

**PARKS AND RECREATION AND  
ACQUIRED FACILITIES COMMISSION**

Regular Meeting

**Monday, May 6, 2013**

Council Chambers, Wolcott Town Hall

7:00 p.m.

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**MINUTES**

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

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

**MEMBERS ABSENT:** Vice-Chairman Jack Kirschbaum

**ALSO PRESENT:** Mickie Fell, Program Director; Michael Gabriel, Boy Scout Troop #230

**APPROVAL OF MINUTES:**

- **Regular Meeting – April 1, 2013**

Upon **MOTION** by Harry Najarian, seconded by Steven Lagasse, it was unanimously voted to **approve** the minutes of the April 1, 2013 Regular Meeting.

**CORRESPONDENCE (on file):**

1. **P&R Expenditure Report as of 4-26-13 (Dept. 521)**
2. **Letter dated March 28<sup>th</sup> from the BAW inviting Commission Members to Opening Day Ceremonies and Parade on Saturday April 27<sup>th</sup> (previously emailed)**
3. **Submitted by Mickie Fell, Returning Staff and Additional Applicants for 2013 Summer Program**
4. **PO Request for 2 'A-Frame' signs from the Print Shop in the amount of \$1,095.00**
5. **Acquired Facilities Financial Reports through April 26, 2013 (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}

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**STAFF REPORTS:**

**Program Director:**

Mickie Fell came forward. She referenced the list she submitted in the packet of returning summer staff and additional applicants (**see attached**). She advised that all the staff are returning so there are no positions available. She has spoken with Pam Miller, and noted that the first three names on the additional applicants list are their top candidates should they need to fill a position.

Mrs. Fell next referenced the summer program fees and noted that they have not been increased in a number of years. She added that she feels that they are pretty low and noted that the current fee of \$30.00 per week for one child, comes out to only \$1.00 per hour. The Commission held a discussion and made the following motion.

Upon **MOTION** by Carl Dambrauskas, seconded by Steven Lagasse, it was voted by a majority, to **increase** the fees for the Summer Program by \$5.00 per step. Mr. Sherman opposed.

With respect to fees for the fall and winter programs, Chairman Cordeau requested that she submit her proposals in writing.

**Woodtick Recreation Area:**

Chairman Cordeau gave a brief status report regarding the preparations to Woodtick Recreation Area for opening day. He noted that Mr. Pelletier is ill and could not come to the meeting. Everything looks good and is ready to go. Chesprocott came in today and they were very impressed.

**PO Requests:**

Chairman Cordeau referenced the PO request for the Print Shop (**see attached**). After discussing briefly, the Commission determined the following:

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Upon **MOTION** by John Curley, seconded by Harry Najarian, it was voted by a majority to **authorize** Mickie Fell to **expend \$1,095.00 from the Peterson Park TD Bank Account** to purchase two A-Frame Signs (vendor: The Print Shop) **{see attached}**. Mr. Sherman and Mr. Dambrauskas opposed.

Upon **MOTION** by Robert Sherman, seconded by Carl Dambrauskas, it was unanimously voted to **approve** payment of Invoice #2 from Robert Green Associates, L.L.C. in the amount of \$2,055.85 **(see attached)**.

**SUB-COMMITTEE REPORTS: WALKING TRAIL**

Mr. Lagasse advised that they held a sub-committee meeting on 04-25-13 **(see attached meeting notes)**. He also advised that they held a site-walk on 05-5-13. Mr. Lagasse reviewed the details of the site-walk **(see attached meeting notes)**. Mr. Lagasse answered several questions from Commission members; discussion followed.

**OLD BUSINESS:**

**1. Discussion Regarding Dog Park**

Chairman Cordeau referenced the update submitted via email by Trish Mueller **(see attached)**.

**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**

There was no discussion regarding the above item.

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**5. Discussion Regarding Chestnut Hill Valves**

Chairman Cordeau advised that he spoke with Shane Bartlett this morning; the valves are status quo at Chestnut Hill Reservoir.

**6. Discussion Regarding Park Attendant Position**

Chairman Cordeau advised that an attendant has been hired and started work about two weeks ago.

**NEW BUSINESS:**

Upon **MOTION** by Steve Lagasse, seconded by John Curley, it was unanimously voted to **add 'Eagle Scout Project Request'** to New Business on the agenda.

Michael Gabriel, of 13 Jacqueline Drive, came forward and stated that he is a member of Boy Scout Troop #230 and is working for his Eagle Scout badge. He stated that he would like to build a walking trail approximately 20 feet long from the Senior Center to Scovill's for the seniors. He stated that he has not approached the seniors, because he thought he needed permission from the Commission first. The Commission requested that he contact Donna Belval at the Senior Center to see if there is a need or a desire for a trail and also requested a proposal in the form of a drawing with some dimensions and detail on it. Also, if there is not a need or desire, maybe there is an alternative idea that could still qualify for his project. It was noted that they will keep this on the agenda for the next meeting.

At this time, Mr. Najarian stated that he spoke with Peter Carey who advised that if they are going to replace the two trees that died near the basketball courts on either side of the bleachers, then now would be the time to do it. Discussion ensued as to why the trees died, and if they should be replacing them. Discussion also following with respect to the types of trees that would fare best there; it was agreed that red maples are hearty and would probably be the best choice.

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Upon **MOTION** by Harry Najarian, seconded by Robert Sherman, it was unanimously voted to **authorize** Peter Carey to **expend up to \$200.00** from line item #7180 'Park Improvements' to purchase two red maple trees to replace the dead trees at Peterson Park (vendor: Dietrich Gardens).

**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
- Eagle Scout Project Request

**TAXPAYERS' TIME:**

No taxpayers came forward.

**EXECUTIVE SESSION:**

No Executive Session was held.

**ADJOURNMENT:**

Upon **MOTION** by Steven Lagasse, seconded by Carl Dambrauskas, 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**

## Scovill Walking Trail Subcommittee

4/25/13 Meeting Notes; 7:00 Town Hall-Upstairs Foyer

### Attendees:

Steve Lagasse, Ron Cordeau (Bill Tynan and Jack Kirschbaum were unable to attend)  
Mark Possidento, Town Engineer  
Robert Green, Robert Green Associates

The meeting opened with a review of a revised survey set. This set contained an overall view of the proposed trail area surrounding the reservoir. Mark Possidento had marked up his set with notes including areas with bridges, additional parking and notes. The lower reservoir spillway survey was included in this set as well as stream crossings. We have a little bit of a challenge with respect to coming off the trail at the intersection of Wolf Hill Road and Nichols Road. The three stop signs at that location will allow controlled crossing at that point. We also discussed traversing the spillway with a bridge. That would be costly and may be a "phase 2" option. Ron Cordeau was comfortable with keeping trail users away from the beach entrance. Trail users would cross back over at the far end of the parking lot by the Senior Center.

We settled on a site walk, entering **from the Kiwanis Camp on Sunday May 5 at 10:00 a.m.** This was decided based upon multiple conflicts in schedules for Saturday. Mark Possidento will leave survey tape with Bill Tynan prior to the walk. The group will use the specially colored tape to mark off a general trial path. Once that is done, Robert Green and Associates will return to the site and complete contours using our markings.

We discussed the survey completion percentage. Currently it is at 85% and has been invoiced and paid at that rate. Based upon the updated drawings we decided to move the completion rate to 95%. Robert Green will invoice the Town for the additional 10%. The remaining 5% will be closed once the final contours are completed and approved.

In closing, Mark Possidento felt comfortable that the entire project could be completed with the remaining funds (\$350,000 - \$23,058 (85% of survey cost) - \$?? (outstanding survey work). This contemplates uses as much Town resource as possible up to and possibly including construction material pulled from Munson Road dredging.

Currently there is not another meeting scheduled. We'll wait for the final contour drawings to be completed and delivered before we schedule.

## **Scovill Walking Trail Subcommittee**

### **5/5/13 Meeting Notes; Site Walk**

#### **Attendees:**

Steve Lagasse, Bill Tynan (Ron Cordeau and Jack Kirschbaum were unable to attend)  
Mark Possidento, Town Engineer  
Richard Tucker, Inland Wetlands

The group met at the Kiwanis Camp at 10:00 a.m. We went on the supposition that we would circumnavigate the Kiwanis Camp by traversing through the adjacent Kiwanis owned property. Stakes were driven in the ground approximately every 100' and tied off with red tape for easy identification. The objective was to keep the path as level and unobtrusive as possible.

We quickly made our way to the legacy trail and followed that to where the legacy trail ended. Again staking every 100' or so. From that point we directed the path northward away from the water to avoid wetlands. We tried to incorporate stone walls and other features as part of the path.

The "built up" area which consisted of homes on Coe Road had clear cut the Town owned property to the water line. We took crude measurements 50' from the waterline to get a perspective of where the Town property ended. We discovered landscaping improvements as well as buried 220 volt electrical service.

The site walk continued to the area along Boundline Road which as generally further away from the water. Heavy vegetation and wetlands were encountered. Stakes were placed upon the likely route. We then made our way to an old wood trail that quickly lent itself to the trail continuation. We followed that until we reach Woodtick Road where we ended the site walk.

We will need raised platform bridges to cross the wetlands in a few spots but Mr Tucker thinks we will mitigate any wetland issues.

### **5/9/13 Notes, Kiwanis Property**

I had a brief cell phone conversation with Robert Cizaukas, Kiwanis President, while he was on the Kiwanis property. He spotted the stakes we had placed and was generally please with the direction. The Kiwanis Attorney (Creen?) and Attorney Brian Tynan representing Wolcott will be working to draw up the legal paperwork to provide a right of way through the Kiwanis property. They will need the surveyor's map to incorporate that into the agreement.

### **5/10/13 Notes, Further Site Walk and Clear Cutting**

The group is planning on staking the remaining area behind St. Pius and clear cutting the brush in the existing staked area. No time has been set but we are hoping to accomplish this over the next week or so to allow easier access for the final survey site work.

## RETURNING SUMMER STAFF- 2013

1. Pam Miller
2. Elizabeth Devitto
3. Michael Najarian
4. Eric Demmons
5. Eric Dauphinais
6. Joseph Golden
7. Cara Nelson
8. Marissa Evans
9. CJ Monroe
10. Zachary Plourde
11. Meghan Firmani
12. Kristen Devitto
13. Rachael Rocco
14. Shane Kiely
15. Joe Rocco
16. Jessica Devitto\*\*\*
17. Jeffrey Plourde\*\*\*

## ADDITIONAL APPLICANTS-SUMMER STAFF- 2013

1. Michael Nicol
2. Samantha Bly
3. Maggie Milton
4. Michael Druan
5. Jessica Bonacassio
6. Michelle Filippone
7. Aidan Kiely
8. Jessie Nelson
9. Cole Nelson
10. James Demmons
11. Tyler Japs
12. Elaina Rocco
13. Kayla DePara
14. Meghan Skura
15. Ryan Caggiano
16. Joshua Cortigiano
17. Alexa Frageau
18. Nicholas Wright
19. Alyssa Subramani
20. Angela Rossi

**Beth Gaudiosi**

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**Subject:** FW: Park and rec mtg tomorrow night (may 5, 2013)

-----Original Message-----

**From:** Dog Park

**Sent:** Sunday, May 05, 2013 9:23 PM

**To:** Beth Gaudiosi

**Subject:** Park and rec mtg tomorrow night (may 5, 2013)

Hi Beth. I may not be able to make it to tomorrow nights meeting as I have a sick dog and need to take him to Newtown to see a surgeon tomorrow afternoon. The following is an update on the park activities:

1. We have raised over \$3000 in the month of April. Fund raising events included, Zumba event, Tip Your Bartender, pail shaking at Pats IGA, the Pet Expo and a donation jar at B&R Glass 2. We held a tag sale over the weekend and are still tallying our results 3. We have another pail shaking event scheduled for May 11 at Walsh's IGA 4. We have a Family and dog friendly Pet Picnic at Peterson Park scheduled for May 18. We are receiving vendor deposits for tables at the picnic 5. We have an event at Wendy's where a portion of the proceeds will go to the dog park on May 21 6. We have received \$200 towards the paver program

We have a few expenses for printing that Scott, from the print shop, will be invoicing the dog park account for. Many of the start up expenses are being picked up by the volunteers.

We have spent time at the park doing clean up. Next step is to secure a engineer/surveyor to design the park, parking, etc. We are soliciting volunteers for that now.

Thanks,  
Trish

Sent from my iPad

INVOICE

April 25 2013

Town of Wolcott

Invoice # 2

**ROBERT GREEN ASSOCIATES, L.L.C.**

Robert C. Green L.S. • Robert C. Green, Jr. L.S. • Joseph M. Green P.E.

Phone: (860) 589-0135

Fax: (860) 589-1342



6 Old Waterbury Rd.

Terryville, CT 06786

E-MAIL: ROBERT.C.GREEN@SNET.NET

Services Rendered: Proposed Walkway - Scoville Res.

Field Survey Portion	20,558.52 @ 95% Complete	\$ 19,530.59
Wetland Identification		+ 1,500.00
		<hr/>
		21,030.59
Paid on Acct (Includes 100% wetlands)		1,8974.74
		<hr/>
Balance due this invoice		\$ 2,055.85

# THE PRINT SHOP

## PRINTING & COPY CENTER

450 Wolcott Road  
Wolcott, Connecticut 06716  
PHONE: (203) 879-3353  
FAX: (203) 879-6993

PROVIDING COMPLETE GRAPHIC DESIGN & PRINTING SERVICES SINCE 1981

March 6, 2013

**TOWN OF WOLCOTT**  
Facilities Department  
Wolcott, CT

Attn: **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

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SIGNS - BANNERS - DISPLAY GRAPHICS - VEHICLE LETTERING