

**PARKS AND RECREATION AND
ACQUIRED FACILITIES COMMISSION**

Regular Meeting

Monday, May 4, 2015

Council Chambers, Wolcott Town Hall

7:00 p.m.

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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 meeting to order at 7:00 p.m.

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

MEMBERS ABSENT: Harry Najarian

ALSO PRESENT: Dave Pelletier, Woodtick Recreation Area Director

APPROVAL OF MINUTES:

• **April 6, 2015 – Regular Meeting**

Upon **MOTION** by Robert Sherman, seconded by Carl Dambrauskas, it was unanimously voted to **approve** the minutes of the April 6, 2015 Regular Meeting.

CORRESPONDENCE (on file):

1. **P&R Expenditure Report as of 04-27-15** (Dept. 521)
2. **Letter dated April 18th from Roger Tregelles requesting to set up mobile literature carts at Peterson Park, Woodtick Recreation Area, and the Dog Park**
3. **Acquired Facilities Financial Reports as of 04-24-15** (Dept. 30)
4. **PO Request from Program Director in the amount of \$110.00**
5. **Submitted by Program Director, 2015 Summer Staff list**

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6. **Submitted by Steve Lagasse, Walking Trail Sub-Committee Notes from 4-23-15**

7. **Letter dated April 29th from Building Official Peter Parks regarding repair work of pavilion**

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}

Woodtick Recreation Area:

Dave Pelletier came forward and reported the following:

- The pavilion was repaired by Rich McHugh; he did a great job; he received a letter from Peter Parks, the Building Official who inspected the work (**see attached**); the pavilion can be utilized for this year's rental season
- The area is all ready to go; The first party is this weekend on the 9th
- The Special Games will be there on the 16th
- Regarding the water meter for the well, he has one estimate from Barlow, and Jeff Miller was there and will be sending an estimate; the 3rd company, Water Systems Specialties, told him they would donate the materials and labor (he will get something in writing)
- Regarding the beach area, work still needs to be done; they need to paint in the snack bar area and fix the raft; the old slide has been removed; they only have one slide; maybe they can look at getting a new one in the fall

PO Requests:

Upon **MOTION** by Robert Sherman, seconded by Steven Lagasse, it was unanimously voted to **authorize** Mickie Fell to expend up to **\$110.00 from Dept. 521, line item #5830** for shirts for the Working Park Attendant.

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SUB-COMMITTEE REPORTS: WALKING TRAIL UPDATE:

Mr. Lagasse referenced the meeting notes that were submitted in correspondence from the last sub-committee meeting held on April 23rd (**see attached**). He advised that the notes pretty much outline the current status. He noted that they won't be able to get any volunteer help from the high school students; the Superintendent's Office stated that they would need waivers. The timeframe will not allow for that. The Town Crew will be doing the plantings. The plants should be in by the weekend. Brief discussion followed.

OLD BUSINESS:

1. Park Maintenance Items

Chairman Cordeau stated that he has spoken with Rich San Angelo and visited Peterson Park and noted the following items need to be addressed:

- Fencing around the basketball courts is in disrepair
- Due to vandalism, the gate has been torn off from the fence at the skate park
- Broken concrete around the tennis court post
- Both playscapes are in bad shape; they will see if there are any grant monies available for this
- Sunrise Park: basketball hoop is at a 45 degree angle

2. Baseball Association of Wolcott (BAW) Lease

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

3. Program Support Allocations

All allocations have been made; this item can be removed from the agenda.

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4. Discussion Regarding Report from Department of Public Health

Chairman Cordeau noted that Mr. Pelletier will contact Water Systems Specialties to get something in writing from them with respect to their statement about donating their services.

5. Discussion Regarding Woodtick Recreation Area Pavilion Roof

The above item was previously addressed. The pavilion has been inspected and approved for the season.

NEW BUSINESS:

1. Town Green Gazebo Roof

Chairman Cordeau advised that he spoke with Mr. Kalinowski who will get the Town Crew to inspect to roof and make any repairs that they can.

ITEMS FOR NEXT AGENDA:

Old Business:

- Park Maintenance Items
- Baseball Association of Wolcott (BAW) Lease
- Discussion Regarding Report from Department of Public Health
- Woodtick Recreation Area Pavilion Roof
- Town Green Gazebo Roof

TAXPAYERS' TIME:

No taxpayers came forward.

EXECUTIVE SESSION:

No Executive Session was held.

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ADJOURNMENT:

Upon **MOTION** by Robert Sherman, seconded by Steven Lagasse, it was unanimously voted to **adjourn** the meeting at 7:24 p.m.

APPROVED:



Elizabeth Gaudiosi
Commission Secretary

Ronald Cordeau, Chairman
Parks & Recreation & Acquired Facilities Commission

Scovill Walking Trail Subcommittee

4/23/15 Meeting Notes

The meeting was called to order at 7:08 p.m.

Attendees:

Present: Steven Lagasse, William Tynan, Ronald Cordeau

Also Present: Richard Tucker, Mark Garrigus, Mark Possidento, Donald Charette,
Doug Columb of Grasshopper arrived at 7:30

The group was pleased with the site work performed thus far. They were especially pleased with the stretch along the water on Woodtick Road. Gravel compression is most likely needed to help with traversing this area. Also, although this is not in the scope of this project, the current guardrails are in deplorable condition. Replacing these would help with the overall appearance of this area. The last remaining areas requiring site preparation are behind St. Pius and the Kiwanis Camp locations.

The \$36,031.20 invoice dated April 17, 2015 from Grasshopper Lawns, Inc. for 192 feet of boardwalk (billed at 50%) and 3 unassembled bridges at 48 feet (billed at 20%) was presented for review. **William Tynan made a motion to pay the invoice, seconded by Ron Cordeau. Motion to approve for payment was unanimous.**

Discussion moved to the **planting plan**. On April 27, Richard Tucker reached out to Stacey Hart from Wolcott High School to coordinate student volunteer time. Currently the scheduled delivery by New England Wetland Plants, Inc. is slated for May 6 at 10:00 am. Students most likely cannot get release time from the school day, therefore the volunteer time is limited to after school (2:00pm) or weekends. Seeing that May 6 is a Wednesday and peak volunteer time is limited, moving the plant delivery to later that week may be warranted. We will need approximately 15 volunteers to shuttle the plants from the drop off site on Vaz's property to the planting location. The planting activity will require approximately 25 volunteers.

We will also require removing and replanting several arborvitaes along the Vaz property. The committee thought it would be a good idea to leave a 12 foot clearing on the property bordering the trail to act as a future staging area for boardwalk and trail access. Discussion followed on equipment needs to help facilitate moving the plants (carts) and digging the arborvitaes and replanting them and the pine trees.

The group reviewed and discussed the current **financial state** of the project. \$134,417.99 (38.4%) has been expended to date. This is comprised of the survey work, partial boardwalk/bridge expenses, gravel and site preparation.

Mark Garrigus informed the group that **Robert Green** will be returning to the site prior to May to place 2 markers at the Smail property and will find center stakes at the Vaz and Membrino properties that will help facilitate plantings.

Doug Columb of Grasshopper Lawns arrived at 7:30. He brought the group up to date on the boardwalk and bridge work. All boardwalks have been completed. Some have

been brought to staging areas close to the trial. All of these except for 3 16 foot sections will be put in place on site. The Lindsay Brook Bridge is expected to be completed by May 10. Discussion then followed on proper safeguard surrounding soil disturbance and runoff. Silt fencing usage must be adopted. The group agreed more on-site inspection is warranted. Mark Possidento will photograph site work as it progresses. Also, future invoices must comply with AIA billing standards.

A date for the next meeting was not scheduled. The on-site activity is limited to boardwalk/bridge preparation. The next meeting may take place on site to inspection the boardwalk/bridge work and plantings.

The meeting adjourned at 8:22.



TOWN OF WOLCOTT

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

April 29, 2015

Chairman Ronald Cordeau
Parks & Rec and Acquired Facilities Commission
Wolcott Town Hall
10 Kenea Ave.
Wolcott, CT 06716

Mr. Cordeau,

This letter is to inform you that I have inspected the repair work done by Rich McHugh at the lower pavilion located at 201 Nichols Road. In my opinion the repair work that was completed sufficiently strengthened the structure to allow the pavilion to be utilized for this year's rental season. If you should have any questions please feel free to contact me at (203) 879-8100.

Thank you,

Peter R. Parks
Building Official

PRP/eh

cc: Mayor Dunn
J. Frageau, Fire Marshal
D. Pelletier