

**PARKS AND RECREATION AND
ACQUIRED FACILITIES COMMISSION**

Regular Meeting

Monday, October 1, 2012

Council Chambers, Wolcott Town Hall

7:00 p.m.

Page 1 of 5

MINUTES

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 regular meeting to order at 7:03 p.m.

MEMBERS PRESENT: Chairman Ronald Cordeau, Vice-Chairman Jack Kirschbaum, Steven Lagasse, Robert Sherman, John Curley, and Carl Dambrauskas

MEMBERS ABSENT: Harry Najarian

ALSO PRESENT: Donald Charette, Town Council Liaison to Walking Trail Sub-Committee

APPROVAL OF MINUTES:

• **Regular Meeting – August 6, 2012**

Upon **MOTION** by John Curley, seconded by Steven Lagasse, it was unanimously voted to **approve** the minutes of the August 6, 2012 Regular Meeting.

• **Special Meeting – September 17, 2012**

Upon **MOTION** by Robert Sherman, seconded by Steven Lagasse, it was unanimously voted to **approve** the minutes of the September 17, 2012 Special Meeting.

• **Special Meeting – September 24, 2012**

Upon **MOTION** by Robert Sherman, seconded by Jack Kirschbaum, it was unanimously voted to **approve** the minutes of the September 24, 2012 Special Meeting.

**PARKS AND RECREATION AND
ACQUIRED FACILITIES COMMISSION**

Regular Meeting

Monday, October 1, 2012

Council Chambers, Wolcott Town Hall

7:00 p.m.

Page 2 of 5

MINUTES

CORRESPONDENCE (on file):

1. **P&R Expenditure Report as of 09-25-12 (Dept. 521)**
2. **Purchase Order Requests**
3. **Program Support Request from the Infant & Toddler Program in the amount of \$3,000**
4. **Letters dated September 5th to all organizations advising that their program support requests are due on December 1st**
5. **2012-2013 P&R (Dept. 521) Program Support Allocation Summary as of 9-25-12**
6. **Acquired Facilities Financial Reports through September 25, 2012 (Dept. 30)**

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}

• **Purchase Order Requests**

Upon **MOTION** by Robert Sherman, seconded by Carl Dambrauskas, it was unanimously voted to **encumber \$600.00** from line item **#5830** 'Recreation Materials' and authorize Mickie Fell to purchase sports equipment and arts & crafts supplies for the Fall/Winter and Winter/Spring programs (**vendor: S&S Worldwide**) and to **encumber \$220.00** from line item **#4950** 'Operation Expense' and expend \$100.00 to winterize and \$120.00 to de-winterize the water lines at Peterson Park (**vendor: J. Miller Pumps**).

SUB-COMMITTEE REPORTS: WALKING TRAIL

Mr. Lagasse reported that there were nine submissions in response to the request for proposal for surveying for the Walking Trail. They ranged from \$21,558.52 to \$68,600.00; the low bidder was Robert Green Associates. He advised that he is not sure whether the bid was

**PARKS AND RECREATION AND
ACQUIRED FACILITIES COMMISSION**

Regular Meeting

Monday, October 1, 2012

Council Chambers, Wolcott Town Hall

7:00 p.m.

Page 3 of 5

MINUTES

formally awarded, but he is pretty sure that it will awarded to the low bidder.

OLD BUSINESS:

1. Discussion Regarding Programs & Procedures

There no discussion regarding the above item.

2. Discussion Regarding Dredging

Chairman Cordeau reported that he spoke with Mr. Kalinowski to check if the Town Crew could perform any of the work needed on Munson Road by possibly clearing a channel along the far side. The Town is very busy with road construction right now. They will discuss this issue again in November as to the time schedule of when they lower the reservoir; that would be the time when some of the work could be accomplished.

NEW BUSINESS:

1. Program Support Allocations

At this time, Chairman Cordeau noted that they received a program support request from the Infant & Toddler Program in the amount of \$3,000.00, at which time he entertained a motion for approval (**see attached**).

Mr. Dambrauskas stated that he believes the Director was taking a salary, which was an issue they were discussing last year. Chairman Cordeau noted that the program is set up so that she collects the fees from her classes. Mr. Lagasse stated that what bothers him is that she has not submitted the revenue side of the program, just the expenditure side, at which time Vice-Chairman Kirschbaum agreed. Brief discussion followed, at which time Mr. Curley stated that she collects the fees from her classes and that if the Commission had to pay someone to run this program there would be no difference.

**PARKS AND RECREATION AND
ACQUIRED FACILITIES COMMISSION**

Regular Meeting

Monday, October 1, 2012

Council Chambers, Wolcott Town Hall

7:00 p.m.

Page 4 of 5

MINUTES

Chairman Cordeau next entertained a motion to approve the request.

Upon **MOTION** by Jack Kirschbaum, seconded by John Curley, it was unanimously voted to **allocate \$3,000.00** from line item **#5810** 'Program Support-P&R Teams' for the **Infant & Toddler Program** for program support for fiscal year 2012-2013.

2. Discussion & Possible Action Regarding Woodtick Recreation Area Director Position

No action was taken on the above item. Chairman Cordeau advised that they interviewed three applicants and they did not feel as if any of them met the criteria of the job description. He noted that they will discuss this further in Executive Session this evening.

Upon **MOTION** by Jack Kirschbaum, seconded by John Curley, it was unanimously voted to **add** 'Purchase Order for Superior Sanitation' to the agenda.

3. Purchase Order for Superior Sanitation

Brief discussion was held regarding the above. The Commission agreed that a portable toilet was necessary for one more month, as the Working Park Attendant works there daily through the end of November. They discussed the possibility of Superior removing one of them so that the cost would be less than \$450.00. It was also noted that the additional trips to pick up twice instead of once may end up costing the same.

The Commission made the following motion and requested that the Secretary contact Superior to see what their options are.

Upon **MOTION** by John Curley, seconded by Jack Kirschbaum, it was unanimously voted to **encumber o \$450.00** from **line item #7180 'Park Improvements'** and **expend up to that amount** to keep portable toilet (s) at Peterson Park through the month of November (**vendor: Superior Sanitation**).

**PARKS AND RECREATION AND
ACQUIRED FACILITIES COMMISSION**

Regular Meeting

Monday, October 1, 2012

Council Chambers, Wolcott Town Hall

7:00 p.m.

Page 5 of 5

MINUTES

ITEMS FOR NEXT AGENDA:

Old Business:

- Discussion Regarding Programs & Procedures
- Discussion Regarding Dredging
- Program Support Allocations

TAXPAYERS' TIME:

At this time, Donald Charette came forward and stated that he just wanted to introduce himself, and noted that he is the Town Council Liaison to the Walking Trail Sub-Committee. He stated that if they have any issues or need help with anything to please contact him. The Commission thanked Mr. Charette, after which he exited the meeting.

EXECUTIVE SESSION:

Upon **MOTION** by Steven Lagasse, seconded by Jack Kirschbaum, it was unanimously voted to **enter** into Executive Session at 7:25 p.m. for the purpose of discussing personnel matters.

Chairman Cordeau called the regular session back to order at 7:45 p.m.

ADJOURNMENT:

Upon **MOTION** by Steven Lagasse, seconded by Carl Dambrauskas, it was unanimously voted to **adjourn** the meeting at 7:46 p.m.

APPROVED:

Elizabeth Gaudiosi
Commission Secretary

Ronald Cordeau, Chairman
**Parks & Recreation & Acquired
Facilities Commission**

WOLCOTT PARKS & RECREATION & ACQUIRED FACILITIES COMMISSION

TOWN OF WOLCOTT

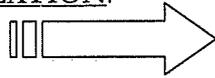
10 Kenea Avenue

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.

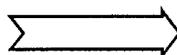
NAME & ADDRESS OF ORGANIZATION:



Wolcott Park and Recreation
Infant and Toddler Programs

	Column A	Column B	Column C
1. Number of Children in Non-Travel Program Enter in Column A	50		
2. Number of Children in <i>Travel</i> Program Enter in Column A	NA		
1 a. Fee Charged per Child (Non-Travel) Enter in Column B		\$15-\$40	
2 b. Fee Charged per Child (<i>Travel</i>) Enter in Column B		\$NA	
3. How many non-resident children/teams participate in your program? Enter in Column A	10		
4. Fee charged for non-resident participants? Enter in Column B		\$10	
5. Is the Child's Uniform Included in the Fee? Enter in Column A	NA		
6. Average Cost of the Uniform IF Included in the Fee Enter in Column C			\$NA
7. Cost of Insurance Per Child Fee Enter in Column C			\$400.00
8. Are you Charged a Per Child Fee from a State or Regional Organization? If YES, How Much? Enter in Column C	Non Travel		\$NA
	Travel		\$NA
9. What is the Organization's Average Yearly Net Profit From Donations? Based on the last 3 years Enter in Column B		\$NA	
10. What is the Organization's Average Yearly Net Profit From Fundraising? **Don't include Town of Wolcott Funds** Enter in Column B		\$NA	
11. Yearly Net Costs of Awards, Trophies, & Banquets Enter in Column C			\$NA
12. Yearly Net Profit from Snack bar Sales Enter in Column B		\$NA	
13. Average Yearly Equipment Costs (based on last 3 yrs) Enter in Column C			\$1,000
14. Average Yearly Maintenance Costs (based on last 3 years) (Fields, bleachers, fencing, etc) Enter in Column C			NA
15. What is your Average Yearly Cost for Umpires, Referees, and/or Officials? Enter in Column C			\$500.00
16. What are your Average Yearly Rental Costs? (Port-O-Lets, gym time, and field rental) Enter in Column C			\$300.00
17. What are Your Average Yearly Administrative Fees? (based on last 3 years) Postage, office supplies, accounting services) Enter in Column C			\$800.00

WHAT IS YOUR ORGANIZATIONS'S BUDGET REQUEST FOR THE 2012-2013 FISCAL YEAR?



\$ 3,000

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.

2011/2012 Expenses

Our request for program funding is submitted in September. Our budget for September 2011/2012 was approved at \$3,000.00. The expenses were:

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

2012/2013 Anticipated Expenses

\$400 Insurance
\$300 Donation to Wolcott Activity 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'Ettore, Program Director