

**PARKS AND RECREATION AND
ACQUIRED FACILITIES COMMISSION**

Rescheduled Regular Meeting

Tuesday, June 11, 2013

Council Chambers, Wolcott Town Hall

7:30 p.m.

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MINUTES

Note: These are summary minutes; a tape recording of this meeting is on file in Commission Secretary's Office in Wolcott Town Hall.

Chairman Cordeau called the meeting to order at 7:30 p.m.

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

MEMBERS ABSENT: Carl Dambrauskas

ALSO PRESENT: Dave Pelletier, Director, Woodtick Recreation Area; Michael Gabriel, Boy Scout Troop #230

APPROVAL OF MINUTES:

• **Regular Meeting – May 6, 2013**

Upon **MOTION** by Harry Najarian, seconded by Steven Lagasse, it was unanimously voted to **approve** the minutes of the May 6, 2013 Regular Meeting.

CORRESPONDENCE (on file):

1. **P&R Expenditure Report as of 06-3-13 (Dept. 521)**
2. **Purchase Orders for FY 2013-2014 (portable toilets, Home Depot & Superior)**
3. **Purchase Order Requests from Program Director for FY 2013-2014**
4. **Purchase Order Requests from Woodtick Rec. Area Director for FY 2013-2014**
5. **Letter received on May 10th from Rich San Angelo regarding hourly pay rate**

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6. Copy of letter dated May 17th to Mayor Dunn from the Department of the Army Corps. of Engineers regarding the Walking Trail Project and permits required
 7. Email dated June 3rd from Trish Mueller regarding status of dog park
 8. Letter dated May 30th from Joe Ouimet, Safety & Health Committee Chairman, regarding fencing at Scovill's and additional items attached
 9. Copy of letter dated June 4th from Mayor Dunn to the Department of the Army Corps of Engineers in response to their letter
 10. Acquired Facilities Financial Reports as of 05-31-13 (Dept. 30)
 11. Additional Purchase Order Request from Working Park Attendant two signs that state: 'No Pets Allowed in Playground Area'

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}

STAFF REPORTS:

Woodtick Recreation Area Director:

Dave Pelletier came forward and reported the following:

- The beach has been open for a couple of weeks; the weather has been hurting them; they have been closed 6-7 days already
- The days that they have been open have been very successful; the numbers are close to last year's
- The pavilion is booked solid and there have been a lot of compliments on the new restrooms

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- There are few things that need to be repaired at the pavilion; a couple of the light bulbs on the bocce and volleyball courts are out; a bucket truck will be needed to replace them; the roof over the grill will need to be repaired/replaced; it is deteriorating and leaks have started; they can look into doing that at the end of the season
- He has two very good managers that are working for him; they are certified lifeguards and have also been opening up the beach for him, as he is still working at school until 2:30 p.m. everyday
- The Luau for the seniors is scheduled for Thursday July 11th; 190 people have signed up

Mr. Pelletier next referenced the letter regarding fencing and the minutes from the Safety & Health Committee (**see attached**). He advised that he locked up the refrigerators and he will be tightening up the fence pole and will be filling in the cracks. The Commission briefly discussed the issue of fencing by the playground area. It was noted that it will be probably be very expensive to fence that entire area, however, they requested that Mr. Pelletier get a rough estimate from Joe Paulo just see what they are dealing with.

Mr. Pelletier next advised that Joe Golden and Wally Godin approached him about utilizing the basketball court at the beach twice a week; they would like to start an adult Co-Ed Basketball League with referees and scorekeepers (**see attached hand-out**). The Commission was in favor of the area being utilized, however, it was noted that they would probably need to get a Certificate of Liability Insurance the way all of the other organizations are required to get. Chairman Cordeau advised that they will have to look into the matter, and also requested that they submit a formal proposal to the Commission. They can submit it to the Secretary and she can email the Commission so that they would not have to wait until the next meeting to make a decision.

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Upon **MOTION** by Robert Sherman, seconded by Jack Kirschbaum, it was unanimously voted to **move** 'Eagle Scout Project Request' up on the agenda.

OLD BUSINESS:

1. Eagle Scout Project Request

Michael Gabriel came forward and submitted a letter to the Commission from Donna Belval giving him permission to build a walking trail approximately 20 feet long from the Senior Center to Scovill's for the seniors. He submitted photos of the area and also a proposed drawing of the project to the Commission (**see attached**). Discussion was held after which the following motion was made:

Upon **MOTION** by John Curley, seconded by Steven Lagasse, it was unanimously voted to **allow** Michael Gabriel to proceed with his Eagle Scout Project.

Upon **MOTION** by Robert Sherman, seconded by Harry Najarian, it was unanimously voted to **return** to the regular order of business on the agenda.

PO Requests:

Upon **MOTION** by Robert Sherman, seconded by Steven Lagasse, it was unanimously voted to **encumber** the following items for FY 2013-2014 from **line item #7180** 'Park Improvements': **\$3,600.00** to expend \$450.00 per month to pay for portable toilets at Peterson Park for eight (8) months **{vendor: Superior Sanitation}**; **\$1,000.00** for an open account at **Home Depot** and **\$500.00** for an open account at **Superior Equipment** and **authorize** Richard San Angelo to expend up to these amounts for various miscellaneous supplies for repairs & maintenance of Peterson Park.

Upon **MOTION** by Steven Lagasse, seconded by John Curley, it was unanimously voted to **approve** the list of Purchase Orders FY 2013-2014

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as submitted by Dave Pelletier, Woodtick Recreation Area Director **(see attached)**.

Upon **MOTION** by Harry Najarian, seconded by Robert Sherman, it was unanimously voted to **approve** the list of Purchase Orders for FY 2013-2014 as submitted by Mickie Fell, Program Director **(see attached)**.

SUB-COMMITTEE REPORTS: WALKING TRAIL

Mr. Lagasse advised that Robert Green is in the process of doing the last 10% of the survey work. They should also have new drawings soon with the proposed trail markings. The Kiwanis attorneys and their attorneys will negotiate the easement once they get that drawing. After that is done, trail design can begin.

Mr. Lagasse answered several questions from Commission members; discussion followed.

OLD BUSINESS:

2. Discussion Regarding Dog Park

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

3. Discussion Regarding Programs & Procedures

There was no discussion regarding the above item.

4. Discussion Regarding Dredging

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

5. Program Support Allocations

There was no discussion regarding the above item.

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6. Discussion Regarding Chestnut Hill Valves

Chairman Cordeau advised that he spoke with Shane Bartlett; everything is status quo with the valves.

Upon **MOTION** by Steven Lagasse, seconded by Jack Kirschbaum, it was unanimously voted to **add** 'Additional Purchase Order Request from Working Park Attendant' to New Business on the agenda.

NEW BUSINESS:

1. Additional Purchase Order Request from Working Park Attendant

Chairman Cordeau referenced the request from Rich San Angelo and the reason for the need for signs (**see attached**). After a brief discussion, the Commission agreed that signs would be a good idea.

Upon **MOTION** by Harry Najarian, seconded by Robert Sherman, it was unanimously voted to **encumber \$100.00 from line item #7180** 'Park Improvements' and **authorize** Rich San Angelo to purchase two 18" X 24" signs for Peterson Park (No Pets Allowed in Playground Area) {vendor: The Print Shop}.

ITEMS FOR NEXT AGENDA:

Old Business:

- Discussion Regarding Dog Park
- Eagle Scout Project
- Discussion Regarding Programs & Procedures
- Discussion Regarding Dredging
- Discussion Regarding Chestnut Hill Valves

TAXPAYERS' TIME:

No taxpayers came forward.

EXECUTIVE SESSION:

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Upon **MOTION** by Robert Sherman, seconded by Steven Lagasse, it was unanimously voted to **enter** into Executive Session at 8:05 p.m. to discuss a Personnel Matter (Correspondence Item #5), with all members present in attendance.

Chairman Cordeau called the regular session back to order at 8:10 p.m.

Upon **MOTION** by Jack Kirschbaum, seconded by John Curley, it was unanimously voted to **increase** the hourly pay rate for Richard San Angelo from \$13.40 per hour to \$15.00 per hour, effective July 1, 2013.

ADJOURNMENT:

Upon **MOTION** by Harry Najarian, seconded by Steven Lagasse, it was unanimously voted to **adjourn** the meeting at 8:11 p.m.

APPROVED:

Elizabeth Gaudiosi
Commission Secretary

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



TOWN OF WOLCOTT

TOWN HALL • 10 Kenea Avenue
Wolcott, Connecticut 06716
Tel. (203) 879-8100 • Fax: (203) 879-8105

DATE: May 30, 2013
TO: Ron Cordeau
FROM: Joe Ouimet
RE: Safety Issues

I am writing this letter to strongly encourage the building of a fence to ensure the playground area at Scovill's dam is safe for the children. It was brought to my attention by a respected member of the community that years ago, Wolcott had a drowning in that exact area. Currently, children can very easily walk into the woods that border the water. There is nothing to prevent this. All it takes is for a parent to get distracted and not pay attention for a moment and a kid can go into the woods. There is even a trail that leads to the playground.

If pools need to be fenced in that same level of safety should be in place at Scovill's dam. We charge people to use the facility with the expectation of safety. Seeing that we already had a fatality in this exact area I can't see this problem not being addressed. Having a playground fenced in protects the children from wandering off, keeps them safer from people looking to snatch them, and keeps them from falling into water and drowning. I know fences aren't cheap but at what cost do we keep this tragedy from happening again. This is at least my fifth attempt as chairman of the Safety and Health Committee addressing this safety hazard. Let's keep Wolcott the beautiful and safe town people know and love. Thank you.

C: Chief Stephens

Mayor Dunn

Dave Pelletier

RECEIVED
5-16-13 12:50pm

Doreen C. Slater
TOWN CLERK
WOLCOTT, CONN.

**SAFETY AND HEALTH COMMITTEE
SAFETY SITE INSPECTIONS MINUTES
TUESDAY, MAY 14, 2013 – 10:00 A.M.
PAGE 1 OF 2**

Recorder: Edna Henderson

Members Present: Joe Ouimet, Pete Parks, Edna Henderson, Patsie Tynan

Members Absent: Mark Bove

DRAFT

The Safety and Health Committee did a site inspection, starting at 10:00 a.m., at Scovill's Recreational Area and their findings are listed below:

1) Scovill's Beach Area

- Fill in cracks by corner of concession stand.
- Area around playground needs to be totally fenced in.
- Remove / Replace picnic tables that are flipped over.
- Check all wooden picnic tables and repair cracked seats, etc.
- Fill in hole in back area by playground/picnic area.

Scovill's Recreational Area

- Repair loose fence on right side at the end of the entrance area.
- Refrigerators need to be chained / locked.

Scovill's Boat Launch / Fishing Area

- Left side of fishing area is eroding away and needs to be repaired.

2) Peterson Park Area

- Red bench in front playground area needs to be replaced or repaired.
- Side walk leading to back playground area needs to be regraded or install railing.
- Protect electrical area on west side of pavilion from water run-off.
- Cap sharp metal objects at top of fence in back playground area. (Chain Link Fence)

Police

Parking Lot

Wickott Senior Center

fence

walking trail

Rocks
Cows

Bench

walking trail

40 ft long
by 8 ft
wide

pine area

Wood tick
recreation

Beth Gaudiosi

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

From: Dog Park

Sent: Monday, June 03, 2013 8:02 AM

To: Beth Gaudiosi

Subject:

Hey Beth, here is a quick status update on our accomplishments:

Accounting - to date have raised over \$7000 for the dog park. In may we held a tag sale, had our pet picnic, and several donations were received which all contributed to the account.

In June we have a family and pet event scheduled for June 23 at the Pour House in Wolcott from 1-5. Food, music, pet and human psychics, and activities for the kids. We also have a pail shaking event and will be collecting donations at the Wolcott rabies clinic

Future fundraising events include Bark @ Park Rock Cat baseball event, set up at the Wolcott Fair, silent auction and a bowling event.

Regarding the property - we have done all the clean up we can. Working with the parks and rec dept for a date to demo the recycling buildings. Also connecting with surveyors and landscape designers to determine fence placement.

Let me know if you have any questions.

Thanks,
Trish

Purchase Orders for FY 2013-2014 starting July 1, 2013
(these are done every year in June-
Same amounts as last year)

Please note: All below are expended through Dept. 521 Park Improvements line item #7180

1. Superior Sanitation: for portable toilets at Peterson Park 8 months (July, Aug., Sept., Oct., Nov, April, May, & June) @ \$450.00 per month: Total \$3,600.00

2. Home Depot- Open Account- Total \$1,000.00 (for miscellaneous maintenance & repair supplies for Working Park Attendant)
3. Superior Equipment & Supplies – Open Account \$500.00 (for miscellaneous maintenance & repair supplies for Working Park Attendant)

**WOODTICK RECREATION AREA
FISCAL YEAR 2013-2014
PURCHASE ORDERS**

****ONE MOTION-"Approve Purchase Orders for FY 2013-2014 as submitted by Dave Pelletier"**

<u>PO#</u>	<u>Vendor #</u>	<u>Vendor</u>	<u>Account #</u>	<u>\$ Amount</u>
			LEGAL & CONSULTING 30-8-800-3-3200	
	0051591	MOORE ENTERPRISES	"	\$450
	0043193	REPUBLICAN AMERICAN	"	\$450
			MAINT-EQUIPMENT 30-8-800-4-4400	
	0046764	BSN SPORTS	"	\$500
	0001464	CT FIRE EQUIPMENT	"	\$250
	317016	ST. PIERRE MFG. CORP.	"	\$200
	002558	LOSTOCCO AUTO PARTS	"	\$500
	009149	ZEP SALES	"	\$400
			MAINT. REPAIR-BUILDING 30-8-800-4-4420	
	0012832	ADVANCED WATER SYSTEMS	"	\$800
	0046141	HOME DEPOT	"	\$1,000
	0048074	LESCO-JOHN DEERE	"	\$500
	0014077	JOE PAULO, LLC	"	\$500
	0042495	RAYMOND'S LUMBER	"	\$1,000
	0042851	SUPERIOR EQUIP & SUPPLIES	"	\$600
	0051416	THE PRINT SHOP	"	\$400
	0000606	WOLCOTT SANITATION	"	\$800
	0043475	WOLCOTT POWER EQUIP.	"	\$600
			SNACK BAR SUPPLIES 30-8-800-4-4465	
	0032402	COCA-COLA	"	\$1,200
	0018276	FRANKIES FAMOUS FOODS	"	\$700
	0051343	JOHN HAYES & SONS	"	\$2,500
	0006052	MOORE MEDICAL SUPPLIES	"	\$200
	0014195	NAPOLI FOODS	"	\$2,600
	0050235	PAT'S IGA	"	\$500
	0052499	TWO BROTHERS ICE CREAM	"	\$1,200

MAINT. SUPPLIES
30-8-800-4-4466

0003692	JTP CHEMICAL	"	\$200
00052599	WAREHOUSE STORE FIXTURES	"	\$700
0043475	WOLCOTT POWER EQUIP.	"	\$100

OPERATIONAL EXPENSE
30-8-800-4-4950

16875	ANALYTICAL CONSULTING TECH.	"	\$400
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OFFICE SUPPLIES
30-8-800-5-5100

16054	SUBURBAN STATIONERS	"	\$400
	Dave Pelleiter	"	\$300

Purchase Order Requests from Program Director for FY 2013-2014 (9 Total)

To: PRAF Commission

I would like to get the following Purchase Orders approved for the next fiscal year's budget beginning July 1, 2013 (FY2013-2014).

They are the same as last year.

Thank you,
Mickie

****One motion for all- "Authorize Purchase Order Requests for FY 2013-2014 as submitted by Mickie Fell"**

1. Barker Specialty: \$150.00 from line #5830 - polo shirts for Park Attendants
2. Party Plus: \$750.00 from line #5830 for End of Summer program "Carnival"
3. A-1 Engraving: 100.00 from line #8110 for awards for best campers

Summer Concerts:

4. Roundhouse Productions: \$600.00 from line #8120 for E-2 concert Sep 1
5. Roundhouse Productions: \$500.00 from line #8120 for Summertime Johnny concert July 7
6. Paul Lafontaine: \$400.00 from line #8120 for Clearview concert July 28
7. Charles Lowe: \$500.00 from line #8120 for Redline concert July 14
8. William Carangelo: \$250.00 from line #8120 for Group therapy concert August 11(addition)
9. Dante Galupo : \$2,000.00 from line # 8120 for concerts July 21, August 4, August 18, and August 25 (yearly contract: Music Performance Funds of the Recording Industries as arranged by Local 186, American Federation of Musicians of Greater Waterbury)



April 7, 2013

The Wolcott Park & Rec. Commission

Gentlemen

For the past 5 years I have been the Working Park Attendant at Peterson Park. The reason for this letter is, I am requesting a pay raise. I feel that I save the town a lot of money by going over and above my job description. I not only keep up the appearance of the park but also do the plumbing repairs , the electrical repairs, the carpentry , the painting , and maintain the equipment. I also use my own vehicle and gas to get parts and equipment. At present I make \$13.40 pr. hour and I am requesting a raise to \$15.00 pr. hour. for a 20 hour week.

Please consider my request and inform me of your decision at your earliest convenience.

A handwritten signature in black ink, appearing to read "Rich San Angelo". The signature is stylized and cursive.

Thank You
Rich San Angelo

Tues / Thurs

4-6 teams.

5:45 - 6:15 start

Referees 35-40 per Ref per game

REFS

1400

CO-Ed
Basketball
League

Need signed waivers

July / August ^{9 weeks} 16 games / 12 league 4 playoff

Wolcott Residents

Allow 3 out of town

10 players per team / 50⁰⁰ per player
Includes - referees

Shirts

Banquet w/ trophies

To start July 2

9 weeks / make-ups Fridays

Shirts - see Dave

21 and older

Scovill Walking Trail Subcommittee

5/23/13 Meeting Notes

The meeting was called to order at 7:00 p.m.

Attendees:

Present: Steven Lagasse, William Tynan and Ronald Cordeau

Absent: Jack Kirschbaum

Discussion followed on the additional work proposal (“**EXTRA WORK No. 1**”) submitted by Robert Green & Associates, LLC dated May 8, 2013 for a additional fee of \$9,822.00.

A motion to accept the proposal as submitted was made by William Tynan and seconded by Ronald Cordeau. A vote followed and all members were in favor of the proposal.

A motion to adjourn the meeting at 7:10 p.m. was made by William Tynan and seconded by Ronald Cordeau. All were in favor of adjournment.

Additional Purchase Order Request from Working Park Attendant

6-11-13 Rich San Angelo called this morning: he stated that people keep their pets on leashes in playground area while watching their kids, and the pets use the area as a restroom.

He stated that he asks people to not bring them into the playground area, but they say they are watching their kids.

His request from the Commission is to purchase two signs that state: 'No Pets Allowed in Playground Area'

He called the Print Shop 2 18"X24" signs total \$100.00.