

WOLCOTT TOWN COUNCIL

Regular Meeting

Tuesday, November 19, 2013

Council Chambers, Wolcott Town Hall

7:30 p.m.

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MINUTES

Note: These are summary minutes; a tape recording of this meeting is on file in Commission Secretary's Office in Wolcott Town Hall.

Chairman Valletta called the meeting to order at 7:30 p.m. with the Pledge of Allegiance and requested that all remain standing for a moment of silence in honor of retired Police Officer Tony Spataro who recently passed away; he was a 25 year veteran of the department.

Attendance was taken.

MEMBERS PRESENT: Chairman David Valletta, Vice-Chairman Gale Lanza Mastrofrancesco, Rachel Wisler, Roger Picard, Charles Marsella, Jeffrey Slavin, Donald Charette Sr., and Joseph Del Buono

MEMBERS ABSENT: Francis Masi

ALSO PRESENT: Mayor Thomas G. Dunn; Linda Bruce, Municipal Finance Officer; Anthony Marino, Treasurer; Steven Slater, Deputy Treasurer; Dolores C. Slater, Town Clerk; Trish Mueller, Dog Park Committee; Darlene Tynan, Tax Collector; Michelle Bonacassio, Assistant Tax Collector; Amy Desaulniers, Assistant to the Mayor/Personnel; et al.

APPROVAL OF MINUTES:

▪ **Regular Meeting – October 1, 2013**

Upon **MOTION** by Rachel Wisler, seconded by Jeffery Slavin, it was unanimously voted to **approve** the minutes of the Regular Meeting held on October 1, 2013, with two abstentions; one from Vice-Chairman Mastrofrancesco and one from Mr. Charette.

▪ **Organizational Meeting – November 13, 2013**

Upon **MOTION** by Roger Picard, seconded by Charles Marsella, it was unanimously voted to **approve** the minutes of the Organizational Meeting held on November 13, 2013.

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

No taxpayers came forward.

CORRESPONDENCE (on file):

1. **Proposed Resolution (#378) State of CT – Dept. of Emergency Management & Homeland Security for Federal Fiscal Year (FFY) 2012**

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- 2. Submitted by Chairman Valletta, Town Council Sub-Committee & Liaison Appointments for 2013-2015**
- 3. Copy of letter received on October 2nd from FEMA regarding their Risk Mapping, Assessment, and Planning Program (RiskMAP)**
- 4. Copy of letter dated October 23rd Philip Olmstead, Sewer & Water Administrator, to Superintendent Macary advising that Wolcott High School was successfully converted to public water supply on October 15th**
- 5. Memo dated November 6th from Dolores Slater, Town Clerk, regarding reappointment of Sub-Registrars**
- 6. Copy of Letters dated November 14th to the Republican & Democratic Town Committees regarding Majority & Minority Leader appointments as well as Pension Committee appointments (Ordinance #76 attached)**
- 7. Memo dated November 14th advising that the Town Wide Christmas Party is scheduled for Friday, December 13th from 4:00 p.m. until 7:00 p.m. at the Senior Center**
- 8. Proposed Site Plan for Dog Park**
- 9. Board of Education Year to Date Budget Reports dated 09-30-13 & 10-31-13**
- 10. Town of Wolcott Expenditure Report, Revenue Report, & Trial Balance, for month ending 10-31-13**
- 11. Wolcott Dog Park Presentation**
- 12. Submitted by Anthony Marino, Treasurer Report dated 11-19-13**

At this time, Mrs. Wisler referenced Ordinance #76 for the Permanent Pension Committee which was in their packets, and advised that on the last page there appears to be a mistake on the publication date. She requested if the Town Clerk can look into it, at which time Mrs. Slater stated that she will investigate the matter.

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MAYOR'S REPORT:

Mayor Dunn came forward and invited Amy Desaulniers, Darlene Tynan, and Michelle Bonacassio to also come forward. He next introduced Amy Desaulniers who he has appointed as his Executive Administrative Assistant. He noted that Mary Morrone, who could not be present this evening, has been appointed as the new Municipal Agent in his office. He next introduced the newly elected Tax Collector, Darlene Tynan. Mrs. Tynan stated that she would like to introduce the new Assistant Tax Collector, Michelle Bonacassio, who has been doing a remarkable job.

Mayor Dunn next reported the following:

- The budget letters went out to all departments
- All of the second coats on the roads have been completed and they have also been lined

FINANCE OFFICER'S REPORT/TRANSFERS:

Linda Bruce came forward and congratulated all of the Council Members and reported the following:

- Vanessa Rossitto, with Blum, Shapiro is scheduled to appear at the December 17th Town Council meeting to review the Audited Financial Statements for fiscal year ended June 30, 2013
- The budget spreadsheets for FY 2014-2015 have been distributed to department supervisors and commission chairs on November 14th; they are due back in the Finance Office on Friday, December 20th
- There are no transfers for approval

At this time, Mrs. Wisler noted that they have been reading some pretty disheartening articles in the newspaper over the past several months regarding embezzlement of municipal funds, and asked if Mrs. Bruce could explain some of the security measures and checks and balances that are in place here in Wolcott that would deter this from happening on the Municipal side and on the Board of Education side.

Mrs. Bruce advised that this issue was discussed briefly at one of the Finance Sub-Committee meetings and next reported the following:

- They have worked diligently over the past five years to implement procedures that would guard against fraud
- Their current auditing firm does a fraud audit at the end of the year; they will sit down at random with employees and question them about procedures and if they have seen any change in lifestyle for any of the

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employees involved in key positions; she is not sure if the new firm will do this

- The procedures that they have in place have contributed to the successful audit reports, with no audit findings
- The first thing that is really important is that the Finance Officer and the Treasurer do not handle a great deal of physical cash
- In the municipalities that have had problems recently, the department heads were handling physical cash and completed a lot of key transactions themselves; the transactions were not delegated
- They have segregation of duties and cross training within and between the Finance Office and the Treasurer's Office
- Purchase orders are approved by the Finance Officer; accounts payable checks are processed by the Chief Accounts Payable Clerk with cross training to the Finance Administrator
- Bank statements are reconciled by someone other than the Chief Accounts Payable Clerk; bank reconciliations are rotated between two Finance Office staff
- The Finance Officer reviews and initials all bank reconciliations which are done monthly with no lag
- Their checks are pre-numbered; the first check number is entered in the system and the system then consecutively numbers the balance of the checks; they have a check number log that is verified for sequence of check numbers and void checks
- Every accounts payable check register is reviewed and signed by three employees, which are her specifications; the auditors only wanted one other employee, other than the Chief Accounts Payable Clerk
- The Finance Administrator, the Finance Officer, and the Treasurer or the Deputy Treasurer all verify the check number sequence
- The Finance Officer, upon reviewing the check register, reviews every invoice attached
- The Treasurer's Office and the Tax Office have equipment for remote check deposits; manual check deposit tickets are written infrequently
- Cash deposits are recorded in the Tax Office and deposit tickets completed daily
- Tax Office receipts are reconciled with the Treasurer's Office and the Finance Officer
- Tax bills are generated and mailed by an outside source; a delinquent statement is noted on the current tax bill if any back taxes are due; if there are any questions, the taxpayer can address it
- Delinquent notices are processed in the Tax Office but they have recently instituted a procedure that rotates that process; this deters notices being pulled out and not being mailed, which was one of the problems in another municipality

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- The counter registers are cashed out on a daily basis; the employee that performs the reconciliation of the cash to the register tape will be different from the employee that processed the collections in the cash drawer
 - Payments are automatically credited to the taxpayers account through the counter register
 - Payroll was another issue in another municipality; additional paychecks were being issued and W-2's were being adjusted
 - The Town of Wolcott's payroll processing is shared between the Finance Office and Treasurer's Office personnel and is normally rotated on a bi-weekly basis; the Finance Officer reviews and initials weekly payroll reconciliations; payroll checks, quarterly reports, and annual W-2 preparations are processed by an outside source; those are filed with the State and the IRS by someone other than town personnel
 - The Finance Office receives minimal amounts of cash from other departments, e.g., Planning & Zoning, Library, Park & Recreation, Inland Wetlands, Recycling, etc.; a pre-numbered receipt is written for any cash received; one copy is given to the individual submitting the cash, one copy remains in the receipt book, and one copy follows the cash; the cash is given to the Deputy Treasurer for deposit; the deposits are randomly verified in the revenue accounts to the receipt book
 - Sewer & Water assessments are billed and collected through the Tax Office with the same collection guidelines as property taxes; Sewer & Water usage bills are generated by the Sewer & Water Secretary, however, the collections are received in the Tax Office
 - The cash register in the Town Clerk's Office is balanced daily and rotated by two employees; the cash register report balances to deposit slips showing cash and checks separately; monthly reports are submitted to the Treasurer's Office; the Finance Officer reviews transactions in the Town Clerk's account
 - The most important thing that is done is that key operations are not handled by just one employee; they have segregated duties and cross trained to guard against fraud

TREASURER'S REPORT:

Anthony Marino and Steven Slater came forward, at which time Mr. Marino introduced Steven Slater and advised that he has appointed him as the new Deputy Treasurer. Mr. Marino advised that Mr. Slater is a long time Wolcott resident and graduated from Central Connecticut State University with a degree in accounting and is also a Certified Public Accountant and has over 30 years of experience in the accounting field. Mr. Slater was last employed as the Controller at Metal Finishing Technologies in Bristol.

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Mr. Marino next proceeded to review each page of his presentation in detail (**see attached**). After he concluded, Mr. Marino also noted the following:

- The Office of the Treasurer has not changed hands in 18 years
- The transition is a new experience for most of the employees at the Town Hall
- He was sworn in as the new Treasurer on November 11th
- Roger Levesque, Bonnie Castriciano, the Finance Office and the rest of the staff at the Town Hall have been very helpful in making the transition possible
- He may do a Treasurer's Report once per month if there is information that he can pass on
- If anyone Council members have any questions or would like to discuss anything he asked that they email, call, or stop by the office

SUB-COMMITTEE/LIAISON REPORTS:

There were no reports.

UNFINISHED BUSINESS:

There was no unfinished business.

NEW BUSINESS:

1. Resolution: State of CT – Department of Emergency Management & Homeland Security

Upon **MOTION** by Gale Mastrofrancesco, seconded by Rachel Wisler, it was unanimously voted to **adopt** the following resolution: (#378) RESOLVED, that the Wolcott Town Council may enter into with and deliver to the State of Connecticut Department of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; FURTHER RESOLVED, that Thomas G. Dunn, as Mayor of the Town of Wolcott, is authorized and directed to execute and deliver any and all documents on behalf of the Wolcott Town Council and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents (**see attached**).

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2. Reappointment of Sub-Registrars

Upon **MOTION** by Rachel Wisler, seconded by Jeffrey Slavin, it was unanimously voted to **reappoint** Mr. Marc Frigon of Della Vecchia Funeral Home and Ms. Sharon Frigon of Woodtick Memorial Funeral Home as Sub-Registrars for another four (4) year term (1-4-2014 to 1-1-2018) **{see attached memo}**.

3. Presentation of Dog Park – Trish Mueller

Mayor Dunn and Trish Mueller came forward, at which time Mayor Dunn stated that Mrs. Mueller and her committee have been working very hard to see that Wolcott gets a dog park.

Mrs. Mueller referenced the Dog Park presentation submitted in the Council packets (**see attached**). She also reported the following:

- They have made a lot of progress; they have a committee comprised of a marketing person and a fundraising group
- She referenced the rendering of the dog park submitted in the packet and also the rough timeline of when they are anticipating opening the dog park
- To date they have raised close to \$11,000
- The next step is to get the buildings torn down with the help of the Town Crew, get some fencing up, and start the landscaping
- They are hoping to open it up at the end of May or the beginning of June 2014

A question and answer period following during which the following was noted:

- Both buildings are coming down except for the small red building that has bathrooms
- Total cost from start to finish has not been determined; cost of demolition may be around \$15,000; there are also many items and services that they are trying to get donated; there are still many variables that have not been determined
- They have a paver program to raise funds and they have people who are going to volunteer their time to install them
- Access to the river for the dogs needs to be researched; if there is a lot of rain, it moves too fast
- People will be responsible for their own dogs; rules and regulations will be posted; use of the dog park will be at everyone's own risk; there will be a first aid kit at the park; if there are issues with particular dogs or the owners, the Animal Control Officer will be able to help and social media will also help; the Town will not be required to carry additional liability

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insurance; licensing and vaccinations will be the responsibility of the handlers

- The proposed entrance way is now closer to Peterson Park than where it was originally
- The Town Crew will maintain the area by cutting the grass; the expense will be minimal
- All volunteers sign a waiver; additional liability insurance not required
- People can volunteer and contact them through their Facebook page (Wolcott Dog Park), the website (wolcottdogpark.org) calling the Town Hall

Mrs. Wisler congratulated Mrs. Mueller and all of the volunteers for the enormous amount of time that they have put in and for the great job they have done.

ITEMS FOR NEXT AGENDA:

Chairman Valletta advised that if anyone has any items that they should contact himself or the Clerk.

TAXPAYERS' TIME:

No taxpayers came forward.

EXECUTIVE SESSION:

No Executive Session was held.

ADJOURNMENT:

Upon **MOTION**, by Roger Picard, seconded by Jeffrey Slavin, it was unanimously voted to **adjourn** the meeting at 8:25 p.m.

APPROVED:

Elizabeth Gaudiosi, Secretary
WOLCOTT TOWN COUNCIL

David Valletta, Chairman
WOLCOTT TOWN COUNCIL

378

**AUTHORIZING RESOLUTION
OF THE WOLCOTT TOWN COUNCIL**

CERTIFICATION:

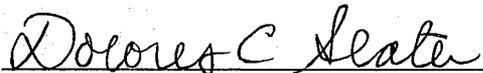
I, **Dolores C. Slater**, Town Clerk, of the Town of Wolcott, do hereby certify that the following is a true and correct copy of a resolution adopted by the **Wolcott Town Council** at its duly called and held meeting on **November 19, 2013**, at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the **Wolcott Town Council** may enter into with and deliver to the State of Connecticut Department of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that **Thomas G. Dunn**, as Mayor of the **Town of Wolcott**, is authorized and directed to execute and deliver any and all documents on behalf of the **Wolcott Town Council** and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

The undersigned further certifies that **Thomas G. Dunn** now holds the office of **Mayor**, and that he has held that office since **November 10, 2003**.

IN WITNESS WHEREOF: The undersigned has executed this certificate this 20th day of **November, 2013**.



Dolores C. Slater, Town Clerk
Town of Wolcott

{SEAL}



Dolores "Debbie" Slater
Town Clerk

TOWN OF WOLCOTT

Town Clerk's Office
10 Kenea Avenue
Wolcott, Connecticut 06716
Tel. (203) 879-8100 * Fax (203) 879-8105



Karen Mowad
Asst. Town Clerk

MEMORANDUM

To: Wolcott Town Council Members

From: Dolores C. Slater, Town Clerk and Registrar of Vital Statistics

Date: November 6, 2013

Subject: Appointment of Sub-registrars

Mr. Marc Frigon of Della Vecchia Funeral Home and Ms. Sharon Frigon of Woodtick Memorial Funeral Home currently serve as Subregistrars for the Town of Wolcott. Subregistrars can issue burial permits, if needed, when the Town Clerk's Office is closed.

Their terms shall expire on 1/4/2014. I am requesting that these Subregistrars be re-appointed for a term of 4 years, 1/4/2014 to 1/1/2018.

Thank you.

Treasurer Report

11/19/2013

Agenda

- Introduction
- Duties and Responsibilities
- Transition
 - Follow the money
- Up coming projects
 - Pension Committee
 - STIF



Introduction

- Treasurer Anthony Marino
 - amarino@wolcottct.org
- Assistant Treasurer Steve Slater
 - Sslator@wolcottct.org



Duties of Treasurer as Defined by State of Connecticut

Sec. 7-80. Duties of treasurer. Appointment of deputy

- The town treasurer shall receive all money belonging to the town, pay it out on the order of the proper authority and keep a record of all moneys received and when received and of all moneys paid out, when, for what and upon whose authority, which record shall always be open to the inspection of any taxpayer in such town and shall be presented to each annual town meeting, being first sworn to by him and adjusted by the selectmen. The town treasurer shall be, ex officio, treasurer of the town trust funds and may appoint a deputy who shall, in the absence or disability of the town treasurer, perform all his duties.



Summary Duties

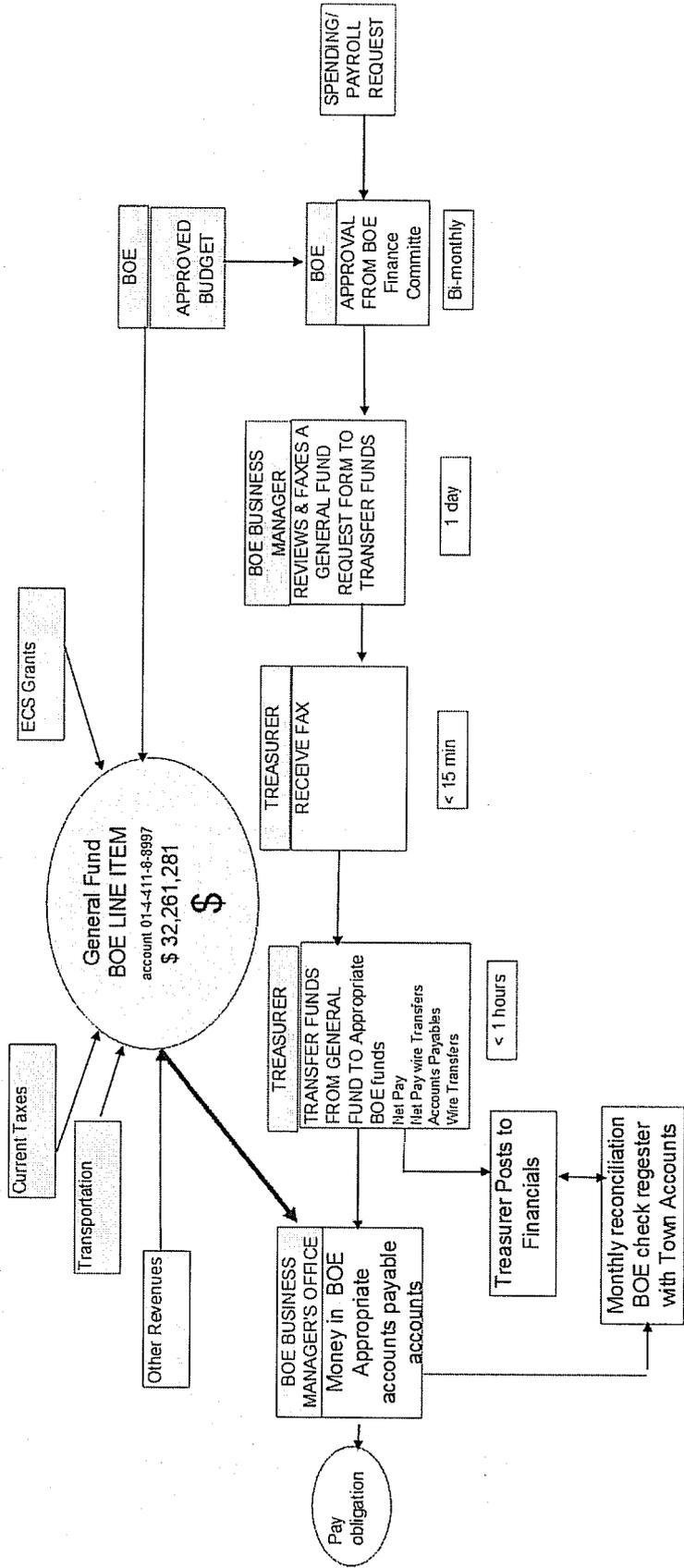
- Execute
 - Payroll for over 120 employees
 - Receive and record all money belonging to the town keeping records of when received
 - Pay out on the order of the proper authority and keep a record of all moneys paid out, when, for what and upon whose authority
- Oversee
 - Treasurer assures citizens of sound financial management, conducted in a fair, ethical and responsible manner.
 - Investment funds
 - Pension funds
 - Management of Town Bonds

To receive and safeguard all funds belonging to the Town of Wolcott, to issue all authorized town debt and to pay the bills and payrolls of the town in an efficient and timely manner.



Follow the Money

From BOE accounts payable to Towns General Fund



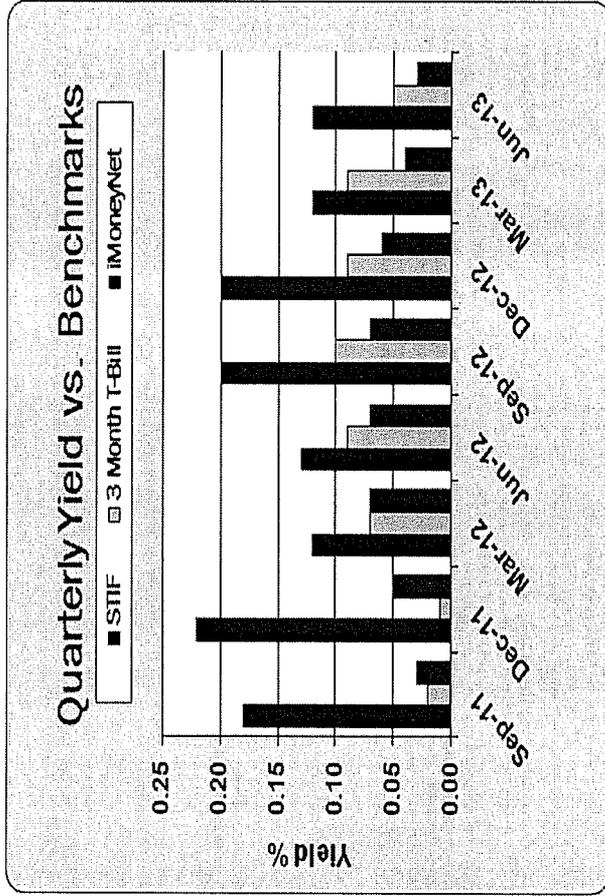
Future Treasurer Reports

- Pension Committee
 - Form committee
 - Schedule meeting
- STIF Project
 - Short term investment fund
 - Evaluate ways to maximize idle cash in short term investment funds



About STIF

- The Treasurer's Short-Term Investment Fund (STIF) is a Standard & Poor's AAAM rated investment pool of high-quality, short term money market instruments managed by the Cash Management Division of the State Treasurer's Office.
- As of June 30, 2013, the STIF unit administered 1,194 active STIF accounts for 72 state agencies and authorities and 271 municipalities and local entities
- Town of Wolcott has 8 current STIF accounts

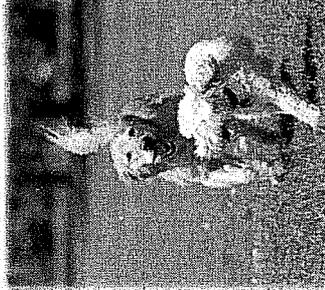


Wolcott Dog Park

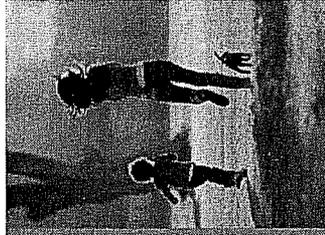
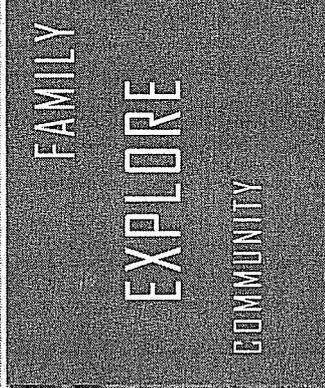
PROPOSAL



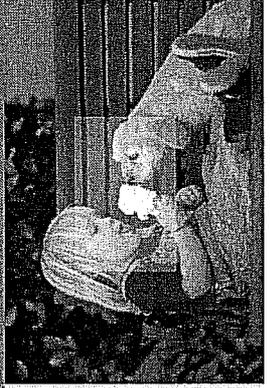
Relax



Play



Socialize



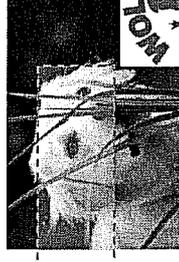
Enjoy

PREPARED BY: Wolcott Dog Park
Committee

DATE: October 16, 2013

Goal of the Dog Park

- Establish a safe, legal, enclosed, and off-leash recreational area where people can bring their dogs to run, play, and socialize.
- Develop an easily maintainable space, open to all dog lovers and friends who are willing to uphold the park's rules and guidelines.
- Partner with the Town of Wolcott Mayor, Public Works, Parks-Acquired Facilities, Planning & Zoning, and Inland Wetlands Boards & Commissions to design a park that satisfies the needs of dog owners and non-dog owners alike.



Value of a Community Dog Park

There are approximately 1,600 licensed dogs in town and a need for a safe area for our dogs to exercise and socialize. Benefits of a dog park to a community include:

- Provides an opportunity for members of the community to come, meet, learn, and talk, strengthening the bond between neighbors and community.
- Enclosed area prevents off-leash dogs from infringing on the rights of others.
- An exercised dog makes a better next door neighbor.
- Allows dogs to socialize in a safe environment.



Dog Park Requirements

- Two separate fenced-in dog play areas – one for more social and larger dogs and another for smaller and timid dogs.
- Double-gated entrance into both play areas.
- Shaded areas for both handlers and dogs.
- Water for dogs to drink while playing.

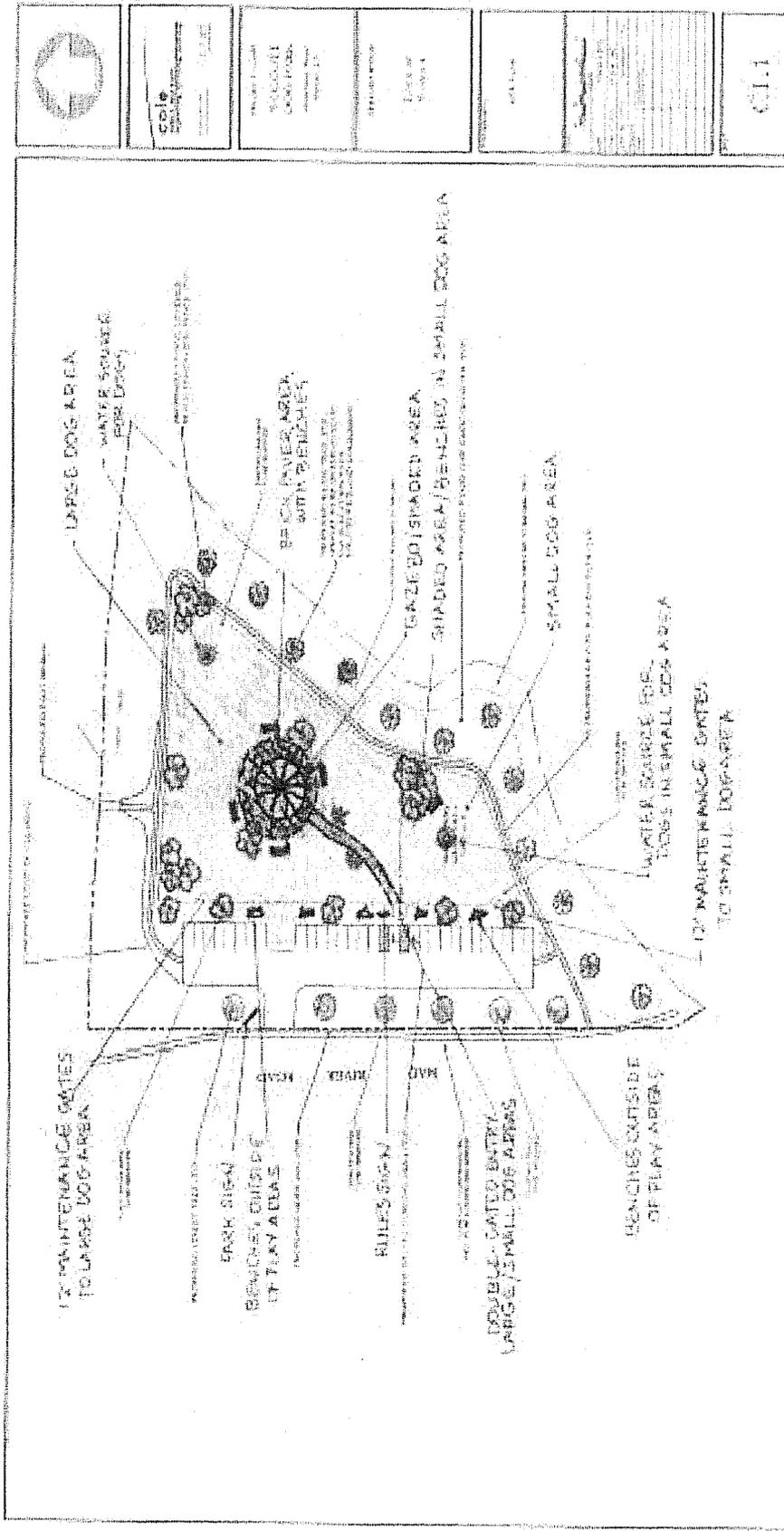


Dog Park Requirements (cont.)

- Parking area - will also allow for overflow parking for Peterson Park events.
- 45 ft. from river edge bordering the outside of the park will contain:
 - 10 ft. natural/untouched to river edge
 - 30 ft. of chips/mulch
 - 5 ft. gravel pathway surrounding fenced area leading to foot bridge
- Foot bridge over brook leading to Peterson Park.



Dog Park Rendering



Dog Park Components

- Fencing: 5 ft. black vinyl coated fence with coil tension at bottom.
- Two fenced-in areas within the main park enclosure:
 - A large/general dog area, approximately 32,250 sq. ft.
 - A small/timid dog area, approximately 5,000 sq. ft.



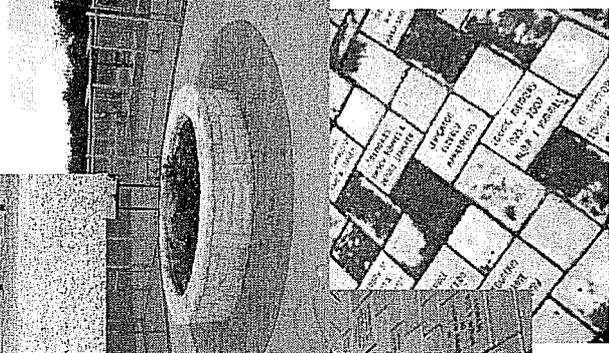
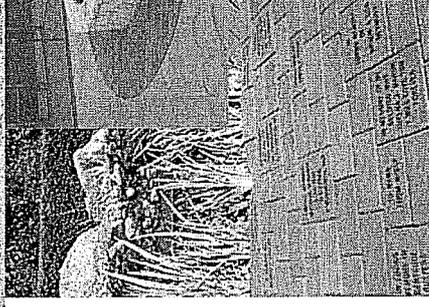
Dog Park Components (cont.)

- Entrances:
 - One main entrance into the park with double-gated entrance into the small dog area and another into the general dog area.
 - Two 12' Maintenance Entrances - one into each dog play area.



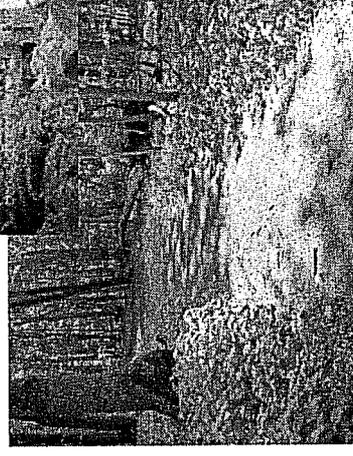
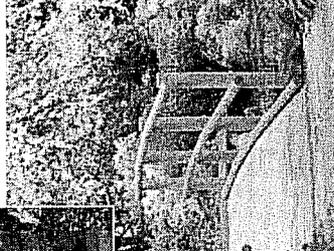
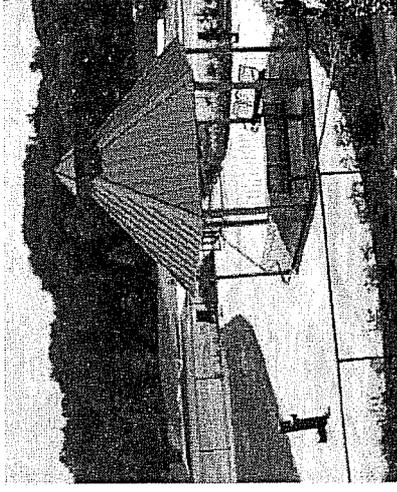
Dog Park Components (cont.)

- Parking Area: Gravel surface TBD, possibly using the millings from the redone town roads.
- Paver Area - Constructed of 4" x 8" and 6" x 9" bricks:
 - Brick seating and/or benches.
 - Brick pathway thru general dog play area.



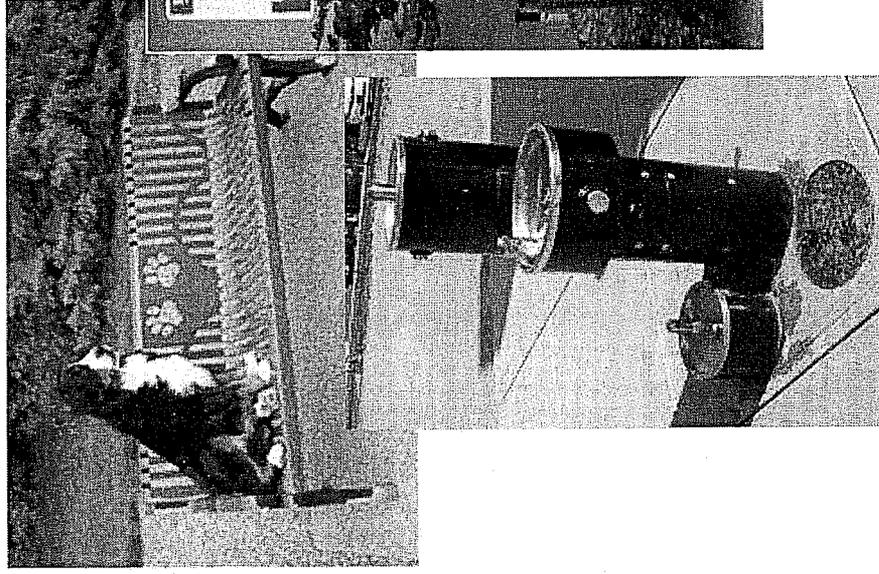
Dog Park Components (cont.)

- Shaded Structures/Areas:
 - Gazebo [future phase]
 - Trees indigenous to the area.
- Water source for dogs.
- Foot bridge over Mad River Brook leading to Peterson Park.
- 4 ft. wide gravel pathway around the outside of the dog park leading to Peterson Park.



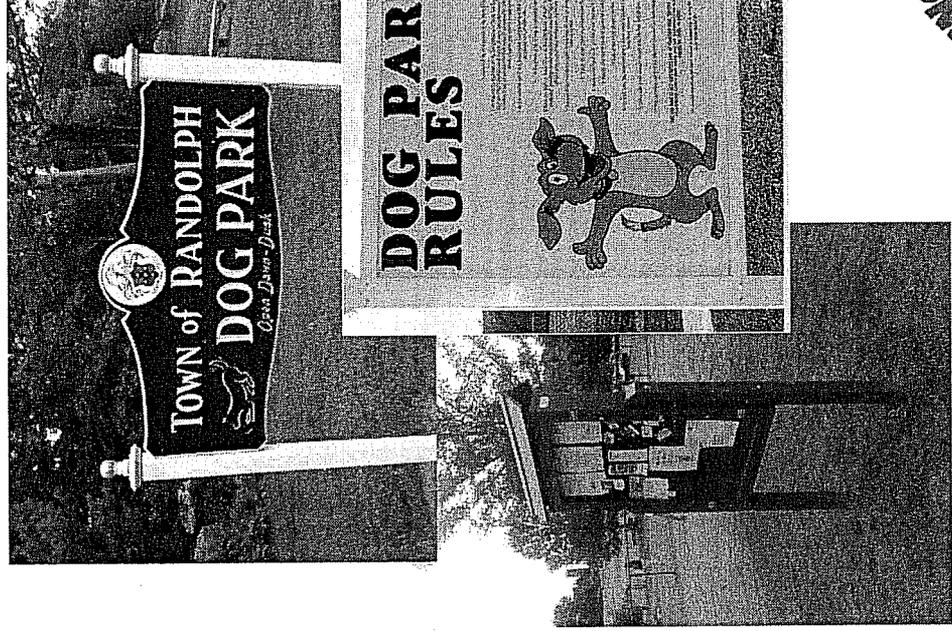
Dog Park Equipment

- Benches.
- Dog Bag Receptacles.
- Water Receptacles.



Dog Park Signage

- Dog Park Signage:
 - Entrance Sign
 - Rules & Guidelines Sign
 - Large/Small Play Area Signs
- Dog Park Bulletin Board:
 - Community Info.
 - Special Events



Site Preparation – Town of Wolcott

The Town of Wolcott will be responsible for:

- Removal of Bottle Recycling Center and other buildings with their slabs in same location.
- Removal of Garden Center and slab.
- Removal of jersey barriers.
- Rough grading of property to eliminate water pockets.
- Place top soil for grass areas
- Responsible for fence bidding and cost for fencing and installation.
- Grade parking and walking path areas and install and compact gravel (road project millings?).
- Removal of existing fence.
- Sidewalk installation.



Site Preparation – Dog Park Committee

The Wolcott Dog Park Committee will be responsible for:

- Fundraising.
- Site design.
- Seeding of location.
- Oversight of fence installation.
- Signage including entrance and rules signage.
- Paver bricks and walkway installation.
- Plantings inside and outside park area.
- Benches/seating inside and outside park area.
- Dog bag receptacles.
- Water receptacles.
- Foot bridge materials and installation.



Maintenance

- Town of Wolcott will maintain the property as they do other town parks.



Proposed Timeline

Phase I	Start Date	End Date	Timing? Timeline hinges on this
Bid on asbestos removal	Town 10/18/2013	11/1/2013	Timing? Timeline hinges on this asbestos removal
Remove Jersey Barriers	Town 10/18/2013	10/18/2013	
Fence bidding and awarding	Linda Bruce 9/12/2013	10/1/2013	
Tear down bldgs, tear up slabs and remove	Town 11/1/2013	11/1/2013	Dependent on asbestos removal allow ease of grading
Remove existing fence	Town 11/1/2013	11/1/2013	Dependent on building removal
Rough grading of property to eliminate water pockets	Town 11/1/2013	11/20/2013	
Grade parking and walking path areas and install and compact gravel	Town 11/1/2013	11/20/2013	
Place top soil for grass areas	Town 11/20/2013	11/22/2013	Dependent on rough grading
Fence installation (contractor installation)	Dog Park 11/27/2013	11/27/2013	
Purchase and installation of dog bag receptacles	Dog Park 11/27/2013	11/27/2013	
Design and installation of pavers	Dog Park 11/27/2013	11/27/2013	
Plant Seed (assumes fast growing hydroseed)	Dog Park 4/25/2014	4/25/2014	Dependent on grading and top soil. Need 1 month to germinate
Foot bridge material purchase and installation	Dog Park 10/1/2013	5/17/2014	
Purchase and installation of water receptacles	Dog Park 10/1/2013	5/17/2014	
Create and install signage	Dog Park 10/1/2013	5/17/2014	
Purchase of trash receptacles	Dog Park 10/1/2013	5/17/2014	
Purchase of materials and installation of walkway	Dog Park 10/1/2013	5/17/2014	
Purchase and placement of seating inside and outside of park area	Dog Park 12/2/2013	5/17/2014	
Secure and install plantings inside and outside the park area	Dog Park 4/25/2014	5/17/2014	
Open Ceremony for Park	Dog Park 5/30/2014	5/30/2014	Weekend after Memorial Day
Phase II			
Sidewalk installation	Town TBD	TBD	
Additional dog park shading opportunities	Dog Park TBD	TBD	



Special Acknowledgements

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- Planning and Zoning
- Wetlands Commission
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- Wolcott Dog Park Committee

