

**PARKS AND RECREATION AND
ACQUIRED FACILITIES COMMISSION**

Regular Meeting

Monday, August 5, 2013

Council Chambers, Wolcott Town Hall

7:00 p.m.

Page 1 of 7

MINUTES

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

MEMBERS PRESENT: Chairman Ronald Cordeau, Vice-Chairman Jack Kirschbaum, Carl Dambrauskas, Robert Sherman, John Curley, Steven Lagasse, and Harry Najarian (Arrived @ 7:07 p.m.)

MEMBERS ABSENT: None

ALSO PRESENT: Gary Olmstead, Dam Inspector; Dave Pelletier, Director, Woodtick Recreation Area; Mickie Fell, Program Director

APPROVAL OF MINUTES:

• **Rescheduled Regular Meeting –June 11, 2013**

Upon **MOTION** by Robert Sherman, seconded by Steven Lagasse, it was unanimously voted to **approve** the minutes of the June 11, 2013 Rescheduled Regular Meeting, with one abstention from Carl Dambrauskas.

CORRESPONDENCE (on file):

1. **P&R Expenditure Report as of 06-20-13 (Dept. 521)**
2. **P&R Expenditure Budget for Fiscal Year 2013-2014 beginning July 1st**
3. **Acquired Facilities Expenditure & Revenue Budgets for Fiscal Year 2013-2014 beginning July 1st**
4. **Copy of Annual Report for Fiscal Year 2012-2013 to be submitted to the Mayor's Office**
5. **Acquired Facilities Financial Reports as of 06-20-13 (Dept. 30)**
6. **P&R Expenditure Report as of 07-26-13 (Dept. 521)**

**PARKS AND RECREATION AND
ACQUIRED FACILITIES COMMISSION**

Regular Meeting

Monday, August 5, 2013

Council Chambers, Wolcott Town Hall

7:00 p.m.

Page 2 of 7

MINUTES

7. Submitted by Steve Lagasse, proposed new Program Support Form
8. Letter received on July 1st from the State of Connecticut Department of Public Health Regarding Sanitary Survey Report
9. Email dated July 22nd from the Baseball Association of Wolcott regarding the bleachers
10. Submitted by Mayor Dunn, estimate for a camera surveillance system for Peterson Park in the amount of \$3,795.00
11. Acquired Facilities Financial Reports as of 07-26-13 (Dept. 30)
12. Letters dated July 25th from the CT Dept. of Energy & Environmental Protection regarding maintenance items for all three dams
13. Email dated August 5th from Trish Mueller regarding Update on Dog Park

Mr. Najarian arrived at 7:07 p.m.

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:

Dam Inspector:

Gary Olmstead came forward and referenced the letters from the DEEP. He advised that he met with the representative from the DEEP; they reviewed everything that they should be paying attention to within the next year with respect to the dams. They were told that

**PARKS AND RECREATION AND
ACQUIRED FACILITIES COMMISSION**

Regular Meeting

Monday, August 5, 2013

Council Chambers, Wolcott Town Hall

7:00 p.m.

Page 3 of 7

MINUTES

there are no major issues. He will be setting up another appointment with him so that they can review everything in detail and have him prioritize the maintenance items. They will begin cutting brush in the fall; he will try to get three quotes for some of the work. A little bit of the cement work is starting to crack on the dam houses. With respect to the gates and valves at Lyman's, everything is status quo; there are no major issues and everything is functioning fine. The valves at Lyman's are not for flood control; they are for lowering the water to repair the shoreline and docks. The spillway is close to 30 yards.

Woodtick Recreation Area Director:

Dave Pelletier came forward and reported that everything is running well at the beach and at the pavilion; they are right on track with ending the season on Labor Day. There were no major problems this season with respect to injuries or with customers. They will probably have about 53 rentals when the season for them is done on September 30th. After that, they will begin to winterize the area. He will bring a year-end report to the next meeting in October.

Program Director:

Mickie Fell came forward and stated that she has one request for a purchase order in the amount of \$1,300.00 for brochures for 2013-2014. She next reported the following:

- Today is the first day of the last week of the summer program
- About 105 kids were enrolled, averaging about 70 per day
- This Friday is the year-end Carnival over at Woodtick Recreation Area
- She will be placing their Halloween Day photos and Carnival photos in the September issue of the Wolcott Community News
- The concert series has been doing well; 4 have been held; there are 5 more scheduled; there will be additional parking at the dog park area for the E2 Concert on Labor Day weekend
- The pavilion at Peterson Park has been booked every weekend so far and is scheduled throughout October

**PARKS AND RECREATION AND
ACQUIRED FACILITIES COMMISSION**

Regular Meeting

Monday, August 5, 2013

Council Chambers, Wolcott Town Hall

7:00 p.m.

Page 4 of 7

MINUTES

Mr. Najarian noted that he has been up at the park many times with very few children in attendance and they seem to be getting bored playing the same games. They used to have the fire trucks and the D.A.R.E. ambulance come and give presentations; the kids seemed to like that.

Mrs. Fell noted that there has not been one day with under 45 kids in attendance, other than rain days. She also added that the days are scheduled with activities for the kids.

Mr. Najarian noted that there were many hot days and rain days and added that they should be utilizing the old garden center at the dog park. Also, there is a garage attached where Rich can keep his equipment. Once they build the bridge, they won't have to send the kids home on a rainy day. Chairman Cordeau stated that they can look into it for next year once the area is cleaned up.

PO Requests:

Upon **MOTION** by Robert Sherman, seconded by Carl Dambrauskas, it was unanimously voted to **encumber** \$1,300.00 from line item #5830 'Recreational Materials' and authorize Mickie Fell to expend that amount for program brochures for FY 2013-2014 (Fall/Winter Program, Winter/Spring Program, & Summer Program) {vendor: The Print Shop}.

SUB-COMMITTEE REPORTS: WALKING TRAIL

Mr. Lagasse reported that he sent an email to Robert Green last week requesting a status update, but he has not yet received a response. Mr. Green requested an extension about three weeks ago due to the weather. The survey should be pretty close to being done.

OLD BUSINESS:

1. Discussion Regarding Dog Park

Chairman Cordeau referenced the update submitted via email by Trish Mueller and read it into the record (**see attached**).

**PARKS AND RECREATION AND
ACQUIRED FACILITIES COMMISSION**

Regular Meeting

Monday, August 5, 2013

Council Chambers, Wolcott Town Hall

7:00 p.m.

Page 5 of 7

MINUTES

2. Discussion Regarding Eagle Scout Project

There was no discussion regarding the above item.

3. Discussion Regarding Programs & Procedures

There was no discussion regarding the above item.

4. Discussion Regarding Dredging

Chairman Cordeau advised that he would like to place an ad or article in the newspaper to see if there are any contractors interested in removing the approximate 20,000 cubic yards of material at no cost and in return, they would be able to keep the material. Discussion followed.

5. Discussion Regarding Chestnut Hill Valves

Chairman Cordeau advised that Mr. Olmstead addressed this item during his report.

NEW BUSINESS:

1. Discussion Regarding New Program Support Request Form

Brief discussion was held regarding the new proposed form submitted in the packet by Mr. Lagasse (**see attached**). The form will show the last three years of revenues, expenses, enrollment numbers, etc. Mr. Dambrauskas inquired if the intent of the new form is to base their allotment on their financial status, at which time Mr. Lagasse replied that it is not the intent; he would just be more comfortable to see their historical numbers instead of the organization's projections. It was noted that they will not be requiring back-up paperwork from the organizations to prove their numbers.

**PARKS AND RECREATION AND
ACQUIRED FACILITIES COMMISSION**

Regular Meeting

Monday, August 5, 2013

Council Chambers, Wolcott Town Hall

7:00 p.m.

Page 6 of 7

MINUTES

Upon **MOTION** by Carl Dambrauskas, seconded by John Curley, it was unanimously voted to **incorporate** the new proposed program support form in September, with the modifications discussed.

At this time, Mr. Najarian stated that although not on the agenda, he feels they need to discuss required maintenance items at Peterson Park. He noted that it seems like nothing has been done lately. He stated that chips are needed around the trees and in the playground area; it has been a few years. New sand is also needed at the volleyball court; it is loaded with rocks and not deep enough. He added that Rich San Angelo cannot do everything and he believes that Public Works needs to do some work at the park. It was noted that chips, mulch and sand actually come out of a park & rec related line item in the Public Works budget. Mr. Najarian stated that if Public Works doesn't pay for it then they will have to pay for it out of their budget and they should also put in for the bridge now and get a jump start on it.

At this time, Mr. Sherman inquired if the proposal for the camera system submitted by the Mayor is something he was suggesting, at which time it was noted that the company was in town doing another one, and he got it for the Commission because the Commission considered it in previous years. The Commission agreed that cameras were not necessary at this time.

ITEMS FOR NEXT AGENDA:

Old Business:

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

New Business:

- Park Maintenance Items

TAXPAYERS' TIME:

**PARKS AND RECREATION AND
ACQUIRED FACILITIES COMMISSION**

Regular Meeting

Monday, August 5, 2013

Council Chambers, Wolcott Town Hall

7:00 p.m.

Page 7 of 7

MINUTES

No taxpayers came forward.

EXECUTIVE SESSION:

No Executive Session was held.

ADJOURNMENT:

Upon **MOTION** by Harry Najarian, seconded by Steven Lagasse, it was unanimously voted to **adjourn** the meeting at 7:37 p.m.

APPROVED:

Elizabeth Gaudiosi
Commission Secretary

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

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

From: Trish Mueller (dogpark@wolcottct.org)

Sent: Monday, August 05, 2013 1:26 PM

To: Beth Gaudiosi

Subject: Re:

Dog Park Update-

- fundraising to date has raised \$8,200. Have fundraising events scheduled monthly. Goal to raise \$30,000
- Working on demolition permit for the old recycling building. Pete Parks working on getting lead testing done
- CYBD complete. No underground utilities identified
- obtained initial pricing for fencing. Will be obtaining additional pricing from other fence companies

Thanks!

Trish

WOLCOTT PARKS RECREATION ACQUIRED FACILITIES COMMISSION
TOWN OF WOLCOTT
10 Kenea Avenue
Wolcott, CT 06716
Phone: 203-879-8100 • Fax: 203-879-8105

Organization Name:

Organization Address:

Organization Point of Contact:

Phone Number:

Tax ID Number :

	2010	2011	2012		
Cash/Checking Balance as of 12/31:					
Revenue	2011	2012	2013	3 Yr Total	%
Registration Fees:					
Resident	1	2	3	6	33.3%
Non-Resident	2	4	6	12	66.7%
Total Registration Fees	3	6	9	18	50.0%
P&R Stipend	1	2	3	6	16.7%
Fundraising	1	2	3	6	16.7%
Miscellaneous	1	2	3	6	16.7%
Total Revenue	6	12	18	36	100.0%
Expense					
Equipment/Uniforms	1	2	3	6	16.7%
Field Maintenance	1	2	3	6	16.7%
Fundraising	1	2	3	6	16.7%
Officiating	1	2	3	6	16.7%
Administration	1	2	3	6	16.7%
Player Awards & Banquets	1	2	3	6	16.7%
Other	1	2	3	6	16.7%
Total Expense	7	14	21	42	116.7%
Net Gain or (Loss)	-1	-2	-3	(6)	-16.7%

	2011	2012	2013	3 Year Average
Enrollment				
Residents	1	2	3	2
Non-Residents	1	2	3	2
Total	2	4	6	4