

**PARKS AND RECREATION AND
ACQUIRED FACILITIES COMMISSION**

Rescheduled Regular Meeting

October 25, 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.

Chairman Cordeau called the meeting to order at 7:00 p.m.

MEMBERS PRESENT: Chairman Ronald Cordeau, Steven Lagasse, Harry Najarian, Jared Kosky

MEMBERS ABSENT: Vice-Chairman Robert Sherman, Jeffrey Stango, Carl Dambrauskas

ALSO PRESENT: Dave Pelletier, Woodtick Recreation Area Director; Mickie Fell, P&R Program Director; Gary Olmstead, Dam Inspector; Steve Tutolo, Lions Rep.

APPROVAL OF MINUTES:

• **August 1, 2016 – Regular Meeting**

Upon **MOTION** by Harry Najarian seconded by Steven Lagasse, it was unanimously voted to **approve** the minutes of the August 1, 2016 Regular Meeting.

CORRESPONDENCE (on file):

1. **P&R Expenditure Report as of 10-13-16** (Dept. 521)
2. **Program Support Request from Wolcott Youth Lacrosse Club in the amount of \$4,500**
3. **Program Support Summary as of 10-13-16**
4. **Acquired Facilities Financial Reports as of 10-12-16** (Dept. 30)
5. **Email from Kathryn Glendon, Project Director of CASA, regarding request to place sign at Peterson Park**

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- 6. 2016 Acquired Facilities Annual Report, submitted by Dave Pelletier**

 - 7. Scovill Walking Trail Subcommittee Meeting Notes dated 10-13-16, submitted by Steve Lagasse**

 - 8. Program Support Request from Wolcott Early Childhood and Infant & Toddler Programs in the amount of \$3,150**

 - 9. Program Support Summary as of 10-25-16**

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 reported the following:

- The Summer Program went well; on average there was about 70 kids enrolled
- The pavilion was booked every weekend
- The Fall/Winter Programs are underway and running smoothly
- New playground equipment will be going in; hopefully it will be done by the spring
- The lower pavilion really needs to be resurfaced; it becomes extremely slippery when wet
- A new Easter Bunny suit is needed; the old one is in very bad shape; she requested that if she can find the funds if the Commission will approve the purchase; the cost is between \$100-\$450; the Commission agreed that a new one should be purchased
- She suggested that a 'Friends of Peterson Park' account should be established if anyone would like to donate funds

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Dam Inspector:

Gary Olmstead came forward and reported the following:

Lyman's (Chestnut Hill Reservoir)

- They have been maintaining the potholes at the top of the dam; eventually, they should process it like Scovill's
- Water levels are down due to the drought; 11 inches this year and 8 inches last year
- They placed new signs on the road regarding no parking and the rules and regulations
- They blocked off the parking lot in front of the condos where people were starting to park

Scovill's

- They have dropped the water level so that the new bridge for the trail can be installed
- There are issues with vandalism around the dam at the gatehouse; the fencing continues to be damaged; he has been getting parts from Joe Paulo to do repairs

Woodtick Recreation Area Director:

Dave Pelletier came forward and referenced his annual report for the 2016 season which he reviewed with the Commission (**see attached**). He noted that it was the best season so far.

Mr. Pelletier next advised that the following items need to be addressed:

- They have to get a hood or vent for the grill; there is smoke everywhere when in use; the Commission requested that he get some pricing
- The dock either needs to be repaired or replaced; it is leaning heavily; it is not safe in its current condition; it was noted that they can check to see if the Town Crew can replace the barrels on it
- People are sneaking in through the back of the playground; they are parking at the dock and coming through; he uses wristbands on the weekends but fencing is really needed back there; the Commission requested that he get pricing for additional fencing

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- He needs about eight new grills and also the basketball court really needs to be resurfaced; the Commission requested that he get pricing on resurfacing
 - The playground is in extremely poor condition

Brief discussion transpired on the above items.

SUB-COMMITTEE REPORTS: WALKING TRAIL UPDATE:

Mr. Lagasse reported the following:

- The sub-committee last met on October 13th; the meeting notes were submitted in the packet **(see attached)**
- They have a few punch list items left to get done
- The grant monies came in for the bridge for the Munson Road area; the sub-committee is not ready to disband yet
- The community at large has been involved with helping with the walking trail

General discussion followed regarding the walking trail.

OLD BUSINESS:

1. Park Maintenance Items

Chairman Cordeau reported that all of the plywood was removed from the tennis courts and they patched the tennis courts and the basketball courts. Hopefully there will be a more permanent fix in the spring. Also, they will be getting new swing sets through the Mayor's Office from some grant monies. Discussion next following regarding the skate park. It was noted that it is not getting the use that it once did.

2. Baseball Association of Wolcott (BAW) Lease

Mr. Najarian stated that he spoke with Town Attorney Tynan who told him that the outgoing president of the BAW did not want to take any action on the lease. Dave Desaulniers is back as the president and he will be working with the Town Attorney on it.

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3. Lions 5K Race

Steve Tutolo came forward and advised that the race was a huge success due mainly to the great weather. The race was held in three waves that were two minutes apart. There was a total of 232 registered participants. Wolcott Ambulance was out in force; they had 25 volunteers in the parking lots, on bikes, and stationed along on the trail. They hope to hold the event again next year. Lastly, he heard overwhelming compliments with regard to the trail system and the Woodtick Recreation Area facility. Discussion followed with respect the specifics of the event.

NEW BUSINESS:

1. Benwashere.org 5K Road Race

Upon **MOTION** by Steven Lagasse, seconded by Carl Dambrauskas, it was unanimously voted to **table** 'Benwashere.org 5K Race' on the agenda.

2. Program Support Allocations

Upon **MOTION** by Harry Najarian, seconded by Jared Kosky, it was unanimously voted to **allocate \$4,500 to the Wolcott Youth Lacrosse Club from line item #5820** for Program Support for FY 2016-2017 (**see attached**).

Upon **MOTION** by Harry Najarian, seconded by Steven Lagasse, it was unanimously voted to **allocate \$3,150 to the Wolcott Early Childhood and Infant & Toddler Programs from line item #5820** for Program Support for FY 2016-2017 (**see attached**).

Upon **MOTION** by Steven Lagasse, seconded by Harry Najarian, it was unanimously voted to **add** to New Business on the agenda 'Request from CASA Regarding Sign'.

3. Request from CASA Regarding Sign

Chairman Cordeau referenced the request that they received from CASA regarding placement of a sign at Peterson Park with their logo (**see attached**).

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Brief discussion was held during which it was noted that they don't think a logo should be placed on a sign on Town property. It was also noted that they should check with Planning & Zoning about placing any signs at all on Town property.

The Secretary will check with P&Z and any ordinances and will report back to the Commission.

ITEMS FOR NEXT AGENDA:

Old Business:

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

New Business:

- Budgets for FY 2017-2018

TAXPAYERS' TIME:

No taxpayers came forward.

EXECUTIVE SESSION:

No Executive Session was held.

ADJOURNMENT:

Upon **MOTION** by Harry Najarian seconded by Steven Lagasse, it was unanimously voted to **adjourn** the meeting at 7:45 p.m.

APPROVED:

Elizabeth Gaudiosi
Commission Secretary

Ronald Cordeau, Chairman
Park & Recreation Commission

Beth Gaudiosi

Subject: FW: park signs questions

From: Glendon, Kate [<mailto:KGlendon@wolcottps.org>]
Sent: Friday, October 14, 2016 10:40 AM
To: Beth Gaudiosi <bgaudiosi@wolcottct.org>
Cc: 'Katie Ciarlo' <katie812@sbcglobal.net>; 'Edward Stephens' <estephens@wolcottpolice.org>; Thomas Dunn <tdunn@wolcottct.org>
Subject: RE: park signs questions

Good Morning,

Below is what we would like to have the sign say, and we are open to suggestions. We would also like to include our logo and website.

Welcome to Peterson Park
A fun place for all to enjoy.
Remember this is a Drug, Alcohol and Bully Free Zone.

Kate

Kathryn Glendon, MPH, CHES
Project Director
Wolcott Citizens Against Substance Abuse (CASA)
Wolcott Public School District
457 Boundline Road
Wolcott, CT 06716
kglendon@wolcottps.org
Cell: 203-506-9082
Office: 203-879-8164 x28

From: Beth Gaudiosi [<mailto:bgaudiosi@wolcottct.org>]
Sent: Thursday, October 13, 2016 9:21 AM
To: Glendon, Kate
Subject: FW: park signs questions

Hi Kate, The Mayor forwarded me your email regarding a sign for Peterson Park. I can ask the Commission in charge, but they will in turn want to know exactly what the sign would say. Can you let me know exact language so that I can forward to them?
Thanks!
Beth

From: Glendon, Kate [<mailto:KGlendon@wolcottps.org>]
Sent: Thursday, October 13, 2016 8:35 AM

To: Thomas Dunn <tdunn@wolcottct.org>

Subject: park signs questions

Good Morning,

The Coalition is interested in creating and purchasing metal sign or signs for the parks but more specifically for Peterson Park to remind park users to keep the park safe so all can enjoy it. Would this be possible?

Kate

Kathryn Glendon, MPH, CHES
Project Director
Wolcott Citizens Against Substance Abuse (CASA)
Wolcott Public School District
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Wolcott, CT 06716
kglendon@wolcottps.org
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Scovill Walking Trail Subcommittee

10/13/16 Meeting Notes

The meeting was called to order at 6:35 p.m.

Attendees: Steven Lagasse, Ron Cordeau, Bill Tynan

Also in attendance: Richard Tucker, Mark Garrigus and Don Charette

Three benches have been built and placed along the trail. These were sponsored by the American Legion, Girl Scouts and Nancy Lanase. Three more benches are planned to be installed. Donors who are interested in affixing medallions to the bench will be required to use a standard 3x5 inch design centered on the bench.

Signs (rules and conservation area) are now in place.

The gates are one of the last remaining tasks. They are stored off site and we hope they will be retrieved and installed before the end of October. **UPDATE:** The gates are now installed and are affixed with numbers to provide service and emergency responders with direct access to the trail.

Mark Garrigus briefly displayed the scaled map that will be installed in the kiosks. Discussion followed on map features. The group determined it would be a nice feature to place the history of the Mill Pond inside the kiosk if room permits.

A cost update as of October 13th was shared with the group. The unencumbered fund balance is \$23,490.16. We suspect the gate costs (approximately \$1,400) are not included in the balance.

Josh Johnson, CCSU CE student, called Steve Lagasse and wished to offer his services along with other classmates in order to fulfill volunteer hours. The group thought their services could be used on the new boardwalk projected for Munson Road. Mark Garrigus will reach out to Josh to coordinate. ***This was not in the original scope of the extension of the walking trail however the group thought this needed attention to improve safety along Munson Road.***

Discussion followed on how to approach the challenge associated with crossing the lower spillway on Nichols Rd. ***This is not in the scope of the extension of the walking trail however the group thought this needed attention to improve the safety of trail users.***

The group discussed the anticipated Lion's Club Dam race. **UPDATE:** Steve Lagasse was on site to observe the race. They could not have had better weather conditions. The course was well outlined and had monitors every mile as well as at key locations. The runners were sent out in small groups as each runner was individually timed with small attached devices. This measurement method was ideal for this terrain.

The fitness trail sponsored by Advanced Physical Therapy (Dave Donnelly) was discussed. The materials are stored in the Public Works building. **UPDATE:** Steve Lagasse met with Dave Donnelly, Dave Kalinowski and Mark Bove on October 21st at 8:00 a.m. and performed a site visit. The Town will prepare the site for each of the 10 exercise stations to be installed. ***This is not in the scope of the extension of the walking trail however the group thought this needed attention.***

The group determined the project timing will be extended until the new Munson Road board is installed. The water was lowered to allow footing to be poured. The boardwalk will be built in sections and floated over from the boat launch. No definitive timetable was given to complete this task. Therefore, the subcommittee will stay in place until this work is completed.

The meeting adjourned at 8:00 p.m.

Acquired Facilities Annual Report 2016

I Attendance

Year	Admission	Resident	Non-resident	Season Pass	Total
2016	82,618	6,621	7,466	941	15,028
2015	70,066	6,198	6,617	782	13,597
2014	54,469	5,257	4,733	711	10,701

- A) This season our attendance was up by 1,431 people. We had 14 days closed due to weather and 5 days closed by state for high levels of bacteria in the water.
- B) Our attendance was up again due to the hot summer we had. This year we were up in all three areas; residents by 423, non residents by 849, and season pass by 159 people.
- C) Season Pass
This year we sold 25 passes;
20 family resident, 1 family non resident, and 4 single resident. Total of 3,375.

II Concessions

Year	Receipts	Approx. Food Cost	Difference
2016	23,067	6,750	16,317
2015	21,488	7,500	13,988
2014	16,084	6,924	9,160

III Approximate Labor Cost

Year	Amount
2016	27,106
2015	25,980
2014	22,896

IV Pavilion Rental

Year	Full	Non- Profit	Free	Total
2016	40	11	4	55
2015	36	13	4	53
2014	38	13	4	55

In closing, we had a big year with attendance going up every year. I am looking for another great year in 2017.

**Thanks,
David Pelletier**

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 Lacrosse

Organization Address:

5 Hunters Ridge Wolcott, CT 06716

Organization Point of Contact:

Mike Whitney

Phone Number:

203-313-4109

Check ID Number (if any):

26-3835894

Cash/Checking Balance as of:

12/31/2015	3/31/2016	6/30/2016	9/30/2016
\$2,416.85	\$13,155.72	\$3,599.15	\$437.70

Revenue	2013	2014	2015	3 Yr Total	%
Registration Fees - Resident	7,895	6,700	9,503	24,098	76.2%
Registration Fees - Non-Resident	2,955	2,840	1,735	7,530	23.8%
Total Registration Fees	10,850	9,540	11,238	31,628	56.5%
P&R Stipend	4,500	**	4,500	9,000	16.1%
Fundraising	6,336	3,137	1,300	10,773	19.2%
Miscellaneous	1,715	1,012	1,882	4,609	8.2%
Total Revenue	23,401	13,689	18,920	56,010	100.0%
Expenses					
Equipment/Uniforms	6,958	3,572	5,075	15,605	27.9%
Field Maintenance	1,687	1,850	664	4,201	7.5%
Fundraising	2,198	2,365	2,057	6,620	11.8%
Officiating	4,549	2,904	4,028	11,481	20.5%
Administration	3,165	1,536	2,375	7,076	12.6%
Player Awards & Banquets	686	0	178	864	1.5%
Other	5,211	5,129	4,349	14,689	26.2%
Total Expense	24,454	17,356	18,727	60,537	108.1%
Net Gain or (Loss)	-1,053	-3,667	193	(4,527)	0.0%

** 2014 P&R Stipend reflected (d

Enrollment	2014	2015	2016	3 Year Average
Residents	83	84	81	83
Non-Residents	30	22	24	25
Total	113	106	105	108

2016-2017 Program Request Amount:

\$ 4,500.00

2016-2017 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.

*We have also started bringing in Mayor Dunn to read to the children on occasion as well as having the Town Volunteer Fire Department visit the children. The Volunteer Ambulance also comes over and speaks with the children and families and the Wolcott Police Department also comes in to speak to the children multiple times per year.

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.

*100% of all Fees generated from each class go directly to each individual instructor responsible for teaching that specific class. The program itself does not generate any added revenues beyond Town support and we do not hold fundraisers or any other means of revenue stream. Each instructor on average earns between \$350-\$550 (or that may be split between instructors) per session (6 weeks) based on average enrollment of children. The \$350-\$550 covers a 6 week time period so it is just under \$100 per week for the efforts.

Ultimately our instructors go above and beyond whats needed for his program to continue to thrive and grow and in most cases spend money from their own pockets to help support the program.

There has also been some tremendous growth in rental activity generated through our Early Childhood program. On regular occasion several former and current families of our program rent the Youth Center for parties or functions which helps generate added revenue to the Town.

2015/2016 Expenses:

Our request for program funding was submitted in September. Our budget for September 2015/2016 was approved at \$3,150.00. The expenses were:

\$400 Insurance

\$600 Donation to Wolcott Activity and Learning Center/Town of Wolcott rental fee

\$350 Advertising/Marketing

\$500 Special Events/Presenters

\$1,300 Supplies

\$3,150 Total

2016/2017 Anticipated Expenses:

\$400 Insurance

\$600 Town of Wolcott Rental fee for Youth Center

\$300 Advertisement

\$550 Special Events/ Presenters

\$1,300 Supplies

\$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