

**PARKS AND RECREATION AND
ACQUIRED FACILITIES COMMISSION**

Regular Meeting

Monday, April 1, 2013

Council Chambers, Wolcott Town Hall

7:00 p.m.

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MINUTES

Vice-Chairman Kirschbaum called the regular meeting to order at 7:00 p.m.

MEMBERS PRESENT: Chairman Ronald Cordeau (A@7:04), Vice-Chairman Jack Kirschbaum, Steven Lagasse, Robert Sherman, John Curley, and Carl Dambrauskas

MEMBERS ABSENT: Harry Najarian

ALSO PRESENT: Mayor Thomas Dunn; Dave Pelletier, Woodtick Recreation Area Director; Trish Mueller, Volunteer Dog Park Coordinator

APPROVAL OF MINUTES:

• **Regular Meeting – March 4, 2013**

Upon **MOTION** by Steven Lagasse, seconded by John Curley, it was unanimously voted to **approve** the minutes of the March 4, 2013 Regular Meeting.

CORRESPONDENCE (on file):

1. Letter dated March 26th from Mayor Dunn regarding the 'Program Support-Other' line item in the Park & Rec. 2013-2014 budget allocation
2. P&R Expenditure Report as of 3-26-13 (Dept. 521)
3. Copy of 2012-2013 Program Support Allocation
4. Peterson Park TD BankNorth Account: Balance of \$6,396.43
5. Submitted by Rich San Angelo, type of Drinking Fountain needed at Peterson Park; approx. \$1,400.00
6. Letter dated March 7th from Mayor Dunn regarding discretionary spending for the remainder of the fiscal year

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7. **Thank you letters dated March 25th to all organizations and individuals regarding their contributions to the Easter Egg Hunt**
8. **Acquired Facilities Financial Reports through March 26, 2013 (Dept. 30)** (separate email attachment)
9. **Submitted by Mickie Fell, quote from the Print Shop for 2 sandwich boards**
10. **Copies of proposed budgets submitted to the Town Council on April 1st (Dept. 521 & Dept. 30)**

Chairman Cordeau arrived at 7:04, at which time he began to preside over the meeting.

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}

Mayor Dunn came forward and referenced his letter that he sent to the Commission (**see attached**). He stated that after reviewing the budget, he would like to keep all of the monies in the P&R budget. He noted that he would like to hear from the Commission and that if they do not agree, he can remove the entire line item. He also added that he is aware that the Commission has some issues with the \$8,000 allocation to Wolcott Activity & Learning Center (WALC) with respect to how it was set up. He advised that the Youth Center is being utilized all of the time and they are holding programs there frequently, therefore, he feels that it is appropriate that they receive program support just like the other organizations. He added that it has been slow getting everything off the ground and it's difficult when it all depends on volunteers. It is not perfect yet, but they are heading in the right direction. Mr. Dambrauskas commented that WALC was originally started as a completely volunteer organization and now it

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seems that the scope is turning into something where the town is going to be liable for so much more with respect to financial support. Mr. Sherman also noted that the Youth Center is a town owned facility and they feel it should have its own separate budget. Also, they do not receive the same information from WALC in their program support request as they do from the other organizations. Mr. Lagasse stated that he is 100% behind the Youth Center, however because it can be rented and fees are also being collected for classes held, it only makes sense that it has its own operational budget for revenues and expenses. Mayor Dunn agreed that he would like to have it on its own, but it's just not there yet. Discussion continued after which the Commission agreed that they are fine with it staying in their budget for now, but in the near future it should be set up in a better way.

STAFF REPORTS:

Woodfick Recreation Area Director:

Dave Pelletier came forward and reported that he had a meeting with all of the staff and they are ready to go. He has hired five lifeguards that were there last year, plus four new lifeguards for a total of nine.

Mr. Pelletier stated that three of the lifeguards and Eric Martin worked with him on Saturday; they have been painting and power washing and getting everything ready to open. When they turned the water on down below all of the pipes in the bathroom were leaking. Gary Olmstead came down today to look at it but it's a mess; the toilets are not even bolted down and leaking. The slabs of wood they are on are all rotten. There is also a leak at the main water valve in the house. The Commission advised him to get an estimate for the plumbing work that needs to get done.

Mr. Pelletier reported that the sand on the beach is more like gravel, at which time Chairman Cordeau suggested that he ask Dave Kalinowski if the Town Garage has any they could use.

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Mr. Pelletier stated that someone called to rent the pavilion and wants to hold a car show in the grassy area, about 25-30 cars. The Commission discussed and it was determined that they can hold a car show, but not in the grassy area; they can park the vehicles in the parking lot and they cannot charge or make a profit unless it's for a non-profit/charitable cause.

Mr. Pelletier stated that he would like to hold some functions at the beach such as a Doo-Wop night and a Hawaiian Luau for the seniors. The Commission agreed that it was a good idea.

Mr. Pelletier stated that a Boy Scout approached him requesting to do his Eagle Scout project and asked if making a clear path from the Senior Center to the beach would be allowed. The Commission discussed and there was some concern about people sneaking into the beach. Mr. Pelletier advised that there is already a gate there, but the path is too rocky for the seniors. It was noted that if this is done, then the gate should be locked at all times, except for when the seniors would come over. The seniors have not approached him about this, so it was suggested that he meet with the person in charge of the Senior Center to see if they feel there is a need or a desire for this first. Chairman Cordeau added that if they decide to go ahead with this project, he would like the scouts to come to a meeting first to give a brief description and drawing of the plan.

PO Requests:

Rich San Angelo submitted an example of the type drinking fountain needed at Peterson Park (**see attached**).

Upon **MOTION** by Jack Kirschbaum, seconded by Robert Sherman, it was unanimously voted to **expend up to \$1,600.00 from the Peterson Park TD BankNorth Account** to purchase a concrete drinking fountain (vendor: TBD).

Mickie Fell submitted a quote that was given to her by Shane Bartlett for two new sandwich board signs (**see attached**). Mr. Lagasse stated that he saw an article in the high school newsletter about the kids

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making sandwich boards in shop class for free. The Commission requested that Mickie Fell call Mr. Monroe to see if that would be a possibility instead of purchasing new ones at the high price.

SUB-COMMITTEE REPORTS: WALKING TRAIL

Mr. Lagasse stated that since the letter was mailed he has not had any feedback from the residents. They met last on March 20th; also in attendance was Richard Tucker from Inland Wetlands, Don Charette, Town Council Liaison, Mark Possidento, Town Engineer, and Ed Belval, representing Public Works. They discussed some flood plain issues, especially along Munson and Woodtick Roads. Mr. Tucker and Mr. Possidento both deemed it necessary that they would need permits from DEEP and the Army Corps of Engineers. Those permits could cost up to \$20,000 each at the high end and could take up to nine months to obtain. They will be looking into this matter. They are still in the planning and design stage, and any work would probably not begin until 2014. Also discussed was paving vs. stone dust as the trail; the consensus was going with the stone dust. He was also contacted by a representative of the Kiwanis Club who was concerned about the exact location of the trail. Their next meeting is scheduled for April 25th.

OLD BUSINESS:

1. Discussion Regarding Dog Park

Trish Mueller came forward and gave updates on the fundraisers and projects they are working on; everything is going well. Mrs. Mueller submitted a calendar of events for April & May to the Commission and also submitted a Wolcott Dog Park budget (**see attached**). Brief discussion was held on the land and the buildings. Chairman Cordeau noted that two of the buildings are definitely coming down, and they will wait to see if the gardening center building will stay up or not. Mrs. Mueller stated that they would like to access the area soon to start some clean-up. General discussion followed regarding the dog park.

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2. Discussion Regarding Programs & Procedures

There was no discussion regarding the above item.

3. Discussion Regarding Dredging

There was no new information to report; the above item is on hold for the time being.

4. Program Support Allocations

All of the allocations have been completed. A balance of \$3,200 remains in the program support line items. No allocations were made at this time.

5. Discussion Regarding Chestnut Hill Valves

There was no new information to report; the above item is on hold for the time being.

6. Discussion Regarding Park Attendant Position

Chairman Cordeau noted that the Mayor informed him that he has been the one to appoint this position in the past. The Mayor told him that he has a couple of candidates that are interested; he will keep the Commission informed as to the status of this item.

NEW BUSINESS:

There was no new business on the agenda.

At this time, Mr. Lagasse inquired if Mr. Green submitted a final invoice for the survey work, at which time the Secretary stated that she is not aware of a new invoice.

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ITEMS FOR NEXT AGENDA:

Old Business:

- Discussion Regarding Dog Park
- Discussion Regarding Programs & Procedures
- Discussion Regarding Dredging
- Program Support Allocations
- Discussion Regarding Chestnut Hill Valves
- Discussion Regarding Park Attendant

TAXPAYERS' TIME:

No taxpayers came forward.

EXECUTIVE SESSION:

No Executive Session was held.

ADJOURNMENT:

Upon **MOTION** by Robert Sherman, seconded by Carl Dambrauskas Steven Lagasse, it was unanimously voted to **adjourn** the meeting at 8:10 p.m.

APPROVED:

Elizabeth Gaudiosi
Commission Secretary

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

THOMAS G. DUNN
MAYOR



OFFICE OF THE MAYOR
TOWN OF WOLCOTT

March 26, 2013

Mr. Ronald Cordeau
Chairman, PR&AF Commission
10 Kenea Ave.
Wolcott, CT 06716

Re: Budget Allocation

Dear Ron:

At our budget meeting we had discussed removing the \$48,000.00 for Program Support Other from the Recreation Budget. But after much thought, I have decided it would be best to leave it in your budget at this time.

I plan on attending your next meeting where I will be available to discuss this at further length and address any of your concerns.

Sincerely,

Thomas G. Dunn
Mayor, Town of Wolcott

TGD/mm

Budget Account	Ref# - Title	APPROP	XFRS	MTD EXPND	EXPND	CONSPD	ENCUMB	UNENCUMB
01 - GENERAL FUND								
RECREATION								
01-5-521-1-1100	349 SALARY/ADMINISTRATIVE	19,181.00	0.00	1,106.58	13,647.82	71.15	0.00	5,533.18
01-5-521-1-1115	350 SALARY/WAGES INSTRUCTOR	36,000.00	0.00	1,253.52	27,798.12	77.22	0.00	8,201.88
01-5-521-1-1310	361 SEASONAL HELP	25,000.00	0.00	312.18	15,543.93	62.18	0.00	9,456.07
01-5-521-2-2200	3682 SOCIAL SECURITY	6,140.00	0.00	200.38	4,320.99	70.37	0.00	1,819.01
01-5-521-4-4100	357 ELECTRICITY	4,000.00	0.00	254.45	2,054.31	51.36	0.00	1,945.69
01-5-521-4-4400	354 MAINT.-EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-5-521-4-4405	4083 MAINT.-MATTATUCK BEACH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-5-521-4-4415	3502 SKATE PARK MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-5-521-4-4900	356 LIABILITY INSURANCE	8,510.00	0.00	0.00	5,452.05	64.07	0.00	3,057.95
01-5-521-4-4950	360 OPERATION EXPENSE	700.00	0.00	0.00	535.11	76.44	120.00	44.89
01-5-521-5-5100	352 OFFICE SUPPLIES	400.00	0.00	169.55	245.75	61.44	0.00	154.25
01-5-521-5-5200	353 TRAVEL EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-5-521-5-5810	365 PROGRAM SUPPORT - P & R TEAMS	17,800.00	0.00	0.00	17,500.00	98.31	0.00	300.00
01-5-521-5-5820	366 PROGRAM SUPPORT - OTHER	48,000.00	0.00	0.00	45,100.00	93.96	0.00	2,900.00
01-5-521-5-5830	367 RECREATIONAL MATERIALS	3,500.00	0.00	0.00	2,333.70	66.68	1,042.00	124.30
01-5-521-7-7180	369 PARK IMPROVEMENTS	8,000.00	0.00	0.00	2,438.64	30.48	2,656.36	2,905.00
01-5-521-7-7300	4069 CAPITAL OUTLAY	1,000.00	0.00	0.00	0.00	0.00	0.00	1,000.00
01-5-521-7-7317	3559 SUN RISE PARK	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-5-521-8-8110	363 AWARDS EXPENSE	500.00	0.00	0.00	75.00	15.00	300.00	125.00
01-5-521-8-8120	364 MUSIC CONCERTS	5,000.00	0.00	0.00	3,363.00	67.26	637.00	1,000.00
01-5-521-8-8920	362 SAFETY & HEALTH TRAINING	1,000.00	0.00	0.00	0.00	0.00	0.00	1,000.00
Sub) 521 - PARK & RECREATION		184,731.00	0.00	3,296.66	140,408.42	76.01	4,755.36	39,567.22
Sub) 01 - GENERAL FUND		184,731.00	0.00	3,296.66	140,408.42	76.01	4,755.36	39,567.22
GRAND TOTAL		184,731.00	0.00	3,296.66	140,408.42	76.01	4,755.36	39,567.22

TD Bank North Account - Peterson Park

Always verify entry before
leaving window

\$6,631.81

	DATE	DEPOSIT	INTEREST	WITHDRAWAL	BALANCE	TELLER
1	07/15/2011		\$0.25 <i>if</i>		\$5,516.10	
2	09/16/2011	\$300.00 <i>if</i>			\$5,816.49	AAME
3	10/15/2011		\$0.24 <i>if</i>		\$5,816.64	
4	10/20/2011	\$162.38 <i>if</i>			\$5,979.02	KFAS
5	11/15/2011		\$0.25 <i>if</i>		\$5,979.27	
6	11/28/2011	\$106.31 <i>if</i>			\$6,085.58	AAME
7	12/15/2011		\$0.25 <i>if</i>		\$6,085.83	
8	12/20/2011	\$107.82 <i>if</i>			\$6,193.65	AAME
9						
10	01/15/2012		\$0.26		\$6,193.91	
11	02/15/2012		\$0.26		\$6,194.17	
12						
Notify us of change of address						
Report loss of passbook immediately						
13	03/15/2012		\$0.25	<i>1.55 if</i>	\$6,194.42	
14	04/15/2012		\$0.26		\$6,194.68	
15	05/15/2012		\$0.26		\$6,194.94	
16	06/15/2012		\$0.26		\$6,195.20	
17	07/15/2012		\$0.25 <i>if</i>		\$6,195.45	
18	07/19/2012	\$65.21 <i>Account</i>			\$6,260.66	AAME
19	08/15/2012		\$0.27		\$6,260.93	
20	09/15/2012		\$0.26	<i>0.79 if</i>	\$6,261.19	
21	10/15/2012		\$0.26		\$6,261.45	
22	10/23/2012	\$120.09 <i>if</i>			\$6,381.54	AAME
23	11/15/2012		\$0.27 <i>if</i>		\$6,381.81	
24	12/10/2012	\$14.62 <i>if</i>			\$6,396.43	KFAS

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Browse Drinking Fountains
(1,151 Items)

Sub Category
Drinking Fountains - Outdoor (155)
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\$1,000.00 - \$1,500.00
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Concrete Dual Drinking Fountain ADA Accessible - Gray Limestone
[Remove](#)

[Remove All](#)

[See all 40 items in product family](#)

Concrete Dual Drinking Fountain ADA Accessible - Gray Limestone

Sold by: globalindustrial.com

Availability: Usually ships in 5 to 8 days

Stock No: 19A240839GY

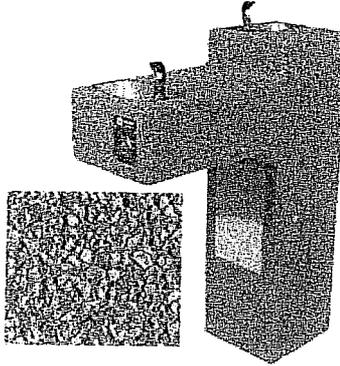
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Price: \$1,133.00

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Qty: 1



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CONCRETE PEDESTAL MOUNT DRINKING FOUNTAINS ADA Accessible Dual Drinking Fountain

Stone pedestal drinking fountains are used around the world! Concrete drinking fountains are made of pre-cast concrete with lead free components including stainless steel receptor, access doors and mounting brackets to provide weather proof and corrosion resistance that's great for outdoor applications. Drinking fountains include vandal resistant screws and double bubbler projector with chrome plated exposed fittings for theft protection and an attractive finish. Smooth, contoured basins with rounded corners and edges helps reduce splatter, ensure proper drainage and prevent standing waste water. Concrete water fountains are easy-to-clean and have beveled edges and corners for safety. Dual drinking fountain includes a side faucet to accept up to 2 users at once. ADA accessible drinking fountains do not include barriers to allow wheelchair access.

Product Specifications

ADA CERTIFIED	Yes
BRAND	Bohlmann
CHILD ADA CERTIFIED	No
COLOR FINISH	Gray
CONSTRUCTION	Concrete, Aggregate Stone
DEPTH INCHES	12
DESCRIPTION	ADA Dual Pedestal Mount
FILTER	No
FREEZE PROTECTION	No
FREEZE/FROST RESISTANT	No
HEIGHT INCHES	40
INLET	3/8"
INSTALLATION TYPE	Floor
MANUFACTURERS PART NUMBER	DF-Dual
NUMBER OF STATIONS	2
OUTLET	1-1/4"
PSI (MAX)	105
REFRIGERATED	No
SHAPE	Square
VANDAL RESISTANT BUBBLER	No
WEIGHT LBS	290
WIDTH INCHES	13

Have a Question About This Product?
[Chat live with a representative](#)

Customers Who Bought This Item Also Bought



Hose Bib Kit

From \$92.95

select

Qty:

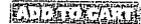


Self Closing Faucet

From \$208.95

select

Qty:



Outdoor Metal Waste Receptacle - 24 Gallon Green

From \$169.00

select

Qty:



To All,

We previously had 3 sandwich boards which we put information such as concert times on. Two of the 3 have been destroyed a few years ago. Here is a quote to replace two signs. Shane Bartlett believes the 7 line signs would be better for our needs. The sign we currently have is placed on the Town Green. The others could be placed on the island near the police Department and the intersection of Woodtick Rd. and Center St.

We do not have a line item that would support this purchase so if we are interested in replacing the signs maybe it could come out of the BankNorth account?

Thanks,

Mickie

THE PRINT SHOP

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450 Wolcott Road
Wolcott, Connecticut 06716
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FAX: (203) 879-6993

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March 6, 2013

TOWN OF WOLCOTT

Facilities Department
Wolcott, CT

At: **Shane Bartlett**

Shane,

I researched and reviewed the pricing for "Changeable Letter" A-Frame Signs. Unfortunately, I was mistaken regarding one/two sided panels. The pricing I had shown you was for single-sided signs / seven line panels, and double-sided signs / six line panels. I apologize for not confirming this before I told you. I wasn't entirely certain.

So I worked up pricing for both options with the additional pieces you requested, as follows:

2 Complete "A-Frame" Signs WITH panels and changeable letters for both sides.
Also includes 1 additional Letter Set and 1 Cabinet to keep the letters organized.
(2) 7 Line Kits, etc. - \$1095.00
(2) 6 Line Kits, etc. - \$849.00

Again, my apologies for any confusion. Please let me know if you have any questions, or require any additional information. Thank you for the opportunity to quote on your sign requirements.

Truly yours,



Scott E. Little
The Print Shop / TPS Sign Graphix

Introducing ...

TPS
sign graphix

SIGN - BANNER - DISPLAY GRAPHICS - VEHICLE LABELING

2013 CALENDAR OF EVENTS

APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9 Dog Park Committee Mtg., Location TBD, 7pm	10	11	12	13
14	15	16	17	18	19	20 Pet Expo @ Grange, 10am-4pm; Sweat for Pets @ Wolcott Activities/Learning Ctr.; 10am-12pm
21	22	23 Dog Park Committee Mtg., Location TBD, 7pm	24 Tip Your Bartendar, East Street Eatery, 6:00 PM	25	26	27
28 Pail Shaking, Pat's IGA, 10am- 3pm	29	30				

As of 3/24/13. Subject to change.

MAY

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7 Dog Park Committee Mtg., Location TBD, 7pm	8	9	10	11 Pail Shaking, Walsh's IGA, 10am- 2pm
12 Mother's Day	13	14	15	16	17	18 Dog Park Pet Picnic, Time TBD
19	20	21 Dog Park Committee Mtg., Location TBD, 7pm	22	23	24	25
26	27 Memorial Day	28	29	30	31	

As of 3/24/13. Subject to change.

WBS	Item	Plan		
		1. March	2. April	3. May
1.1	- TYB Sponsor One-sheets - \$20.00 (Marie)	\$ 20.00		
1.2	- TYB Event Posters - \$40.00 (Trish)	\$ 40.00		
1.3	- Pails for Pail Shaking Events - (Trish, I think you have this the amount on this expense)	\$ 15.00		
1.4	PO Box 3x5 (3) \$19 (6) \$32 (12) \$64	\$ 64.00		
FUND	-Donation: Vinny Rutolo	(25.00)		
	Subtotal March	\$ 114.00		
2.1	Dog Paver Brochure		\$ 20.00	
2.2	Wolcott Dog Park Brochure		\$ 20.00	
2.3	Stickers for Donation Jars		\$ 10.00	
2.4	The Grange - Pet Expo 4/20			
2.5	Girls Inc. - Sweat for you Pet 4/20			
2.6	East Side Eatery - Tip Your Barternder 4/24 - Raffle Tickets, Cups, Table Cloths		\$ 20.00	
2.7	Pat's IGA - Pail Shaker 4/28			
FUND	Donation Pet EXPO:			
FUND	Donation Sweat for Pets:			
FUND	Donation TYB:			
FUND	Donation Pet Shaker IGA:			
	Subtotal April		\$ 70.00	
3.1	Pail Shakers Walshes			
3.2	Pavers			
FUND	Donation			
FUND	Donation:			
	Subtotal Actual May			\$ -
	Total Planning	\$		184.00