

**PARKS AND RECREATION AND
ACQUIRED FACILITIES COMMISSION**

Regular Meeting

Monday, June 22, 2020

7:00 p.m.

REMOTE ZOOM WEBINAR

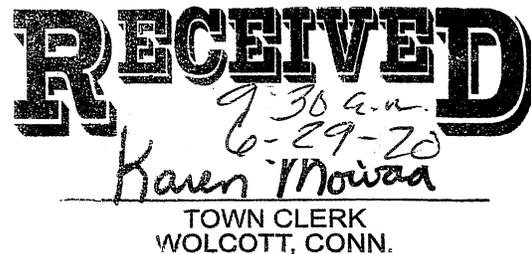
Webinar Link:

<https://us02web.zoom.us/j/89532565347?pwd=anlScndocFB0Y29ZbVloUk1mZUIlZz09>

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MINUTES

DRAFT



Note: These are summary minutes. A digital recording of this meeting is on file in Wolcott Town Hall, Commission Secretary's Office.

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

MEMBERS PRESENT: Chairman Carl Dambrauskas Vice-Chairman Jeffrey Stango, Karen Bosco, Dan DiVirgilio, Elyse LaChapelle, & Harry Najarian

MEMBERS ABSENT: Art Lerz

ALSO PRESENT: None

APPROVAL OF MINUTES:

- **Regular Meeting – March 2, 2020**

Upon **MOTION** by Dan DiVirgilio, seconded by Karen Bosco, it was unanimously voted to **approve** the minutes of the March 2, 2020 Regular Meeting.

CORRESPONDENCE (on file):

1. **P&R Expenditure Report as of 6-16-20 (Dept. 521)**
2. **Program Support Budget Cut for FY 2020-2021 in the amount of \$22,155**
3. **Blanket PO List for Park & Recreation (Dept. 521) – FY 2020-2021**
4. **Blanket PO List for Woodtick Recreation Area (Dept. 30) – FY 2020-2021**
5. **Reports from Woodtick Recreation Area Director (March-April-May)**
6. **Acquired Facilities Financial Reports as of 06-17-20 (Dept. 30)**

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

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No taxpayers came forward.

STAFF REPORTS/PURCHASE ORDER REQUESTS:

{Woodtick Recreation Area Director; P&R Program Director; P&R Dept.}

Woodtick Recreation Area Director:

Chairman Dambrauskas referenced the report submitted by Larry Pelletier covering the months of March, April, and May (**see attached**). He stated that if anyone has any questions, they can contact Larry directly or forward them to Beth. He added that Woodtick Recreation Area opened last week, and they passed the water test.

Karen Bosco advised that she has had no luck with the company that was supposed to repair the basketball courts. They keep saying they will come out and then they do not show up. This is the only company out of four who even returned her call.

Chairman Dambrauskas advised that this is the first time ever that they ran a deficit at the end of the year due to the beach being closed and all the pavilion cancelations. He noted they must be extra cautious with regard to any kind of spending.

SUB-COMMITTEE REPORTS: {Sub-Committee for Geese Abatement • Sub-Committee to Formalize Job Description/Employment Requirements for Woodtick Recreation Area Director • Sub-Committee for ADA Improvements}

❖ **Sub-Committee for Geese Abatement**

Chairman Dambrauskas stated that the Goosinator is being used; he has requested a schedule from Larry but he has not received yet. It appears to be effective when used. Lengthy discussion followed regarding the use of the Goosinator.

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❖ **Sub-Committee to Formalize Job Description/Employment Requirements for Woodtick Recreation Area Director**

Chairman Dambrauskas noted that they have not yet met.

❖ **Sub-Committee for ADA Improvements**

Karen Bosco advised that they have met at the area. This project would be very expensive. It will cost \$4,000 just to install a sink. She looked into a self-contained portable sink for \$600-\$700. It will cost over \$4,000 just to build a room. Rainbow Day Camp is canceled this year due to COVID-19, so they have time. Brief discussion followed.

OLD BUSINESS:

1. Park Maintenance Items

There was nothing new to report.

2. Discussion Regarding Kiwanis Lease

Chairman Dambrauskas stated that this item can be removed from the agenda.

3. Discussion Regarding Walking Trail Clean-Up

Karen Bosco advised that they cannot empty the top and bottom at the same time. In the fall they lower it, so hopefully they can get it done soon. It appears that they only need the top to be lowered.

NEW BUSINESS:

1. BLANKET PO LIST FOR WOODTICK RECREATION AREA (Dept. 30) – FY 2020-2021

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Upon **MOTION** by Karen Bosco, seconded by Dan DiVirgilio, it was unanimously voted to **approve** the Blanket PO List for Woodtick Recreation Area for FY 2020-2021 (**see attached**).

2. BLANKET PO LIST FOR PARK & RECREATION (Dept. 521) – FY 2020-2021

Upon **MOTION** by Jeffrey Stango, seconded by Dan DiVirgilio, it was unanimously voted to **approve** the Blanket PO List for Park & Recreation for FY 2020-2021 (**see attached**).

At this time, Mr. Dan DiVirgilio questioned if they are allowed to do fundraising for some of the Town buildings and facilities. He gave the example of raising funds for handicapped bathroom for Rainbow Day Camp. Discussion followed as to whether it is allowed and/or legal. Chairman Dambrauskas asked if Mr. DiVirgilio can briefly write this up and email to Beth. She can then forward to the Town Attorney.

Upon **MOTION** by Karen Bosco, seconded by Carl Dambrauskas, it was unanimously voted to **add** 'Establish Program Support Sub-Committee' to the agenda.

3. Establish Program Support Sub-Committee

Karen Bosco noted that since the program support line item has been cut about in half, they should try to figure out a formula to disperse the decreased funds.

The Commission agreed that they should establish a sub-committee for program support. Chairman Dambrauskas next appointed the following individuals to the sub-committee:

Karen Bosco

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Dan DiVirgilio

ITEMS FOR NEXT AGENDA:

- Park Maintenance Items

TAXPAYERS' TIME:

No taxpayers came forward.

EXECUTIVE SESSION:

No Executive Session was held.

ADJOURNMENT:

Upon **MOTION** by Karen Bosco, seconded by Dan DiVirgilio, it was unanimously voted to **adjourn** the meeting at 7:34 p.m.

March 2020

We have 52 Pavilion rental contracts
We normally get between 50 to 55 contracts
per year. We are working on collecting
deposits or full payment.

Repairs for this coming year.
Chains that hold the dock in place.
Legs that hold up the 2 slides.
Driveway repaired or replace
Basketball court to be repaired
Painting of many areas.
Some tree removal
Some ground work to repair water runoff.
Handicap assessable bathroom and walkway

I was in contact with the State of Connecticut
about our water startup procedures.
Everything was fine last year.
I have Barlow Pump taking care of well
chlorination and testing of the water, they
will send in all the paper work to the State

I only received 1 quote on the light replacement
down at the Pavilion area.
I need to work on quotes for repair or replacement
of driveway.

Working on a list of lifeguards some need to
be recertified

I have purchase Bird Repellent to see if it
will help control the geese.

2 New Flags

Thankyou Larry Pelletier

April - May 2020

We had to cancel all Pavilion rental for the Month of May.

Planning on draining the water so we can replace the chains that hold down the dock.

Well at the Pavilion has been repaired to the State of Conn. survey.

All water has been turn on, had Barlow Pump test the water, water has be approve, sent out water result to the State of Conn.

Still working on getting the driveway and basketball court repaired.

Working on the replacement of some of the lights looking at getting a rebate from EverSource.

Working with the town crew on some upgrades to the lawn area.

Having a hard time finding a way to train and recertified lifeguards. everything is shut down.

Thank you Larry Pelletier

**WOODTICK RECREATION AREA
FISCAL YEAR 2020-2021
BLANKET PURCHASE ORDERS**

Dept. 30

<u>PO#</u>	<u>Vendor #</u>	<u>Vendor</u>	<u>Account #</u>	<u>\$ Amount</u>
			LEGAL & CONSULTING	
			30-8-800-3-3200	
			Maximum in Line: \$500	
	0039000	WOLCOTT COMMUNITY NEWS	"	\$300
			Total Encumbered in Line	\$300

			MAINT-EQUIPMENT	
			30-8-800-4-4400	
			Maximum in Line: \$5,500	
	0043742	BARLOW PUMPS & SUPPLY	"	\$1,500
	0046764	BSN SPORTS	"	\$500
	0001464	CT FIRE EQUIPMENT	"	\$500
	94520	LINCOLN AQUATICS	"	\$500
	0041194	GAMBINO PLUMBING	"	\$1,000
			Total Encumbered in Line	\$4,000

			MAINT. REPAIR-BUILDING	
			30-8-800-4-4420	
			Maximum in Line: \$9,000	
	0012832	ADVANCED WATER SYSTEMS	"	\$1,000
	0046141	HOME DEPOT	"	\$2,500
	0014077	JOE PAULO, LLC	"	\$500
	0042495	RAYMOND'S LUMBER	"	\$1,200
	0042851	SUPERIOR EQUIP & SUPPLIES	"	\$1,200
	0051416	THE PRINT SHOP	"	\$600
	0000606	WOLCOTT SANITATION	"	\$800
	0043475	WOLCOTT POWER EQUIP.	"	\$600
			Total Encumbered in Line	\$8,400

			SNACK BAR SUPPLIES	
			30-8-800-4-4465	
			Maximum in Line: \$9,500	
	0032402	COCA-COLA	"	\$1,500
	0018276	FRANKIES FAMOUS FOODS	"	\$500
	0014195	NAPOLI FOODS	"	\$2,900
	0050235	PAT'S IGA	"	\$600
	0052499	TWO BROTHERS ICE CREAM	"	\$2,000
	0007795	Larry Pelletier (BJ's Wholesale)	"	<u>\$2,000</u>
			Total Encumbered in Line	\$9,500
			MAINT. SUPPLIES	
			30-8-800-4-4466	
			Maximum in Line: \$1200	
	0007795	Larry Pelletier (RESTAURANT DEPOT)	"	\$1,000
	0043475	WOLCOTT POWER EQUIP.	"	<u>\$200</u>
			Total Encumbered in Line	\$1,200
			OPERATIONAL EXPENSE	
			30-8-800-4-4950	
			Maximum in Line: \$2,400	
	0043742	BARLOW PUMPS & SUPPLY (Water Testing)	"	<u>\$400</u>
			Total Encumbered in Line	\$400
			OFFICE SUPPLIES	
			30-8-800-5-5100	
			Maximum in Line: \$700	
	16054	SUBURBAN STATIONERS	"	\$400
	0007795	Larry Pelleiter	"	<u>\$300</u>
			Total Encumbered in Line	\$700

