

**PARKS AND RECREATION AND  
ACQUIRED FACILITIES COMMISSION**

Regular Meeting

**Monday, December 1, 2014**

Council Chambers, Wolcott Town Hall

7:00 p.m.

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**MINUTES**

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**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 meeting to order at 7:00 p.m.

**MEMBERS PRESENT:** Chairman Ronald Cordeau, Vice-Chairman Robert Sherman, Jeffrey Stango, Harry Najarian, Carl Dambrauskas and Steven Lagasse

**MEMBERS ABSENT:** None

**APPROVAL OF MINUTES:**

• **October 6, 2014 – Regular Meeting**

Upon **MOTION** by Harry Najarian, seconded by Robert Sherman, it was unanimously voted to **approve** the minutes of the October 6, 2014 Regular Meeting.

**CORRESPONDENCE (on file):**

1. **P&R Expenditure Report as of 11-24-14** ( (Dept. 521)
2. **Letter dated November 14<sup>th</sup> from Mayor Dunn Regarding the 2015-2016 Budget Development** (budget worksheets attached-separate email)
3. **Invoice #96603 in the amount of \$917.27 from HRP Associates for Consulting Services Related to Construction of Boardwalk at Scovill Reservoir**
4. **Invoice in the amount of \$1,600 from Frank Sova for Land Surveying Services and Easement Map Preparation**
5. **Program Support Summary as of 11-24-14**
6. **Program Support Request from Wolcott Youth Association in the Amount of \$7,500**

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**7. Program Support Request from Wolcott Youth Association in the Amount of \$15,000**

**8. Acquired Facilities Financial Reports as of 11-21-14 (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}

There were no reports or PO Requests.

**SUB-COMMITTEE REPORTS: WALKING TRAIL UPDATE:**

Mr. Lagasse reported the following:

- The sub-committee last met on November 18<sup>th</sup>
- The lowest bidder for the boardwalks was Grasshopper Lawns in the amount of \$124,030
- Many of the trees along the way have been tagged by the Tree Warden; some concerned residents requested a public hearing; the Tree Warden will be setting that up
- The contractor who won the bid is anxious to get started before spring
- The boardwalks will be pressure treated and have about a 20-25 year life; there will be annual maintenance costs; they will try to escrow about 10% of the \$350,000 for this
- To date, surveying and engineering has amounted to \$60,000 and the boardwalk bid is \$124,000 which brings them up to about \$184,000, which leaves \$166,000
- Gravel & Stone Dust, including labor, is estimated to be about \$100,000, which leaves about \$65,000; planting will be about another \$4,000-\$5,000

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- Bill Tynan has been working with Farmingbury South Corp. and the Kiwanis Club on easements; once the paperwork is drawn up it will go to the Town Council for approval

Upon **MOTION** by Carl Dambrauskas, seconded by Harry Najarian, it was unanimously voted to **approve for payment from Account 87-7-611-9-9129: \$917.27 to HRP Associates** for Consulting Services Related to the Boardwalk at Scovill Reservoir and **\$1,600 to Frank Sova** for Land Surveying Services and Easement Map Preparation (**see attached**).

**OLD BUSINESS:**

**1. Dog Park Update**

Chairman Cordeau advised that the Dog Park is up and running and the area looks great.

**2. Park Maintenance Items**

Chairman Cordeau advised that nothing has come forward that needs to be addressed.

**3. Baseball Association of Wolcott (BAW) Lease**

Chairman Cordeau reported that he has not heard from the Town Attorney.

**4. Program Support Allocations**

Upon **MOTION** by Robert Sherman, seconded by Harry Najarian, it was unanimously voted to **allocate \$6,500.00 to the WYAA and \$10,000.00 to the Baseball Association of Wolcott from line item #5820** for Program Support for FY 2014-2015 (**see attached**).

**NEW BUSINESS:**

**1. Prepare FY 2015-2016 Budget Request for Department #521 (Park & Rec.)**

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The Commission discussed the Dept. 521 budget after which the following determination was made:

Upon **MOTION** by Harry Najarian, seconded by Carl Dambrauskas, it was unanimously voted to submit the same budget request for FY 2015-2016 for Dept. 521 as last year, with no changes.

**2. Prepare FY 2015-2016 Budget Request for Department #30 (Acquired Facilities)**

The Commission discussed the Dept. 30 budget, after which the following determination was made:

Upon **MOTION** by Harry Najarian, seconded by Carl Dambrauskas, it was unanimously voted to submit the same budget request for FY 2015-2016 for Dept. 30 as last year, with no changes.

**ITEMS FOR NEXT AGENDA:**

***Old Business:***

- Park Maintenance Items
- Baseball Association of Wolcott (BAW) Lease
- Program Support Allocations

**TAXPAYERS' TIME:**

No taxpayers came forward.

**EXECUTIVE SESSION:**

Upon **MOTION** by Carl Dambrauskas, seconded by Steven Lagasse, it was unanimously voted to enter in Executive Session at 7:25 p.m. for the purpose of discussing personnel matters.

Chairman Cordeau called the regular session back to order at 7:29 p.m.

**ADJOURNMENT:**

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Upon **MOTION** by Carl Dambrauskas, seconded by Steven Lagasse, it was unanimously voted to **adjourn** the meeting at 7:29 p.m.

**APPROVED:**

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Elizabeth Gaudiosi  
**Commission Secretary**

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

# HRP Associates, Inc.

**TERMS: DUE UPON RECEIPT**  
 Interest in the amount of 1.2% per month will be charged on any amounts that are unpaid at the end of the 90 calendar days of the invoice date.  
 \*Invoices included any applicable CT Sales Tax\*  
 To make payment by VISA, MC or Discover:  
 Call (860) 674-9570  
 For EFT/ACH:  
 Farmington Bank/ABA: 211170347/Account: 850007470  
 FEIN: 06-1090166

## INVOICE

RECEIVED  
 OCT 14 2014  
 BY: *[Signature]*

TOWN OF WOLCOTT  
 ATTN: MARK POSSIDENTO  
 10 KENE A AVENUE  
 WOLCOTT TOWN HALL  
 WOLCOTT, CT 06716

Acct #  
 87-7-611-9-9129

October 08, 2014  
 Project No: WOL2016.CE  
 Invoice No: 96603

Project WOL2016.CE CT=TOWN-WOLCOTT/SCOVILLE RESERVOIR  
 CONSULTING SERVICES RELATED TO CONSTRUCTION OF BOARDWALK AT SCOVILLE RESERVOIR, WOLCOTT, CT

Professional Services from August 30, 2014 to September 26, 2014  
 Professional Personnel

	Hours	Rate	Amount
Project Manager 5	4.50	195.00	877.50
Totals	4.50		877.50
Total Labor			877.50
<b>Reimbursable Expenses</b>			
Mileage Expense			13.44
Total Reimbursables			13.44
<b>Additional Fees</b>			
Project Information Technology	3.00 % of 877.50		26.33
Total Additional Fees			26.33
<b>Total this Invoice</b>			<b>\$917.27</b>

*This invoice has  
 to be approved  
 by City Sec/Perk  
 Rec Commission*

*L*

**INVOICE**

September 2, 2014

Mr. Mark C. Possidento, PE  
Town of Wolcott, CT  
10 Kenea Avenue  
Wolcott, CT 06716-2114

*Acct #*  
*87-7-611-9-9129*

**RE: INVOICE FOR LAND SURVEYING SERVICES AND EASEMENT MAP PREPARATION RELATED TO THE PROPOSED WALKWAY AROUND SCOVILL RESERVOIR, WOLCOTT, CONNECTICUT**

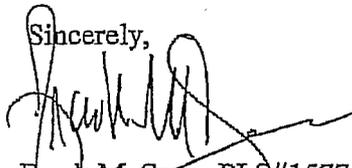
Dear Mr. Possidento;

For Land Surveying Services and Easement Map Preparation rendered for the above named project site for the period of June 1, 2014 through September 1, 2014 the fee is \$1,600.00, now due and payable.

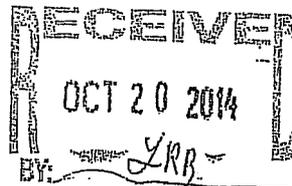
Please make check payable to Frank M. Sova, 62 Colonial Hill Drive, Wallingford, Connecticut 06492

If you should have any questions regarding this invoice, please do not hesitate to call me at 203-265-5249 (H) or 860-620-7523 (C).

Sincerely,



Frank M. Sova, PLS#15771  
62 Colonial Hill Drive  
Wallingford, CT 06492



## Sue Hale

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**From:** Sue Hale  
**Sent:** Thursday, November 20, 2014 9:23 AM  
**To:** Beth Gaudiosi (bgaudiosi@wolcottct.org)  
**Cc:** PAUL MALONEY (phmaloney@sbcglobal.net); 'craiglag6370@yahoo.com'  
**Subject:** WYAA Program Request  
**Attachments:** Program Request Form FY 2014-2015.xlsx

Parks and Recreation and Acquired Facilities Commission,

The Wolcott Youth Athletic Association continues to provide our children with a fun and instructional soccer program. Please see the attached file which includes our 3 year Profit and Loss information. We respectfully request program support in the amount of \$7,500 to assist in balancing our budget for this Fiscal Year. We have been expanding our fundraising efforts and try to keep fees reasonable to our families while maintaining a quality program. Thank you in advance for your support.

Sincerely,  
Susan Hale, Treasurer, WYAA

*Susan E. Hale*  
Chief Accountant  
Town of Wolcott  
10 Kenea Avenue  
Wolcott, CT 06716  
(ph): 203/879-8100 x127  
(f): 203/879-8106  
Email: [shale@wolcottct.org](mailto:shale@wolcottct.org)

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: Wolcott Youth Athletic Association

Organization Address:

PO Box 6076, Wolcott, CT 06716

Organization Point of Contact: Paul Maloney

Phone Number: 203 558-1802

Tax ID Number (if any): 06-1492708

	12/31/2013	3/31/2014	6/30/2014	9/30/2014
Cash/Checking Balance as of:	\$3,445.21	\$22,489.14	\$16,701.37	\$17,331.76

Revenue	2012	2013	2014	3 Yr Total	%
Registration Fees - Resident	35,610	36,702	45,581	117,893	99.7%
Registration Fees - Non-Resident	130	195		325	0.3%
Total Registration Fees	35,740	36,897	45,581	118,218	70.4%
P&R Stipend	6,500	6,500	6,500	19,500	11.6%
Fundraising	1,650	6,687	6,885	15,222	9.1%
Miscellaneous	4,462	3,624	6,838	14,925	8.9%
<b>Total Revenue</b>	<b>48,352</b>	<b>53,709</b>	<b>65,804</b>	<b>167,864</b>	<b>100.0%</b>
<b>Expenses</b>					
Equipment/Uniforms	15,484	19,792	24,438	59,715	35.6%
Field Maintenance	6,871	4,247	1,062	12,181	7.3%
Fundraising (netted in Revenue)				0	0.0%
Officiating	8,330	3,900	7,155	19,385	11.5%
Administration	6,029	5,285	7,030	18,344	10.9%
Player Awards & Banquets	2,862	1,666	3,618	8,147	4.9%
Services-Coaching	6,190	5,910	17,091	29,191	17.4%
Other	10,567	9,184	4,904	24,656	14.7%
<b>Total Expense</b>	<b>56,333</b>	<b>49,985</b>	<b>65,299</b>	<b>171,617</b>	<b>102.2%</b>
<b>Net Gain or (Loss)</b>	<b>-7,981</b>	<b>3,724</b>	<b>504</b>	<b>(3,753)</b>	<b>0.0%</b>

Enrollment	2012	2013	2014	3 Year Average
Residents	334	505	473	437
Non-Residents	2	3	2	2
<i>Total</i>	336	508	475	440

2014-2015 Program Request Amount: \$ 7,500.00

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: Baseball Association of Wolcott

Organization Address:

Nichols Road, Wolcott, CT

Organization Point of Contact: Dave Desaulniers

Phone Number: 2038791437

Tax ID Number (if any): 22-2753655

	12/31/2013	3/31/2014	6/30/2014	9/30/2014	
Cash/Checking Balance as of:	\$1,843.64	\$34,091.39	\$23,645.90	\$11,095.97	
<b>Revenue</b>	<b>2012</b>	<b>2013</b>	<b>2014*</b>	<b>3 Yr Total</b>	<b>%</b>
Registration Fees - Resident	53,675	49,935	46,509	46,509	29.1%
Registration Fees - Non-Resident	2,500	3,750	3,500	9,750	6.1%
Total Registration Fees	56,175	53,685	50,009	159,869	63.1%
P&R Stipend	10,000	10,000	10,000	30,000	11.8%
Fundraising	4,813	6,915	7,265	18,993	7.5%
Miscellaneous snckbar and vending Mach			44,643	44,643	17.6%
<b>Total Revenue</b>	<b>70,988</b>	<b>70,600</b>	<b>111,917</b>	<b>253,505</b>	<b>100.0%</b>
<b>Expenses</b>					
Equipment/Uniforms	16,901	24,686	18,080	59,667	23.5%
Field Maintenance	29,777	11,657	18,772	60,206	23.7%
Fundraising		5,117	498	5,615	2.2%
Officiating	9,185	7,819	7,660	24,664	9.7%
Administration	1,894	1,719	4,160	7,773	3.1%
Player Awards & Banquets	2,549	2,166	1,814	6,529	2.6%
Other		3,480	64,805	68,285	26.9%
<b>Total Expense</b>	<b>60,306</b>	<b>56,644</b>	<b>115,790</b>	<b>232,740</b>	<b>91.8%</b>
<b>Net Gain or (Loss)</b>	<b>10,682</b>	<b>13,956</b>	<b>(3,872)</b>	<b>20,766</b>	<b>8.2%</b>

Enrollment	2012	2013	2014	3 Year Average
Residents	485	446	397	443
Non-Residents	42	60	60	54
<b>Total</b>	<b>527</b>	<b>506</b>	<b>457</b>	<b>497</b>

2014-2015 Program Request Amount: **\$ 15,000.00**

Jan -Nov 14

Ordinary Income/Expense

Income

Banner Receipts	1,900.00
Easter Flower Sale Income	2,844.00
Fundraising Merchandise Sales	410.00
Interest Income	1.33
Outside Contributions	12,111.47
Registration Receipts	50,009.00
Snack Bar Receipts	44,445.18
Vending Machine Commission	196.30

Total Income 111,917.28

Cost of Goods Sold

Fundraising Merchandise	498.00
Snack Bar Expense	38,071.24

Total COGS 38,569.24

Gross Profit 73,348.04

Expense

Administration Expense	4,159.90
Award Expense	1,814.20
Baseball Team Equipment	4,439.40
Baseball Uniforms	13,640.70
Bath & Meeting Room Expense	340.31
Batting Cage Expense	317.62
Credit Card Fees	2,258.78
Fields - Repair & Maint	18,772.04
Insurance Expense	7,787.00
Memberships - Travel Teams	6,975.50
Registration Advertising	291.25
Snack Bar Suppl & Maint Expense	3,642.22
Umpire Expense	7,660.00
Utilities - CL&P	3,990.63

Total Expense 76,089.55

Net Ordinary Income -2,741.51

Other Income/Expense

Other Expense

Short & Over 1,131.20

Total Other Expense 1,131.20

Net Other Income -1,131.20

Net Income -3,872.71

