

**PARKS AND RECREATION AND
ACQUIRED FACILITIES COMMISSION**

Regular Meeting

December 4, 2017

Council Chambers, Wolcott Town Hall

7:00 p.m.

Page 1 of 4

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, Steven Lagasse, Harry Najarian, Jared Kosky, and Carl Dambrauskas

MEMBERS ABSENT: Jeffrey Stango

ALSO PRESENT: Taxpayer: David Porter; Reggie Payne; et al.

APPROVAL OF MINUTES:

• **October 16, 2017 – Rescheduled Regular Meeting**

Upon **MOTION** by Harry Najarian, seconded by Steven Lagasse, it was unanimously voted to **approve** the minutes of the October 16, 2017 Rescheduled Regular Meeting.

CORRESPONDENCE (on file):

1. Letter dated November 16th from Mayor Dunn Regarding 2018-2019 Budget Development
2. P&R Expenditure Report as of 11-29-17 (Dept. 521)
3. Program Support Summary as of 11-29-17
4. Scovill Walking Trail Sub-Committee Notes dated 10-23-17
5. Program Support Request from Wolcott Junior Basketball in the amount of \$9,000
6. Program Support Request from Wolcott Early Childhood and Infant & Toddler Programs in the amount of \$3,150

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Page 2 of 4

MINUTES

7. Proposed Expenditure & Revenue Budget for 2018-2019 (Dept. 521)

8. Proposed Expenditure & Revenue Budget for 2018-2019 (Dept. 30)

9. Acquired Facilities Financial Reports as of 11-28-17 (Dept. 30)

10. Program Support Summary as of 11-29-17

11. Program Support Request from the Wolcott Youth Athletic Association (WYAA) in the amount of \$7,500

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

No taxpayers came forward.

STAFF REPORTS/ PURCHASE ORDER REQUESTS: {Woodtick Recreation Area Director; P&R Program Director}

There were no reports or purchase order requests.

SUB-COMMITTEE REPORTS: WALKING TRAIL UPDATE:

Mr. Lagasse reported the following:

- The trail has been built up along Munson Road
- The last stage is mounting the decking hardware along the culvert
- The decking material has to be ordered
- It will take the Town Crew a couple of days to install; it should be done by the spring and the pressure treated decking will go up which will open up the passage for the users of the trail to stay off of the road

OLD BUSINESS:

1. Park Maintenance Items

There was nothing new to report.

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Page 3 of 4

MINUTES

2. Baseball Association of Wolcott (BAW) Lease

There was nothing new to report. Chairman Cordeau suggested that they remove this item from the agenda; it has been on for about three years with no action taken. Discussion transpired as to whether the Town would be subject to any liability with no lease in place.

It was requested that the Secretary send another letter to the Town Attorney inquiring about liability.

NEW BUSINESS:

1. Program Support Allocations

Upon **MOTION** by Harry Najarian, seconded by Carl Dambrauskas, it was unanimously voted to **allocate from line item #5820 \$9,000 to Wolcott Junior Basketball, \$6,500 to the Wolcott Youth Athletic Association, and \$3,150 to Wolcott Early Childhood & Infant & Toddler Programs** for Program Support for FY 2017-2018 (see attached).

2. Prepare FY 2018-2019 Budget Request for Department #521 (Park & Rec.)

Upon **MOTION** by Harry Najarian, seconded by Steven Lagasse, it was unanimously voted to **submit** the proposed budget for Dept. 521 for FY 2018-2019 in same amount as the current fiscal year.

3. Prepare FY 2018-2019 Budget Request for Department #30 (Acquired Facilities)

Upon **MOTION** by Steven Lagasse, seconded by Jared Kosky, it was unanimously voted to **submit** the proposed budget for Dept. 30 for FY 2018-2019 in same amount as the current fiscal year.

ITEMS FOR NEXT AGENDA:

- Park Maintenance Items
- Program Support Allocations

TAXPAYERS' TIME:

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Page 4 of 4

MINUTES

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1. **David Porter, of 2 Woodgaite Drive**, came forward and requested if the Jehovah's Witnesses can place mobile literature carts on the walking trail.

Chairman Cordeau advised that it would be a violation of Ordinance #41, which states what is allowed and not allowed on all Town owned open spaces and parks. He also noted that they made the same request a few years back requesting to place the carts at Peterson Park and the Commission sent a denial letter with a copy of the ordinance.

2. **Reggie Payne, of 3269 East Main St, Waterbury**, came forward and elaborated about what they would like to do. He noted that they were given permission at the 'One Clean Day of Fun' Event at Frisbie and at the Wolcott Fair. He requested if the Commission can suggest any other venues for them.

Chairman Cordeau noted that the people in charge of those events gave permission for a booth or carts for that event, which is different than just placing literature carts on town property throughout the year. The Commission advised that the Town Council is in charge of ordinances and that the Commission must abide by them. They suggested to address it to the Town Council.

EXECUTIVE SESSION:

No Executive Session was held.

ADJOURNMENT:

Upon **MOTION** by Robert Sherman, seconded by Harry Najarian, it was unanimously voted to **adjourn** the meeting at 7:32 p.m.

APPROVED:


Elizabeth Gaudiosi
Commission Secretary


Carl Dambrowski
Chairman
Park & Recreation Commission

Scovill Walking Trail Subcommittee

10/23/17 Meeting Notes

The meeting was called to order at 6:10 p.m.

Attendees: Steven Lagasse, Ron Cordeau, Bill Tynan

Also in attendance: Richard Tucker, Mark Garrigus and Mark Possidento

The meeting began with a discussion of the senior trail rides. The group was pleased with the overwhelming response and pleasurable experience for the seniors. Over 225 seniors participated.

A total of nine benches have been built and placed along the trail. Discussion followed as to placement. The intent was to space the benches out evenly along the trail. In addition to the spacing requirements, they were placed in spots where the best natural viewing could take place. At this time there are no additional benches planned although some groups have made inquiries.

Discussion followed on the remaining balance (\$21,178.74). Improvements to the Kiwanis site are planned, including a secondary gate to prohibit trail users from traversing the campsite. Possible fencing bordering the property was discussed however this may be a challenge drilling fence posts in that area. The group discussed leasing a service vehicle.

Pedestrian safety along Nichols road was discussed. Mr. Possidento mentioned prefabricated walkways can be installed over the lower spillways. This would improve pedestrian safety and naturally connect to the expanded fence area along Woodtick Recreation.

The Munson Rd pedestrian safety work was discussed. Mr. Garrigus described the process by which the decking on the culvert would be fabricated and built. Railings are also planned for the entire length. This would take approximately two weeks to complete. Once the water is lowered, the work can commence. The targeted completion timeframe is mid-December. This section of the trail is funded through the DEEP grant.

Mr. Tynan asked if the parking on Boundline Rd can be expanded.

The meeting adjourned at 7:20 p.m.

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 JUNIOR BASKETBALL

Organization Address:
40 Patricia Lane Wolcott CT

Organization Point of Contact: ROBYN F. LAWLOR
Phone Number: 203-509-8969

Tax ID Number (if any):

Cash/Checking Balance as of:	12/31/2016	3/31/2017	6/30/2017	9/30/2017	
	\$21,300.00	\$3,900.00	\$2,900.00	\$906.00	
Revenue	2014	2015	2016	3 Yr Total	%
Registration Fees - Resident	23,000	23,320	19,800	66,120	100.0%
Registration Fees - Non-Resident				0	0.0%
Total Registration Fees	23,000	23,320	19,800	66,120	71.0%
P&R Stipend	9,000	9,000	9,000	27,000	29.0%
Fundraising				0	0.0%
Miscellaneous				0	0.0%
Total Revenue	32,000	32,320	28,800	93,120	100.0%
Expenses					
Equipment/Uniforms	4,000	3,600	2,500	10,100	10.8%
Field Maintenance				0	0.0%
Fundraising				0	0.0%
Officiating	10,300	12,500	12,500	35,300	37.9%
Administration	1,400	1,450	1,500	4,350	4.7%
Player Awards & Banquets	3,300	2,900	2,500	8,700	9.3%
Other	12,000	11,000	9,500	32,500	34.9%
Total Expense	31,000	31,450	28,500	90,950	97.7%
Net Gain or (Loss)	1,000	870	300	2,170	2.3%

Enrollment	2015	2016	2017	3 Year Average
Residents	381	377	330	363
Non-Residents				0
Total				0

2017-2018 Program Request Amount: **\$ 9,000.00**

2017-2018 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 what's 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.

2016/2017 Expenses:

Our request for program funding was submitted in September. Our budget for September 2016/2017 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

2017/2018 Anticipated Expenses:

\$400 Insurance

\$600 Town of Wolcott Rental fee for Youth Center

\$200 Advertisement

\$650 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

Beth Gaudiosi

From: Sue Hale
Sent: Monday, December 4, 2017 12:51 PM
To: Beth Gaudiosi
Subject: RE: Program Support Request FY 2017-2018
Attachments: Wolcott-Scan_20171204121155.pdf

Parks and Recreation and Acquired Facilities Commission,

The Wolcott Youth Athletic Association continues to provide our children with a fun and instructional soccer program. Please see the attached Program Request Form which includes our 3 year Profit and Loss information and player enrollment.

The new regulations mandated by the US Soccer Federation and the US Youth Soccer Organization have required new goal sizes beginning this fall. Therefore, we had additional capital expenses to our club of approximately \$3,500. We also had a problem with our flower vendor for the Easter Flower sale and were not able to have one of our major fundraisers this year.

We respectfully request program support in the amount of \$7,500 to assist in balancing our budget for this Fiscal Year. We have been cutting expenses as much as possible and try to keep fees reasonable to our families while maintaining a quality program. Thank you in advance for your support.

Best Regards,
Sue Hale
WYAA Treasurer

Susan E. Hale
Municipal Finance Officer
Town of Wolcott
10 Kenea Avenue
Wolcott, CT 06716
(ph): 203/879-8100 x121
(f): 203/879-8106
Email: shale@wolcottct.org

From: Beth Gaudiosi
Sent: Wednesday, September 20, 2017 8:45 AM
To: BAW (baw@mybaw.org) <baw@mybaw.org>; Dave Desaulniers (dave@devonp.com) <dave@devonp.com>; Chuck Cammarata (sgtcamm@sbcglobal.net) <sgtcamm@sbcglobal.net>; Jim Pawlak (pawlak7@att.net) <pawlak7@att.net>; Rich Bartoli (info@wolcotteagles.com) <info@wolcotteagles.com>; Robyn Lawlor (Rflawlor@sbcglobal.net) <Rflawlor@sbcglobal.net>; Paul Maloney (phmaloney@sbcglobal.net) <phmaloney@sbcglobal.net>; Paul Maloney (phmaloney@sbcglobal.net) <phmaloney@sbcglobal.net>; Chuck O'Neil (chuckgoneil@gmail.com) <chuckgoneil@gmail.com>; Briana Daniele (briana0824@yahoo.com) <briana0824@yahoo.com>; Mike Whitney (mtwhitney7@gmail.com) <mtwhitney7@gmail.com>; Sue Hale <shale@wolcottct.org>; info@wolcotteagles.com
Cc: Bob Sherman (Bob06716@sbcglobal.net) <Bob06716@sbcglobal.net>; Carl Dambrauskas (dambrauskas@att.net) <dambrauskas@att.net>; Harry Najarian (hmnaj@aol.com) <hmnaj@aol.com>; Jared Kosky (jtk803@yahoo.com)

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 Athletic Association

Organization Address:

PO Box 6076, Wolcott, CT 06716

Organization Point of Contact: Paul Maloney

Phone Number: 203 558-1802

Tax ID Number (if any): 06-1492708

	12/31/2016	3/31/2017	6/30/2017	9/30/2017	
Cash/Checking Balance as of:	\$20,678.52	\$34,765.46	\$18,241.63	\$19,847.13	
Revenue	2015	2016	2017	3 Yr Total	%
Registration Fees - Resident	47,525	54,535	42,370	144,430	99.3%
Registration Fees - Non-Resident			985	985	0.7%
Total Registration Fees	47,525	54,535	43,355	145,415	73.6%
P&R Stipend	6,500	6,500	6,500	19,500	9.9%
Fundraising	5,767	5,429	2,681	13,877	7.0%
Miscellaneous	7,475	10,014	1,365	18,854	9.5%
Total Revenue	67,267	76,478	53,901	197,646	100.0%
Expenses					
Equipment/Uniforms	16,391	23,858	14,873	55,122	27.9%
Field Maintenance	2,956	9,478	9,911	22,345	11.3%
Fundraising (Exp netted with Rev)				0	0.0%
Officiating	6,865	7,860	5,555	20,280	10.3%
Administration	6,909	7,304	7,095	21,307	10.8%
Player Awards & Banquets	4,012	4,288	4,137	12,437	6.3%
Services-Coaching	25,100	10,015	6,150	41,265	20.9%
Other	5,013	6,780	6,274	18,067	9.1%
Total Expense	67,246	69,583	53,995	190,823	96.5%
Net Gain or (Loss)	22	6,895	(94)	6,823	3.5%

	2015	2016	2017	3 Year Average
Enrollment				
Residents	451	477	430	453
Non-Residents	14	1	10	8
Total	465	478	440	461

2017 - 2018 Program Request Amount: \$ 7,500.00

WOLCOTT TOWN COUNCIL

Taxpayers' Time
Sign-In Sheet

NAME (Please Print)

ADDRESS (Please Print)

David Porter 2 Woodgate Dr.

REGGIE LAWE 3269 E Main St

WINT F WATERBURY

Blank lined area for additional sign-ins.