

**PARKS AND RECREATION AND
ACQUIRED FACILITIES COMMISSION**

Organizational & Regular Meeting

Monday, February 1, 2016

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.

ORGANIZATIONAL MEETING:

Mayor Thomas Dunn called the Organizational Meeting to order at 7:00 p.m. with the Pledge of Allegiance and attendance was taken.

MEMBERS PRESENT: Ronald Cordeau, Robert Sherman, Steven Lagasse, Carl Dambrauskas, Jeffrey Stango, and Jared Kosky

MEMBERS ABSENT: Harry Najarian

ALSO PRESENT: Mayor Thomas Dunn

ELECTION OF CHAIRMAN:

At this time, Mayor Dunn inquired as to whether there were any nominations for Chairman.

A **MOTION** was offered by Carl Dambrauskas, seconded by Robert Sherman, to nominate **Ronald Cordeau for Chairman** of the Parks and Recreation and Acquired Facilities Commission.

Mayor Dunn inquired three more times if there were any other nominations for Chairman, at which time there were none.

Upon **MOTION** made by Robert Sherman, seconded by Steven Lagasse, it was unanimously voted to **close** nominations for Chairman.

Mayor Dunn asked for all in favor of **Ronald Cordeau** to be elected Chairman, at which time the above motion **carried** unanimously by voice vote.

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ELECTION OF VICE-CHAIRMAN:

At this time, Mayor Dunn inquired as to whether there were any nominations for Vice-Chairman.

A **MOTION** was offered by Ronald Cordeau, seconded by Carl Dambrauskas, to nominate **Robert Sherman as Vice-Chairman** of the Parks and Recreation and Acquired Facilities Commission.

Mayor Dunn inquired three more times if there were any other nominations for Vice-Chairman, at which time there were none.

Upon **MOTION** made by Ronald Cordeau, seconded by Steven Lagasse, it was unanimously voted to **close** nominations for Vice-Chairman.

Mayor Dunn asked for all in favor of **Robert Sherman** to be elected Vice-Chairman of the Park & Recreation Commission, at which time the above motion **carried** unanimously by voice vote.

At this time, Chairman Cordeau proceeded to preside over the meeting.

SET TIME & PLACE OF REGULAR MEETINGS:

Upon **MOTION** by Ronald Cordeau, seconded by Robert Sherman, it was unanimously voted to set the time and place of Regular Meetings on the first Monday of each month at 7:00 p.m. in the Council Chambers.

ADJOURNMENT:

Upon **MOTION** by Steven Lagasse, seconded by Ronald Cordeau, it was unanimously voted to adjourn the Organizational Meeting at 7:05 p.m.

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REGULAR MEETING:

Chairman Cordeau called the regular meeting to order at 7:06 p.m.

MEMBERS PRESENT: Ronald Cordeau, Robert Sherman, Steven Lagasse, Carl Dambrauskas, Jeffrey Stango, and Jared Kosky

MEMBERS ABSENT: Harry Najarian

ALSO PRESENT: Dave Pelletier, Woodtick Recreation Area Director; Steve Tutolo; Taxpayer: Brian Smail

APPROVAL OF MINUTES:

• **January 11, 2016 – Rescheduled Regular Meeting**

Upon **MOTION** by Carl Dambrauskas, seconded by Steven Lagasse, it was unanimously voted to **approve** the minutes of the January 11, 2016 Rescheduled Regular Meeting, with one abstention from Jared Kosky.

CORRESPONDENCE (on file):

1. **Program Support Summary as of 01-25-16**
2. **P&R Expenditure Report as of 01-26-16** (Dept. 521)
3. **Purchase Order Request Submitted by Program Director**
4. **Acquired Facilities Financial Reports as of 01-26-16** (Dept. 30)
5. **Walking Trail Sub-Committee Notes 01-11-16**

TAXPAYERS' TIME: (Limited to Items on the Agenda)

No taxpayers came forward.

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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 new pavilion has been completed; it came out great
- They are scheduled to open the first weekend of May; there are about 25 parties booked already
- Some asphalt work and painting need to be completed
- The slide is ready to go; they just need the second half of the payment
- There is a small list of items that need to be done, but other than that they are all set to open
- A new sink will be installed in new pavilion

A brief question and answer period followed during which it was noted that new ballasts are needed by the horseshoe pit. Mr. Stango stated that he will donate the ballasts; he has some in stock that he won't be using.

Upon **MOTION** by Steven Lagasse, seconded by Carl Dambrauskas, it was unanimously voted to **authorize** payment of second installment for slide at Woodtick Recreation Area to DunRite Playgrounds, Invoice #3928, in the amount of \$3,988.79 from Dept. 30 line item #7300 Capital Outlay (**see attached**).

Upon **MOTION** by Jeffrey Stango, seconded by Steven Lagasse, it was unanimously voted to **approve** purchase order requests as submitted by Mickie Fell (**see attached**).

SUB-COMMITTEE REPORTS: WALKING TRAIL UPDATE:

Mr. Lagasse reported the following:

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- Public Works has been working on parking area by Munson Road; they are trying to extend it as much as they can; Inland Wetlands members are watching the work carefully
- There will also be painted pedestrian walk stripes in road
- They are working on final signage, final logo, and gates
- They will be incorporating bags on trail for cleaning up after dogs

OLD BUSINESS:

1. Park Maintenance Items

Chairman Cordeau stated that the Mayor is looking into possible grant funds for both Peterson Park and Woodtick Recreation Area. The Town Crew will be doing their normal spring maintenance work on their schedule.

2. Baseball Association of Wolcott (BAW) Lease

The Town Attorney advised the Secretary that he will be having the new BAW President, Domenic Briglia, review the proposed lease.

3. Discussion Regarding Woodtick Recreation Area Pavilion

Chairman Cordeau reported that the new pavilion has been completed. Mayor Dunn advised that he will check to see if there are funds to paint areas of the pavilion.

4. Dredging

Chairman Cordeau reported that there is nothing new to report; there is still no one interested in removing the silt.

5. Program Support Allocations

There were no requests.

NEW BUSINESS:

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1. Lions 5k Trail Run

Steve Tutolo, came forward and stated that the Lions Club unanimously approved to hold the 5k Trail Run/Walk to be held on Saturday, October 15, 2016 at 11:00 a.m. upon the condition that they receive approval from the Town. He has met with the Police Chief and reviewed the details of the race. The Police Chief recommended that they meet at the BAW and enter the trail system at the Senior Center. A Race Committee was established and a music festival at the end of the race was discussed. They discussed holding the music festival at the pavilion at Woodtick Recreation Area. Discussion transpired with respect to the date. Chairman Cordeau advised that the area closes September 30th and is winterized for the season. There will be no water for bathroom facilities. Discussion was held with regard to bringing in portable toilets. Mr. Tutolo will check to see about rescheduling the date to somewhere in September and Mr. Pelletier will check to see if there is anything scheduled. Brief discussion continued.

ITEMS FOR NEXT AGENDA:

Old Business:

- Park Maintenance Items
- Baseball Association of Wolcott (BAW) Lease
- Woodtick Recreation Area Pavilion
- Program Support Allocations
- Lions 5k Trail Run

TAXPAYERS' TIME:

1. **Brian Smail, of 131 Boundline Road**, came forward and made the following comments regarding the Walking Trail:

- He was told there would be a natural barrier to his property and that it would be further away
- He was told something would be done about the dogs; the dogs are a nightmare

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- The wetlands were disturbed
- He wants to know where the money went
- With respect to the trail race, he reminded them that this is a residential area and it is not zoned for hundreds of people to run through
- He has upgraded his cameras and will be adding many more signs

EXECUTIVE SESSION:

No Executive Session was held.

ADJOURNMENT:

Upon **MOTION** by Steven Lagasse, seconded by Robert Sherman, it was unanimously voted to **adjourn** the meeting at 7:35 p.m.

APPROVED:

Elizabeth Gaudiosi
Commission Secretary

Ronald Cordeau, Chairman
Park & Recreation Commission

Scovill Walking Trail Subcommittee

1/11/16 Meeting Notes

The meeting was called to order at 7:44 p.m.

Attendees: Steven Lagasse, Ron Cordeau, William Tynan

Also in attendance: Richard Tucker and Mark Garrigus

A brief cost update was provided. Processed expenditures through December 2015 totaled \$250,676 or 71.6% of the project budget of \$350,000. Encumbered funds totaled \$31,502 or 9.0%. The available balance is \$67,822, \$35,000 of which is intended to be left as a reserve fund for future maintenance.

Discussion of surface touch up areas followed. These will most likely manifest themselves once we get through winter. It was noted that the legacy trail on Wolfe Hill Road was getting resurfaced.

The Mayor's office was receiving a steady stream of "Name the Trail" submissions. Most were very thoughtful and provided reasoning behind the suggestion. Approximately 30-40 suggestions have come in thus far. The naming campaign was publicized in the January Wolcott Community News, Waterbury Republican-American and on the Wolcott.org home page. The campaign runs through February. At that point the committee will narrow down the choices to a few for final consideration.

Designs and cost estimates for permanent trail access gates were provided to Mr. Kalinowski of the Public Works Dept. Heavy-duty steel rail gates in red were selected in various widths to replace the boulders currently blocking the access points as well as access from Farmingbury South property.

A search for a trail maintenance vehicle was underway. Initial quotes from John Deere were just over \$12,000 however it is believed we can procure comparable equipment (cargo box lift kit, 3500lb winch, poly roof) for under \$10,000.

Preliminary trail signs with simple rules were posted at the new parking lots and various spots along the new trail. We will likely keep these rules and add:

- Trail Open Dawn to Dusk
- Fishing Allowed in Designated Areas Only
- Violators subject to Fines per Town Ordinance #41

Other Signage

- "Stay on Trail" - Private Property Beyond This Point". Need these along Smail/Warner, Coe Meadow, Farmingbury South access road and St. Mary/Charette areas.
- Trail directional signs. These are needed by Boat Launch, outside BAW leading to Senior Center and connection to Wolfe's Hill and Munson Parking. Some folks don't know where to pick up points not directly connected.
- "No Parking". Signs should be in front of all gates to be installed.
- Trail name signs along roadside. This would be helpful leading into all parking areas and along Woodtick Road water stretch.
- "No Water Access". Display along points close to water (Coe Meadow, behind St. Mary, Woodtick Causeway and Kiwanis Camp.
- Munson Road Bridge area needs white lining on road for pedestrians
- "Watch Out for Pedestrians". Munson Rd and Nichols Rd

Purchase Order Requests from Program Director

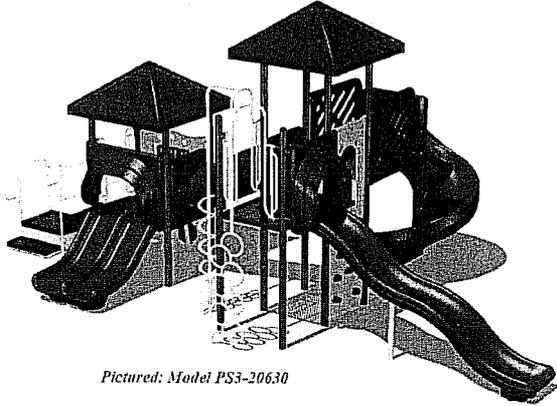
To: PRAF Commission

I would like to get the following Purchase Order approved

Thank you,
Mickie

1. Mickie Fell: \$300.00 from line #8110 for Easter baskets and assorted prizes for Easter Egg Hunt raffle.
2. John Hayes and Sons: \$450.00 from line #5830 - candy for Annual Easter Egg Hunt.

DunRite Playgrounds



Pictured: Model PS3-20630

11011 Clodine Road
 Richmond, Texas 77407-9545

<http://www.dunriteplaygrounds.com>
sales@dunriteplaygrounds.com
 (281) 242 - 5921

Invoice

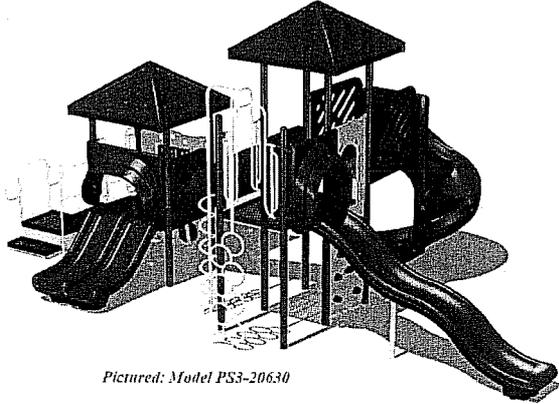
| | |
|-----------|-----------|
| Date | Invoice # |
| 10/5/2015 | 3928 |

| | | |
|---|-------|---------|
| Bill To | | |
| Woodtick Recreation Area 201 Nichols Rd Wolcott, CT 06716 | | |
| P.O. No. | Terms | Project |
| | | |

| Description | Amount |
|---|----------|
| 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 |
| Customer color selection: Powder coat <u>Blue Streak</u> | 0.00 |

| | |
|--|------------------|
| | Total |
| | Payments/Credits |
| | Balance Due |

DunRite Playgrounds



Pictured: Model PS3-20630

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| Woodtick Recreation Area 201 Nichols Rd Wolcott, CT 06716 | | |
| P.O. No. | Terms | Project |
| | | |

| Description | Amount |
|---|--------|
| <p>PROJECT PAYMENT note:</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 |

| | | |
|--|-------------------------|-------------|
| | Total | \$7,977.58 |
| | Payments/Credits | -\$3,988.79 |
| | Balance Due | \$3,988.79 |