

**PARKS AND RECREATION AND  
ACQUIRED FACILITIES COMMISSION**

Regular Meeting

**Monday, November 5, 2012**

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 regular meeting to order at 7:00 p.m.

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

**MEMBERS ABSENT:** Harry Najarian

**APPROVAL OF MINUTES:**

- Regular Meeting – October 1, 2012
- Special Meeting – October 4, 2012

Upon **MOTION** by Jack Kirschbaum, seconded by Robert Sherman, it was unanimously voted to **approve** the minutes of the October 1, 2012 Regular Meeting and the October 4, 2012 Special Meeting.

**CORRESPONDENCE (on file):**

1. P&R Expenditure Report as of 10-30-12 (Dept. 521)
2. Notice to Town Clerk dated October 5<sup>th</sup> regarding Site-Walk scheduled on October 15<sup>th</sup>
3. 2012 Annual Report submitted by Jim Scully on 10-09-12
4. Memo dated October 12<sup>th</sup> to Mayor Dunn regarding new Director of Woodtick Recreation Area
5. P&R (Dept. 521) Program Support Allocation Summary as of 10-30-12
6. Acquired Facilities Financial Reports through October 26, 2012 (Dept. 30)

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**Additional Correspondence:**

7. Received by Chairman Cordeau only, memo dated October 22<sup>nd</sup> from Dam Inspectors advising that the dam gates at Lyman Pond are in need of replacement

**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}

- **Dam Inspectors**

Chairman Cordeau referenced the memo that he received by the Dam Inspectors advising that the dam gates at Lyman Pond are in need of replacement; they are beyond repair. They noted that they should be replaced before there is a complete failure of equipment. A brief discussion was held regarding what the possible cost would be. Chairman Cordeau stated that he requested that the Dam Inspectors get quotes on the replacement. It will probably need to be placed out to bid, and depending on the cost, they may have to approach the Mayor and/or possibly seek help from the State of CT DEEP. They will discuss after they receive the quotes.

- **Woodtick Recreation Area Director**

Dave Pelletier advised that he, his brother, and his father have spent a good amount of hours at the property and next gave the following status report on the work at the 201 Nichols Road property:

- Ripped out all the carpeting and brought to the dump
- Removed garbage that was in the basement, attic, and outside and brought to the dump
- Removed all wallpaper
- Cleaned all of the windows and walls
- Painted all of the ceilings and downstairs walls

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- Will complete the paint in the hallway and upstairs within the next 10 days
- The Town Crew came down and winterized the pavilion area and snack bar area
- Some rotten floor molding came off when pulling up the rugs; needs to be replaced; it was not a part of the carpeting quotes that he previously submitted
- Removed the fan above the stove; it was corroded and rusted
- Must replace 12-15 tiles in kitchen and bathroom
- Cellar doors outside are rusted through and need replacement (Commission advised to get a quote)
- Two big holes in bathtub in need of repair; they are covered with duct tape (Commission advised to get a quote)
- There is a big tree limb hanging; must be removed (Chairman Cordeau advised that the Town's Tree Warden, Mark Bove, will be removing the entire tree as soon as they can get to it)
- Waiting for decision on carpet installation (Chairman Cordeau advised that the Finance Office solicited two additional quotes due by this Friday)
- He has only spent about \$570.00 so far at Home Depot and nothing on labor

• **Purchase Order Requests**

Upon **MOTION** by Jack Kirschbaum, seconded by Steven Lagasse, it was unanimously voted to **encumber \$45.00** from line item **#7180 'Park Improvements'** and authorize Rich San Angelo to purchase a new lock for the maintenance doors at Peterson Park (vendor: Leo's Lock & Key).

**SUB-COMMITTEE REPORTS: WALKING TRAIL**

Mr. Lagasse reported that he has been in touch with the company who won the surveying bid, Robert Green & Associates; they are just waiting to execute a contract with the Town. He emailed Joe Smith

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with the Finance Office last week to request its status and has not heard back. *It was noted that the Secretary will check with the status of a contract and report back to Commission.*

Mr. Lagasse stated that he met with Bob Green recently and passed around a map of the property that he downloaded from work and noted that he also gave one to the surveyor. He advised that he told Mr. Green to ignore the Wolf Hill Road side; there is no need to survey that area. The Commission discussed briefly.

Lengthy discussion followed with respect to the actual walking trail design, wetland issues, possible DEEP issues regarding floodplain regulations, and boundary issues.

**OLD BUSINESS:**

**1. Discussion Regarding Programs & Procedures**

There was no discussion regarding the above item.

**2. Discussion Regarding Dredging**

Chairman Cordeau stated that he spoke with Mr. Kalinowski regarding the dredging needed by Munson Road. The issue remains the same; nobody wants to remove the fill and keep it. They discussed that when the reservoir is lowered to kill the weeds, the Town Crew may be able to bring an excavator in and dig a 20 foot wide channel about 6-8 feet deep. The water would then have that channel to go through. Brief discussion followed. *Vice-Chairman Kirschbaum will also check into the grant received and the company that will be doing the dredging for the Lions Club pond.*

**3. Program Support Allocations**

There were no program support requests.

**NEW BUSINESS:**

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**1. Discussion Regarding Site-Walk at 201 Nichols Road/Woodtick  
Recreation Area**

Chairman Cordeau advised that Mr. Pelletier already discussed the above previously in the meeting.

The history of the property was referenced and the Commission agreed that it would be interesting to see if they could find some historical information on the property. *Mr. Curley stated that he would try to contact Flo Goodman to see if she has any information.*

**ITEMS FOR NEXT AGENDA:**

At this time, Mr. Dambrauskas stated that they got lucky finding Dave Pelletier to replace Mr. Scully, however, he thinks that the Commission should look into getting some kind of rental agreement in place for the future. It was noted that there was never a rental agreement or an employment contract in place for Mr. Scully. Mr. Dambrauskas stated that they should take this opportunity to define the responsibilities of the Commission and the Director and get some paperwork in place for the future. Discussion followed. *Chairman Cordeau asked if Mr. Dambrauskas can maybe start on a draft rental agreement for the Commission to review, at which time Mr. Dambrauskas stated that he would do that.*

***Old Business:***

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

***New Business:***

- Historical Info-201 Nichols Road
- Draft of Employee/Rental Agreement

**TAXPAYERS' TIME:**

No taxpayers came forward.

**EXECUTIVE SESSION:**

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No Executive Session was held.

**ADJOURNMENT:**

Upon **MOTION** by Carl Dambrauskas, seconded by Steven Lagasse, it was unanimously voted to **adjourn** the meeting at 7:47 p.m.

**APPROVED:**

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Elizabeth Gaudiosi  
**Commission Secretary**

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