PARKS AND RECREATION AND
ACQUIRED FACILITIES COMMISSION
Regular Meeting
Monday, April 7, 2014
Council Chambers, Wolcott Town Hall
7:00 p.m.

MINUTES

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, Steven Lagasse, Carl Dambrauskas, and Robert Sherman

MEMBERS ABSENT: Vice-Chairman Jack Kirschbaum and Harry Najarian

ALSO PRESENT: Mickie Fell, Program Director and Dave Pelletier, Woodtick Recreation Area Director

APPROVAL OF MINUTES:

- **March 3, 2014 – Organizational & Regular Meeting**

Upon **MOTION** by Robert Sherman, seconded by Steven Lagasse, it was unanimously voted to **approve** the minutes of the March 3, 2014 Organizational & Regular Meeting, with one abstention from Carl Dambrauskas.

CORRESPONDENCE (on file):

1. **P&R Expenditure Report as of 03-28-14 (Dept. 521)**

2. **Request from Program Director regarding program fees for Fall/Winter & Winter/Spring Programs**

3. **Program Support Allocation Summary as of 03-04-14**

4. **Profit & Loss Report submitted by the Wolcott Activity & Learning Center (request in the amount of $10,000)**

5. **Submitted by Dave Pelletier, 3 Quotes for Roof above grilling area, 3 quotes for Gables, and 3 Quotes for Facia Boards (previously submitted)**

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6. **Copies of checks sent out to the organizations that have been allocated program support**

7. **Acquired Facilities Financial Reports as of 03-27-14 (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; Working Park Attendant}

P&R Program Director:

Mickie Fell came forward and referenced the request that she submitted in the packets with respect to increasing the program fees for the Fall/Winter and Winter/Spring Programs **(see attached).** She advised that those fees have not been increased in seven years and also noted that minimum wage is increasing again on July 1st. Discussion was held after which the following motion was made.

Upon **MOTION** by Carl Dambrauskas, seconded by Steven Lagasse, it was unanimously voted to **increase** the individual program fees by $5.00 for the Fall/Winter and Winter/Spring programs starting this coming season.

Mrs. Fell also reminded the Commission that the Annual Easter Egg Hunt is scheduled for this Saturday at 11:00 a.m. at the high school football field.

Woodtick Recreation Area Director:

Dave Pelletier came forward and reported the following:

- Prep work for Woodtick Recreation Area is underway

- The fencing at the basketball courts has been repaired by Joe Paulo
- The condition of the asphalt at the snack bar area and the lower pavilion area is hazardous; it is in dire need of repair; he has discussed this with Mr. Kalinowski who will be giving him a price on asphalt
- The first party at the pavilion is scheduled for May 3rd
- Stumps and rocks are sticking out of the ground at the playground area; Chairman Cordeau advised to ask Mr. Kalinowski if anything can be done about it

Mr. Pelletier next referenced the quotes that he submitted in the packet for repairs and improvements at the lower pavilion area **(see attached).** Discussion transpired with respect to the need for the proposed repairs, during which it was agreed that the work was necessary. The Commission next reviewed the three quotes after which the following motion was made.

Upon **MOTION** by Carl Dambrauskas, seconded by Robert Sherman, it was unanimously voted to **expend $9,958.00** from Dept. 30; line item **#7300 'Capital Outlay'** for new roof for grilling station, new gables, and new facia at lower pavilion at Woodtick Recreation Area. Vendor chosen is Bartlett Contracting; three quotes submitted; Bartlett not absolute lowest but was chosen because it is a Wolcott company.

SUB-COMMITTEE REPORTS: WALKING TRAIL UPDATE:

Mr. Lagasse reported that the sub-committee met last month with a representative from Inland Wetlands and the Town Engineer. They are in the process of completing a permit for Inland Wetlands so that they can go through the formal process of review and approval. The Town Engineer is putting together a PowerPoint presentation for the meeting. The Public Hearing is tentatively scheduled for some time in May.

OLD BUSINESS:

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1. Discussion Regarding Dog Park

Chairman Cordeau reported that the area is being cleaned up and progress is being made.

2. Discussion Regarding Programs & Procedures

There was no discussion regarding the above item.

3. Discussion Regarding Dredging

There was nothing to report. Chairman Cordeau advised that they will leave this item on the agenda.

4. Discussion Regarding Chestnut Hill Valves

Chairman Cordeau reported that he spoke with Mr. Olmstead who advised him that everything is status quo.

5. Park Maintenance Items

Discussion ensued with respect to Mr. San Angelo's request for a storage/work area at Peterson Park. Chairman Cordeau noted that the quote for the roll up door on old pavilion was almost $6,000. He added that Mr. San Angelo said an alternate solution would be a ground box which would cost around $1,500. Chairman Cordeau commented that it could end up being an eyesore and just another item to spray paint and break into. It was noted that none of the buildings at the dog park will be staying up. The Commission discussed that currently the Town Crew brings the machine back and forth to the park. It was suggested that could put up a shed at the dog park. Chairman Cordeau advised that he will contact Mr. San Angelo and advise that due to lack of funds they will have to hold off until the next fiscal year. It was suggested that they can contact Kaynor Tech to see if they do any of these types of projects anymore.

6. Program Support Allocations

The Profit & Loss Statement submitted by WALC was referenced **(see attached).** The Commission noted that their expenses are much larger than the very minimal rental income that they receive. It was also noted that their utilities and propane expenses are extremely high. Discussion followed, after which the following motion was made.

Upon **MOTION** by Steven Lagasse, seconded by Robert Sherman, it was unanimously voted to **allocate $8,000.00** to the Wolcott Activity & Learning Center (WALC) from Dept. 521, line item **#5820** 'Program Support' for program support for fiscal year 2013-2014.

7. Baseball Association of Wolcott (BAW) Lease

Chairman Cordeau noted that they have not heard back from Attorney Tynan regarding the lease. They will leave this item on the agenda.

NEW BUSINESS:

There was no New Business.

TAXPAYERS' TIME:

No taxpayers came forward.

ITEMS FOR NEXT AGENDA:

Old Business:

- Discussion Regarding Dog Park
- Discussion Regarding Programs & Procedures
- Discussion Regarding Dredging
- Building Committee for the Walking Trail
- Program Support Allocations
- BAW Lease

EXECUTIVE SESSION:

No Executive Session was held.

ADJOURNMENT:

Upon **MOTION** by Carl Dambrauskas, seconded by Steven Lagasse, it was unanimously voted to **adjourn** the meeting at 7:50 p.m.

APPROVED:

Elizabeth Gaudiosi **Commission Secretary**	Ronald Cordeau, Chairman **Park & Recreation Commission**

To All PRAF Members,

The fees for The Fall/Winter and Winter/Spring programs have not increased for at least 7 years. I believe they should all be increased at this time. I know that we would like to keep costs down so all families can participate but everything does go up eventually. Especially since the minimum wage has gone up and will increase again in July to $9.00 per hour. I think it would be financially irresponsible to continue to charge such low fees while paying the staff at even higher rates. I have attached last winter's brochure. As you can see, most of these programs are for at least one hour a week, most are 2 hours a week, for 8 weeks. Most fees are $15 - $20 for the whole 8 weeks. I would like to be able to raise the fees $5.00 per program at this time. Please inform me if this is acceptable.

Thank you,
Mickie

Contract

BARTLETT CONTRACTING, LLC
Lic.#583561

Date
1/14/2014

1776 MERIDEN RD
WOLCOTT, CT 06716

Bill to:
WOODTICK RECREATION 201 NICHOLS RD WOLCOTT, CT 06716

Payment Method	Project Name
	PAVILION

Job Specification:	Qty	Rate	Amount
BARTLETT CONTRACTING LLC IS SUBMITTING THIS CONTRACT FOR THE WORK ON THE LOWER PAVILION. ALL WORK INCLUDES LABOR & MATERIAL.			
(ROOF) LOCATION - RIGHT SIDE LOW PITCH ROOF ABOVE GRILLING STATIONS. - REMOVE ALL LAYERS OF THE EXISTING ROOF & PLYWOOD. - INSTALL NEW CDX PLYWOOD & NEW UNDERLAYMENT SEETHING WITH 30 ASSPHALT SHINGLES. LABOR & MATERIAL =		4,500.00	4,500.00
(2 - GABLE END'S) LOCATION - FRONT UPPER & REAR UPPER - REMOVE ROTTEN WOOD & REPLACE SHEATHING. - INSTALL NEW VINYL SIDING. LABOR & MATERIAL =		3,800.00	3,800.00
(FACIA) LOCATION - ALL AREAS - REMOVE ROTTEN SECTION'S OF FACIA & REPLACE WITH NEW WOOD. - SUPPLY & INSTALL METAL TO WRAP FACIA SO IT WILL BE WEATHER TIGHT. LABOR & MATERIAL =		1,750.00	1,750.00
		Total:	$10,050.00

NOTE: THIS CONTRACT MAY BE WITHDRAWN BY CUSTOMER WITHIN 3 DAYS IF ACCEPTED.

Phone #	Fax #
1-(203)-633-4470	1-(203)-879-1288

Contractor Signature
Date

Customer Signature
Date

4/8/14

$ 9,958.00
per Jason Bartlett

PROPOSAL / CONTRACT

ED VAITKUS CONSTRUCTION L.L.C

301 TIFFANY LANE
BRISTOL , CT 06010
(860)585-6479 CELL (203)509-5016
LIC # 0573734

Name : Woodtick Recreation	Date : 1/17/2014
Street : 201 Nichols Rd	Job Name: Lower Pavilion
City,State,Zip Wolcott , CT 06716	Job Location:
Phone: 203 879 6903	Job Phone:

We hereby submit specification and estimates for:

Roof above grilling area Remove existing shingles and plywood Install new plywood , ice underlayment and new shingles	$ 4,400.00
Two gable end peaks Remove damaged plywood replace with new plywood Install new vinyl siding on gable	$ 3,750.00
Facia Boards Remove all rotten areas of facia and replace with new 2x Wrap facia boards with metal	$ 1,700.00
LABOR & MATERIAL TOTAL	$ 9,850.00

We Propose Hereby to furnish labor & material in accordance with above specifications, for the sum of:

Nine Thousand Eight Hundred Fifty Dollars $9,850.00

Payment to be made as follows:

All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. owner to carry fire and other necessary insurance. our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature _____

Note: This proposal may be withdrawn by us if not accepted within 14 Days.

Date: 1/17/2014

Acceptance of Proposal

Signature _____

95 Old Bound Line Rd.
Wolcott, CT 06716
Ph. 203-509-0665
Fax 203-879-5073
Anthony@agodevelopment.com

AGO Development, LLC

Proposal

Date: 1/25/14

Attn: Town Of Wolcott, CT

Re: Woodtick Recreation Center, Nichols Rd, Wolcott CT

AGO Development LLC, will perform the work listed in a scope below for Lower Pavilion. Any changes from this proposal will be flagged as a change order and no work will be performed without signed paper work.

New Roof over Grill

- Remove existing roof material, shingles and plywood
- Furnish and install new plywood and 3 tab shingles
- Furnish and install 1 row of ice and water shield, new rake and eves metal

Price $5,230.00

Repair 2 end Gables

- Remove and replace plywood on 2 gables
- Furnish and install vinyl siding on 2 gables

Price $4,190.00

Install New Fascia boards

- Remove and replace fascia that is rotted with new 2x wood material
- Furnish and install new aluminum fascia wrap

Price $2,180.00

Exclude: dumpster, caulking material, caulking of any kind, putting of nail holes

Total Quote $11,600.00

Anthony Guerrera Jr

4:50 PM
01/15/14
Accrual Basis

Wolcott Activities & Learning Center
Profit & Loss
January through December 2013

		Jan - Dec 13
Ordinary Income/Expense		
Income		
46400 · Other Types of Income		
46420 · Facility Rental Revenue	2,081.70	
46430 · Miscellaneous Revenue	25.00	
46400 · Other Types of Income - Other	8,000.00	← Town Stipend
Total 46400 · Other Types of Income		10,106.70
Total Income		10,106.70
Expense		
62800 · Facilities and Equipment		
62845 · Maintenance & Repair	3,145.76	
62850 · Security/Fire Alarm	720.00	
62880 · Utilities		
62885 · Propane	2,600.00	
62880 · Utilities - Other	4,570.84	
Total 62880 · Utilities	7,170.84	
Total 62800 · Facilities and Equipment		11,036.60
65000 · Operations		
65005 · Advertising	195.00	
65020 · Postage, Mailing Service	100.00	
65040 · Supplies		
65041 · Program Supplies	80.75	
Total 65040 · Supplies	80.75	
Total 65000 · Operations		375.75
65100 · Other Types of Expenses		
65120 · Insurance - Liability, D and O	1,179.00	
Total 65100 · Other Types of Expenses		1,179.00
Total Expense		12,591.35
Net Ordinary Income		-2,484.65
Net Income		-2,484.65