was held.

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**ADJOURNMENT:**

Upon **MOTION** by Harry Najarian, seconded by Robert Sherman, it was unanimously voted to **adjourn** the meeting at 9:00 p.m.

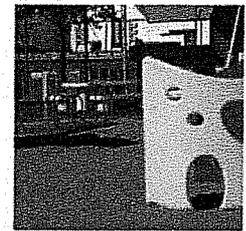
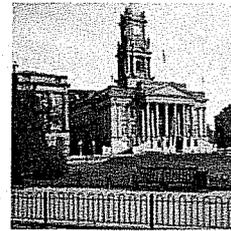
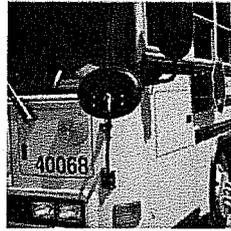
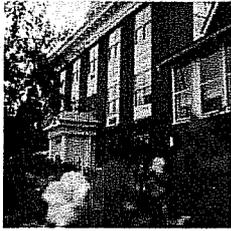
**APPROVED:**

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Elizabeth Gaudiosi  
**Commission Secretary**

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



# Facility Use Risk Management Guidelines

*Exclusively for Public Entities*

## *Guide for Use of Facilities by Outside Groups/Organizations*

### *Objectives:*

- Protect the Public Entity
- Protect the Outside Group/Organization

### *Some Areas to Address with Your Facility Use Agreement:*

- Hours of operation
- No drug use
- Limited or no alcohol use
- No Smoking policy
- No open flames
- Code of conduct (ex no fighting, cursing, dress code)
- Permitted uses
- Special accommodations (ex parking, ADA)
- Seating or parking capacity
- Is a fee and/or deposit required?
- Need custodial, facility, EMT/fire, or police staffing?
- Maintenance needs (ex set up, take down, clean up)
- Cancellation/refund policy
- Insurance requirements (limits of coverage, form, certificate of insurance)
- Indemnification/hold harmless and waiver of subrogation language
- Place on your website?

## FACILITY USE RISK MANAGEMENT GUIDELINES

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### *Tenant User Liability Insurance Program (TULIP)*

- Protects the facility user, and the Public Entity
- Affordable solution to obtaining liability insurance for certain activities where insurance is required but difficult to obtain. In other words – another option for the tenant/user
- Automatically provides certificates of insurance for the tenant/user and the Public Entity, at no additional cost to the Public Entity

Always consult your legal counsel for final review and use of facility use agreements

*Look to USI for the expertise you need to keep your Public Entity protected.*

*For more information, please contact Chris Wardrop, SVP, Public Entities Practice Leader, at 800.303.7171 or email [Christopher.Wardrop@usi.biz](mailto:Christopher.Wardrop@usi.biz).*



# PARK & RECREATION COMMISSION

## SIGN-IN SHEET

**NAME(Please Print)**

**ADDRESS (Please Print)**

Amy D'Ettore

Le Pimlico Rd

April Sinclair

15 chene ave

Donald Moras

32 Bolden CT



42 Harrison Dr.

Paul Maloney

2 Longmeadow Dr Est

David M Broulette

719 Spindle Hill Rd.

DeAnna Morelli

17 Jurguelin Dr.

Kathy Woods

269 Lyman Rd

## Wolcott Park and Recreation

### Infant and Toddler Programs

#### **Program Description**

The infant and toddler programs began in the spring of 2007. Families from Wolcott and surrounding communities have participated in early childhood programs that foster the development of young children's social, language, motor, and adaptive skills. Four, six week sessions are offered from September through June at the Wolcott Activity and Learning Center. Presently there are more than 50 families involved in our programs.

#### **Instructors**

Amy D'Ettore- Director, Instructor

April Sinclair- Instructor

The classes are instructed by two educators who specialize in early childhood development. Currently there are two instructors in the early childhood program with degrees in early childhood and special education. They collaborate to create quality, age appropriate programming that exposes children to music, movement, art, literature, imaginative play, and opportunities for socialization. The instructors are also available to provide resources to caregivers who may have questions or concerns about their child's development.

#### **Class Description**

*Tumbling Tots*- Babies and toddlers on the move navigate obstacle courses, enjoy parachute play, and engage in music and movement. The parents get a workout as well in this 45 minute course.

*Getting Ready for Preschool*- This one hour class introduces children, ages 2 ½ to 4, to the structure and elements of preschool. Students explore centers, participate in circle time, engage in stories with related activities, and socialize during snack-time.

*Sign and Sing*-Babies and their caregivers learn simple signs and songs to share together. This 30 minute class offers opportunities for children to communicate and develop their language through music, literature, and games. Caregivers learn simple activities that are easy to carry over at home.

*Coffee Club*-This relaxed, one hour playgroup gives caregivers a chance to talk while children enjoy snacks and free play. Age appropriate centers for babies, toddlers, and preschoolers are open for children to explore. Coffee and refreshments are served.

*Special Programming*- Additional programming has included First Aid/CPR courses, Halloween Bingo, Valentine Tea, Town Wide Baby Gear Tag Sale, Critter Caravan, Valentine the Clown, Imagine Nation Museum.

## Fees

The cost for each class is kept at an affordable price and is determined based on the amount of planning required. The costs range from \$20 -\$40 for one, six week session. Parents pay for only one child, and are encouraged to bring siblings at no extra cost. A \$10 non-resident fee is applied one time per session, for out of town participants. Any family experiencing financial hardship is welcome to attend at a discounted rate or for free when needed.

## Funding

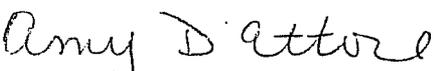
Our request for program funding is submitted in September. Our budget for September 2011 was approved at \$3,000.00. The expenses are:

\$400 Insurance
\$300 Donation to Wolcott Activity and Learning Center
\$800 Advertisement
\$500 Special Events/Presenters
+ \$1,000 Supplies
<hr/>
\$3,000 Total

## Advertisement

Our advertisement can be found in the Wolcott Community News. We also can be found on Facebook at Wolcott Park and Rec Early Childhood Programs. Flyers and handouts are sent to area programs such as the CT Birth to Three Program at Darcy School in Cheshire, and the Wolcott Public Library.

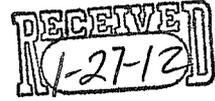
Respectfully Submitted,

  
Amy D'Attore, Program Director



**WALC**

**Wolcott Activity & Learning Center**  
**48 Todd Road**  
**P.O. Box 6314**  
**Wolcott, CT 06716**



January 20, 2012

Ronald Cordeau, Chairman  
Parks & Recreation & Acquired Facilities Commission  
10 Kenea Avenue  
Wolcott, CT 06716

Dear Chairman and Commission Members:

The Wolcott Activities and Learning Center would like to respectfully request your support for the 2012-2013 budget year. After 7 years of growth, we have successfully completed our first year operating in the new structure located at 48 Todd Road. We have seen forward momentum in both interest and support in the community and we continue to grow. We have also been able to offer our facility to other organizations supported under your budget who have expressed their positive feedback on our building.

We are asking for support in the amount of \$8,000.00 to assist for instructors, programming, and facility usage. We are currently planning summer programs for 2012 as the Lions will not be utilizing WALC this year. These new summer programs will be an expansion to our current schedules and we are excited to kick this off.

We are very proud to host current programming which offers events and classes from pre-school through high school. We also offer employment and volunteer opportunities to local youth.

Please find our attached budget keeping in mind that again, this was our first year operating out of the new facility. Your consideration is greatly appreciated. Should you require any additional information, please feel free to contact me.

Sincerely,

DeAnna E. Morelli

President

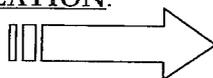
Wolcott Activities & Learning Center

**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.

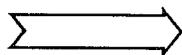
**NAME & ADDRESS OF ORGANIZATION:**



The Wolcott Activities & Learning Center  
 48 Todd Road  
 Wolcott, CT 06716

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

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



\$ 8,000.00