

**PARKS AND RECREATION AND  
ACQUIRED FACILITIES COMMISSION**

Regular Meeting

**Monday, October 5, 2015**

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, Steven Lagasse, Jeffrey Stango, and Carl Dambrauskas

**MEMBERS ABSENT:** Harry Najarian

**ALSO PRESENT:** Dave Pelletier, Woodtick Recreation Director and Mickie Fell, P&R Program Director

**APPROVAL OF MINUTES:**

• **August 24, 2015 – Rescheduled Regular Meeting**

Upon **MOTION** by Carl Dambrauskas, seconded by Robert Sherman, it was unanimously voted to **approve** the minutes of the August 24, 2015 Rescheduled Regular Meeting.

**CORRESPONDENCE (on file):**

1. **P&R Expenditure Report as of 09-25-15** (Dept. 521)
2. **Information submitted by Mickie Fell regarding program fees**
3. **Letter dated September 13<sup>th</sup> from Rich San Angelo reading his work hours**
4. **Program Support Requests for 2015-2016 sent out to all organizations on September 22<sup>nd</sup>**
5. **Acquired Facilities Financial Reports as of 09-24-15** (Dept. 30)
6. **Walking Trail Sub-Committee Meeting Notes from 09-24-15**
7. **Program Support Request from Wolcott Early Childhood Infant & Toddler Programs in the amount of \$3,150**

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**8. Program Support Summary for FY 2015-2016**

**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 submitted his 2015 Annual Report (**see attached**). He reviewed the report in detail and advised that they did very well this year and attendance and receipts were up significantly. He next reported the following:

- He has proposal for new slide in the amount of \$7,977.58; it is very much needed, as the other one is receiving way too much wear and tear
- They either need to replace or repair the dock; it is now a safety issue
- About 10 of the grills are really beat up; there are holes in them; they need to be replaced
- They are in dire need of a new lifeboat; it is very old and has holes in it; it is not safe
- There are a lot of cracks in the basketball court; they need to be sealed; this has also become a safety issue
- The playground area is about 25 years old; the swing sets have been there 40 plus years; it needs to be revamped
- The lights down at the pavilion area are not working; brand new bulbs were put in but they don't work

Discussion was held with respect to the above items and what amount of funds they have to invest in capital improvements. The Commission requested that Mr. Pelletier obtain quotes for the items discussed.

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**P&R Program Director:**

Mickie Fell came forward and reported the following:

- The summer program went well; receipts were a little over \$10,000; 77 kids were enrolled and they had about 60 kids on average per day
- Next year she may request that one of the counselors receive a higher rate and have more responsibility; this would help to assist her
- Eight concerts were held
- She had to cancel the P&R Introduction to Softball program; nobody enrolled; she found out the reason is that Wolcott now has a travel team; she asked the Commission if they had any ideas to fill the 2 day per week gym allotment at Alcott on Mondays and Thursdays, 7:30-9:00 p.m., so that they don't have to give it back
- She submitted in their packets, her recommendations to increase program fees (**see attached**)
- Needs a purchase order for basketballs and other sports equipment

Upon **MOTION** by Carl Dambrauskas, seconded by Robert Sherman, it was unanimously voted to **approve** the increases to program fees as recommended by Mickie Fell (**see attached**).

**Purchase Order Requests:**

Upon **MOTION** by Robert Sherman, seconded by Steven Lagasse, it was unanimously voted to **approve** the following Purchase Order Requests from Mickie Fell: Both from Dept. 521, **\$120.00 from line item #5830** for basketballs for P&R programs (**vendor: Mickie Fell**) and **\$600.00 from line item #5830** for various P&R sports equipment (**vendor: S&S Worldwide**).

Upon **MOTION** by Robert Sherman, seconded by Carl Dambrauskas, it was unanimously voted to **expend \$7,977.58 from Dept. 30; line item #7300 Capital Outlay** to replace old slide which has been removed with a freestanding slide for Woodtick Recreation (**vendor: Dunrite Playgrounds**).

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

Mr. Lagasse referenced the sub-committee notes that he submitted in the packet from the last meeting held on 9-24-15 (**see attached**). He stated that the notes pretty much sum it up. There will be tree clearing done directly behind St. Pius and a small stretch beyond the Kiwanis Camp Trail area. They anticipate that being done before the end of the year. Things are on hold until the Town Crew is available.

Mr. Dambrauskas referenced Wolf Hill Trail and noted that it needs some maintenance; tree roots are popping up everywhere. Mr. Lagasse noted that he will address the issue with the sub-committee.

**OLD BUSINESS:**

**1. Park Maintenance Items**

Chairman Cordeau stated that the play scapes at the park need to be replaced. He spoke with the Mayor who told him that they will look into possible grant funds. He also spoke with Shane Bartlett who will obtain pricing.

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

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

**3. Discussion Regarding Woodlick Recreation Area Pavilion Roof**

Chairman Cordeau noted that the replacement of the pavilion is being handled through the Mayor's Office.

**NEW BUSINESS:**

**1. Program Support Allocations**

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After a brief discussion, the Commission agreed that they would like additional information with respect to enrollment numbers and advertising expenses.

Upon **MOTION** by Robert Sherman, seconded by Carl Dambrauskas, it was unanimously voted to **table** 'Program Support Request from Infant & Toddler Program' pending additional information.

**2. Dredging**

There was no update regarding the above item.

**3. Discussion Regarding P&R Program Fees/Salaries**

Program fees were previously addressed; salaries will be discussed in Executive Session.

Upon **MOTION** by Steven Lagasse, seconded by Robert Sherman, it was unanimously voted to **add** to the agenda 'Pop Warner Night Games'.

**4. Pop Warner Night Games**

Discussion transpired with respect to holding night games at Frisbie Field. It was determined that night games will only be permitted if professional lighting is brought in. It is a safety and liability issue.

***It was requested that the Secretary send a certified letter to the President of Wolcott Midget Football stating same.***

**ITEMS FOR NEXT AGENDA:**

***Old Business:***

- Park Maintenance Items
- Baseball Association of Wolcott (BAW) Lease
- Woodtick Recreation Area Pavilion Roof
- Program Support Allocations
- Dredging

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**TAXPAYERS' TIME:**

No taxpayers came forward.

**EXECUTIVE SESSION:**

Upon **MOTION** by Steven Lagasse, seconded by Carl Dambrauskas, it was unanimously voted at 7:54 p.m. to enter in Executive Session to discuss Personnel Matters, inviting Mickie Fell.

Mickie Fell exited Executive Session at 8:10 p.m.

Chairman Cordeau called the regular meeting back to order at 8:16 p.m.

**Discussion Regarding Salaries:**

Upon **MOTION** by Robert Sherman, seconded by Steven Lagasse, it was unanimously voted to **approve** the increases to employee wages as recommended by Mickie Fell (**see attached**).

Upon **MOTION** by Robert Sherman, seconded by Carl Dambrauskas, it was unanimously voted to **approve** employment for Mr. Pelletier for three more years and to increase his salary 3% per year for the next three years.

**ADJOURNMENT:**

Upon **MOTION** by Carl Dambrauskas, seconded by Steven Lagasse, it was unanimously voted to **adjourn** the meeting at 8:19 p.m.

**APPROVED:**

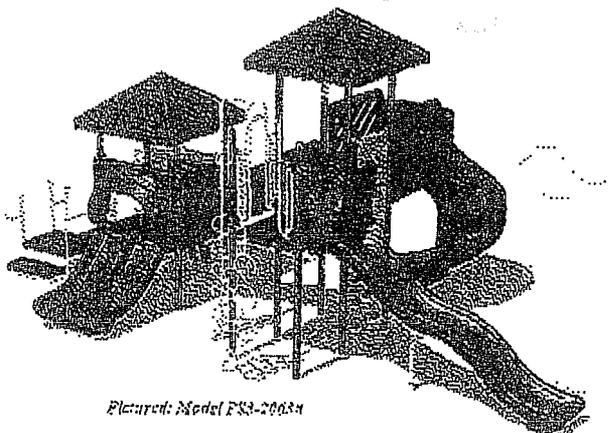
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Elizabeth Gaudiosi  
**Commission Secretary**

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

# DunRite Playgrounds



Picture: Model F83-2003A

11011 Clodine Road  
 Richmond, Texas  
 77407-9545  
 (281) 242 - 5921

## Proposal

Date	Estimate #	Rep
10/1/2015	6448	

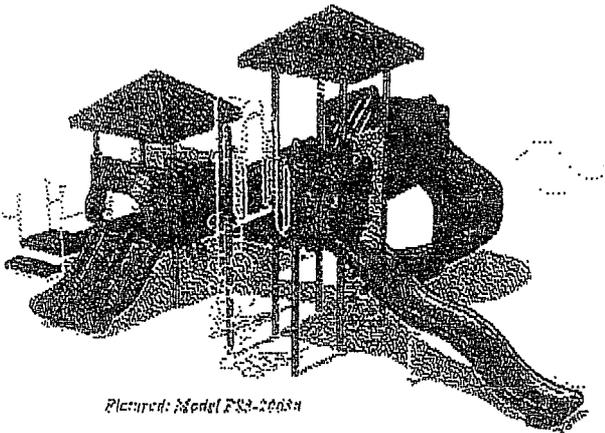
**Created For:**  
 Woodtick Recreation Area  
 201 Nichols Rd  
 Wolcott, CT 06716

Description	Total
D Series Freestanding Slide Model D 616 for 8' deck	4,740.89
Upgrade for water use: all aluminum and stainless steel hardware	1,500.00
Distributor Discount @10%	-474.09
Price adjustment per RH100115	-185.22
Freight to listed Customer to UNLOAD: If not forklift available, may be unloaded by two-three persons, individual pieces. Freight per quoted #356CP081015	2,396.00
Choice of 11 standard colors Optional color upgrade 1: orange add \$169 Optional color upgrade 2: RAL TABLE per color selected	0.00
Customer color selection: Powder coat _____ Customer to select and provide RAL selection number if custom COLOR SELECTION SPECIFY or Name/RAL= _____ INITIAL _____	

Sales Tax (8.25%)

### Total

# DunRite Playgrounds



Pictured: Model F33-2003A

11011 Clodine Road  
 Richmond, Texas  
 77407-9545  
 (281) 242 - 5921

## Proposal

Date	Estimate #	Rep
10/1/2015	6448	

Created For:
Woodtick Recreation Area 201 Nichols Rd Wolcott, CT 06716

Description	Total
<p><b>PROJECT PAYMENT note:</b></p> <p>This is a custom crafted and made to order product, specific to your project. 50% deposit is due at the time of order. Your lead time for the project will be specified during initial project quotation, and updated at the time of the order. The final payment is due at the end of the production time window stated. Upon receipt of your final payment, the assembly will be moved to powder coating. This is a short process requiring only a few days. We will update your shipment window before and after powder coating. For time sensitive projects, we will be as accurate as possible with scheduling and make every effort to comply with required project dates. We cannot control the weather and things happen! Please communicate time sensitive deadlines and windows as accurately as possible and allow appropriate buffers for successful project completion.</p> <p>Pricing based on cash/check payment. Charge card payment will not achieve discounts posted. ADD \$369.70 for charge payments</p> <p>The production LEAD TIME 7-9 weeks ARO</p>	0.00

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Sales Tax (8.25%) \$0.00

<b>Total</b>	<b>\$7,977.58</b>
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# Woodtick Recreation Center Acquired Facilities 2015 Annual Report

## I. Attendance

Year	Admission	Resident	Now	Season Pass	Total
2015	70,066	6,198	6,617	782	13,597
2014	54,469	5,257	4,733	711	10,701
2013	51,031	4,642	4,275	619	9,536

- A) This season our attendance was up by 2,896 people. We had 17 days where we were forced to close because of the weather and 6 days with less than 20 people coming to the beach. Also, the 4<sup>th</sup> of July was a cool day this year weather was at about 68 to 70 degrees.
- B) Our attendance was up by a lot this year due to the great weekends we had this summer. This year we had more non- residents then last year, 6,617 compared to 4,733. Also, our residence attendance went up since last year, 6,198 compared to 5,257. Our season pass attendance was 782 most belonged to Wolcott residents.
- C) We sold 12 passes this year. Of those, 8 were to resident families, three single resident passes, and 1 non-resident family pass. Total profit from season passes was \$1,725.

## II. Concessions

Year	Receipts	Approx. Food Cost	Difference
2015	21,488	7,500	13,988
2014	16,084	6,924	9,160
2013	14,967	5,765	9,202

### III. Approximate Labor Costs-Lifeguards/Supervisors

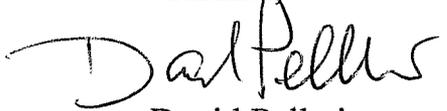
Year	Cost
2015	25,980
2014	22,896
2013	21,800

### IV. Pavilion Rental

Year	Full	Non- Profit	Free	Total
2015	36	13	4	53
2014	38	13	4	55
2013	36	12	3	52

In closing, we had a great year with attendance and weather bringing all of our numbers up for the season. I am looking forward to next year, and again I will keep Woodtick Recreation a clean and safe environment for all.

Thanks

  
David Pelletier

## Scovill Walking Trail Subcommittee

### 9/24/15 Meeting Notes

The meeting was called to order at 7:05 p.m.

Attendees:

Present: Steven Lagasse, Ron Cordeau, William Tynan

Also in attendance: Richard Tucker, Mark Garrigus

The group discussed the last remaining area subject to tree cutting. This area consists of a small patch behind the Musano property near the first boardwalk and the area immediately behind St. Pius. Estimated time to complete the clearing was 2-3 days by the first boardwalk and 5 days behind St. Pius. At most two weeks, weather permitting. The Public Works Department is wrapping up its road reconstruction work and should be available by the end of October at the earliest. Mark Garrigus and Richard Tucker will revisit the area behind St. Pius (Phase II) and remark and possible reroute the trail. Steve Lagasse requested he be contacted to attend if available.

The group discusses the best egress to perform the work. Ideally the area immediately behind St. Pius lends itself to both access and stone staging. The crude trail leading through the Musano property was also discussed. Identification of wells deemed the approach was safe to take.

William Tynan introduced a cost estimate for trail surface material completed by Mark Possidento. Roughly \$82,000 was estimated to complete Phases I-V. Some stretches of the trial surface are fine with the natural base already in place so the group felt comfortable with the estimate. The current fund balance is \$115,787.12. Mr. Garrigus also stated he is pursuing a cost-sharing grant to help fund a crossing over the Munson Road culvert. This would ensure additional safety for trail users.

The group agreed the best parking site for the eastern portion of the trail would be on Boundline Road. This site would offer 6-10 parking spots and offer best line of sight entrance/exit. Steven Lagasse spoke with Sgt. Malloy of the Wolcott Police Department about traffic assistance with road signage. Sgt. Malloy offered assistance and would be willing to make a sight visit around the trail when the time is right.

Trail access was discussed and the group agreed that 3 additional code locks having the same combination of the Kiwanis entry be purchased. Metal posts should be placed along the entrances on Boundline, Woodtick and on Town property behind St. Pius. These should be secured by 12' of 3/8 chain and be accessible by authorized personnel and public safety officials.

William Tynan will lead the effort to develop a trail logo.

Lastly, the group discussed the volunteer needs from Wolcott High School. The deliverables were targeted for spring 2016 and consist of:

- 6"x6" mile marker signs every tenth of a mile, preferably made from aluminum
- 3 benches 6-8 feet long
- 6'x8' Trailhead Kiosk
- Stone restacking and brush cutting volunteers

The meeting adjourned as 8:05

## ***2015-2016 Wolcott Early Childhood Infant and Toddler Programs***

***(Sponsored by Wolcott Parks and Recreation)***

### **Program Description**

The infant and toddler programs began in the spring of 2007 by Amy D'Ettore. Families from Wolcott and surrounding communities have participated in early childhood classes that foster the development of young children's social, language, motor, and adaptive skills. Four, six week sessions are offered from September through June at the Wolcott Activity and Learning Center. Presently there are more than 40 families involved in our programs.

### **Instructors**

Erik Williams - Director, Instructor

Samantha Keeley - Instructor

Beth Darin-Instructor

The classes are instructed by educators who specialize in early childhood development. Currently there are two instructors in the early childhood program with degrees in early childhood and special education. They collaborate to create quality, age appropriate programming that exposes children to music, movement, art, literature, imaginative play, and opportunities for socialization. The instructors are also available to provide resources to caregivers who may have questions or concerns about their child's development.

### **CLASSES AND DESCRIPTIONS:**

#### **MOVERS AND SHAKERS Children ages 5 months- 3 years old**

Tumbling Tots class is for children to enjoy being active. Children build motor skills and coordination while having fun. Classes include movement, music, exercise, listening, bean bags, hoops, balls, balance beams, tunnels, dancing ribbons, a parachute, beach balls, and more!

#### **MAKING ART**

##### **2.5 -4 years old (Limit 10 students)**

Making Art is designed to encourage young children to explore various age appropriate art materials and to discover the basic elements of art. During each session, your child will create a unique work of art, inspired by a master artist.

#### **GETTING READY FOR PRE-SCHOOL**

Children ages 2 ½ to 4 are introduced to the elements of preschool. Children enjoy center time, arts &

crafts, circle time, snack and story time. Parents stay for the 1 hour class.

### **SING AND SIGN**

#### **Children Ages Birth-5 years old**

Kids of all ages can sing and dance along to fun songs. Books, sign language and manipulatives are used to keep kids engaged as they learn both new and classic children's songs.

### **FANTASTIC FRIDAYS**

#### **Ages Birth-5 years old**

Parents and caregivers enjoy some downtime while children enjoy snacks and playtime. Refreshments are provided for both adults and children. A great opportunity for you AND your child to get out and socialize!

**Special Programming-** Additional programming has included First Aid/CPR courses, A Valentine Tea, Mother's Day Tea, Town Wide Baby Gear Tag Sale, Critter Caravan, Costume Halloween Party, Family Day Trip to Imagine Nation Museum, and our annual Family Christmas Celebration with Santa Claus.

#### **Fees:**

The cost for each class is kept at an affordable price and is determined based on the amount of planning required. The costs range from \$30 -\$45 for one, six week session. Parents pay for only one child, and are encouraged to bring siblings at no extra cost. A \$10 non-resident fee is applied one time per session, for out of town participants. Any family experiencing financial hardship is welcome to attend at a discounted rate or for free when needed.

#### **2014/2015 Expenses:**

Our request for program funding was submitted in September. Our budget for September 2013/2014 was approved at \$3,150.00. The expenses were:

\$400 Insurance

\$450 Donation to Wolcott Activity and Learning Center

\$800 Advertisement

\$500 Special Events/Presenters

+ \$1,000 Supplies

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\$3,150 Total

**2015/2016 Anticipated Expenses:**

\$400 Insurance

\$300 Donation to Wolcott Activities & Learning Center

\$800 Advertisement

\$550 Special Events/ Presenters

+ \$1,100 Supplies

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\$3,150 Total

Thank you for your time in reviewing our request.

Kindly,

*Erik Williams*

Erik Williams

Program Director

H: 203-879-0807

C: 203-206-3878

[wolcottearlychildhood@gmail.com](mailto:wolcottearlychildhood@gmail.com)

## Beth Gaudiosi

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**From:** Mickie Fell  
**Sent:** Wednesday, September 9, 2015 10:38 AM  
**To:** Beth Gaudiosi  
**Subject:** Program fee increases

Here is the info for the agenda for next meeting.

I would like to increase the fees for the Fall- Spring programs. These have not been increased since at least 2006. Below is a list of activities with their current fee, times, and proposed fee. These are 8 week programs.

PROGRAM	HOURS/WEEK	CURRENT FEE	PROPOSED FEE
Arts & Crafts	1.5	\$15	\$20
Open Gyms	2	\$15	\$20
Gymnastics	1	\$10	\$15
Volleyball	2	\$20 or \$3/night	\$25 or \$3/night
Basketball	2	\$20 or \$3/night	\$25 or \$3/night

The summer camp program increased in fees in 2013 to \$35.00/ week for one child, \$50/week for 2 children, and \$60/week for three or more children. I feel this is still very low and would like to increase it by \$10.00/week. It is a 30 hour a week program. The minimum wage is increasing and so is the PRAF expenses.

## Mickie Fell

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**From:** Mickie Fell  
**Sent:** Wednesday, September 9, 2015 10:09 AM  
**To:** Ronald Cordeau (roncordeau@chelectric.com)  
**Subject:** Fall employee wages

The Fall- Spring employees are only given 2 hours a day on the days they work. The high school students are going to other places that can give them more hours at almost the same wages. The current minimum is \$9.10 and will increase in January to \$9.60. As you can see the Fall- Spring employees were making \$1.85 over minimum in 2007.

Employees	Current Wage	Minimum wage in 2007	Proposed
All Fall-Spring Employees	\$9.50 since at least 2007	\$7.65	\$11.00 with increase with minimum increase
Joseph Golden- has been running this program for many years	\$13.00 since at least 2007		\$14.00
Debbie Day- has been running program for many years	\$13.00 since at least 2007		\$14.00