

THESE MINUTES ARE SUBJECT TO THE APPROVAL BY THE PARKS AND RECREATION COMMISSION.

The Parks and Recreation Commission held a regular meeting on Tuesday, November 14, 2017 in the Conference Room, 3 Main Street in Newtown, CT.

The meeting was called to order by Chairman Ed Marks at 6:02 pm.

Present: Edward Marks, Patrick Barczak, Linda Hess, Warren Spencer, Vincent Yanni, Jr., PJ Yochum

Absent: Maureen Crick Owen

Staff Present: Amy Mangold, RoseAnn Reggiano, Carl Samuelson

Public: None

Acceptance of Minutes:

Motion

Commissioner Warren Spencer made a motion to accept the Minutes from the October 10, 2017, Commission Meeting. Commissioner Patrick Barczak seconded the motion, which was carried unanimously.

Old Business:

- *Surcharge:*
Mr. Marks referred back to the October 10th commission meeting when Mr. Samuelson's requested \$10,000.00 from surcharge, representing the contribution from Babe Ruth Softball, to complete the Liberty Field project. At that time, the commission was not prepared to approve the request and was awaiting the *Memorandum of Understanding*, from Babe Ruth Softball. Parks and Recreation in the meantime, did approve \$7,500.00 from surcharge in October 2017, which was the balance of the amount originally committed by P&R. Parks and Recreation did receive the *Memorandum of Understanding* in November 2017, with the first check of \$5,000.00, which was put into the P&R surcharge account. The second check of \$5,000.00 is due the end of February 2018. The commission agreed to cover the remaining cost of the project, that will eventually be funded by Babe Ruth Softball.

Motion:

Commissioner Patrick Barczak made a motion to approve using \$10,000.00 out of surcharge to finish up the Liberty Field project, in anticipation of receiving the funds from Babe Ruth Softball, as outlined in *Memorandum of Understanding*, between Town of Newtown Parks and Recreation and Newtown Babe Ruth Softball, Inc. Commissioner PJ Yochum seconded the motion, which was carried unanimously.

Director's Report:

RoseAnn Reggiano, Assistant Director of Recreation:

- Ms. Reggiano stated that P&R received \$3,695.56 from the Food Truck Festival. The event was cosponsored with the Chamber and NYA. The money P&R received went into the camp scholarship account.
- The Fall Carnival/Festival was an amazing event, which P&R made \$17,831.00 after expenses. Ms. Reggiano went on to thank all the commissioners and employees that volunteered at the Carnival. There were roughly between 5,000 and 6,000 people that attended the Carnival, over the 3 days. The money was meant to be put into the Parks and Recreation Gift Fund, but was put into the Parks and Recreation revolving account per Mr. Bob Tait, Finance Director. After much discussion amongst the commissioners regarding the proceeds from the Carnival, they agreed to put the money into the Gift Fund.

Motion:

Commissioner PJ Yochum made a motion to donate \$17,831.50 that was made at the Fall Carnival, to the Newtown Parks and Recreation Gift Fund, as was advertised. Commissioner Warren Spencer seconded the motion, which was carried unanimously.

- The Halloween Party for age 8 and under was held on Wednesday, October 25th at the Fairfield Hills Pavilion. Approximately 90-100 little goblins attended and enjoyed an interactive dance group, built scarecrows, and went on hayrides on the trails. Ms. Reggiano stated that it is a terrific place to hold events and they would be able to hold more events, if there were lights and electricity at the pavilion. (37 bags of candy were donated by party goers to donate to Main Street home owners for Halloween)
- The 5th/6th grade Halloween Party was held at the Teen Center on Friday, October 27th. It was another sold out event, with 100 tickets being sold. The children enjoyed an evening of dancing to music provided by a DJ and taking pictures in the photo booth.
- Ms. Reggiano explained to the commission that P&R was the donation center for Halloween candy that was donated to Carluzzi's, Big Y and from the general public. Ms. Mangold, Ms. Chernoff and Ms. Pavia-Loomis delivered over 250 bags of candy to the homeowners on Main Street.
- The Howl O' Ween party was held on Saturday, October 29th, at the Dog Park. Approximately 100 dogs were dressed up for Halloween and partook in a costume contest. The event raised \$705.00 for the Dog Park. The giveaway gifts were donated by: Mount Pleasant Hospital for Animals and Agway.
- The Turkey Toss was held at the Newtown Middle School on Friday, November 3rd. Approximately 30 people attended the event, which raised \$200.00, to go towards the camp scholarship.
- Ms. Reggiano and Ms. Mangold met with the new Victory Garden committee and discussed working together on the Victory Garden Party in May 2018.
- Ms. Reggiano presented to the commission the fees for summer 2018. The team changed the pool pass fees to \$200.00 for a family of 4 people. The fee for additional family members is \$25.00 per person. See *attached fees documents #1*

Motion:

Commissioner PJ Yochum made a motion to approve Eichler's Cove fees for 2018, as presented. Commissioner Warren Spencer seconded the motion, which was carried unanimously.

Motion:

Commissioner Patrick Barczak made a motion to approve fees for 2018 (summer camp, pavilion rentals, pool passes, boat launch, Teen Center), as presented. Commissioner Vincent Yanni seconded the motion, which was carried unanimously.

Carl Samuelson, Assistant Director of Parks: see attached report #2

- Mr. Samuelson shared with the commission that he attended the Fairfield Hills Authority meeting to discuss the Babe Ruth shed and give an update on Glander Field. Babe Ruth has requested to paint the shed that was built for Glander Field a dark red vs the dark green or brown that was suggested. Fairfield Hills Authority is not opposed to the dark red paint color, but waiting for final approval from Mr. George Benson. Sgt Jeff Silver from the Newtown Police was also in attendance at the Fairfield Hills Authority meeting and discussed event security on the Fairfield Hills campus. There was much discussion on ideas to secure the perimeter of the Fairfield Campus during future events.

Amy Mangold, Director of Parks and Recreation:

- Ms. Mangold shared with the commission that there has been a 6th amendment to the NYA lease. P&R now has 1,100 hours to rent at the discounted rate, which is less hours than previous years, but is the perfect amount of hours needed. P&R pays per hour from the revolving account on a monthly basis depending the number of hours used. At the end of the year, Parks and Recreation is then responsible to pay for any hours not used up to the 1,100 hours agreed upon.
- The Parks and Recreation office is upgrading the RecTrac software in January, 2018. The office is currently working on a test program and becoming proficient with the new platform. Ms. Mangold stated that with the updated system, the staff will be able to run different reports, which will include graphs.

- Mr. Marks requested that two to three commissioners volunteer to form a subcommittee to work with Mr. Bob Tait, Finance Director and the P&R Department, to come up with a report that shows all the revenue accounts. Mr. Barczak requested to see reports quarterly for the 4 major accounts: surcharge, Eichler's Cove, general and revolving accounts.
- Ms. Mangold explained to the commission that there was another major leak in the P&R office. The urinals overflowed in the police department's men's room and leaked through the ceiling onto the work areas in the P&R office. This was caused by a water source that didn't shut off properly. This is the 5th or 6th time this has happen and is cause for a chaotic and disruptive environment for the P&R staff. Mr. Marks has requested that Ms. Mangold report to commission next month on the steps taken by the Town to ensure that the work space is safe to occupy and that there is no mold, etc.

New Business:

- Budget:
Ms. Mangold gave each commissioner a copy of the: *Parks and Recreation working 2018 – 2019 Annual Budget; Capital Infrastructure; and Capital Equipment*. Ms. Mangold went through her report and discussed some of the changes she has added. One item Ms. Mangold has added to the budget and wanted to discuss with the commission, is the request for a new Recreation Supervisor position and explained that this is a position that is needed now for the department. The programing and special events have grown over 50% with one employee still managing all of the programing for the P&R department. Ms. Mangold's report also shows that Parks and Recreation represents approximately 2% of Newtown's overall budget for 2017 – 2018. P&R is a large department with a lot of responsibilities and represents a small portion of the overall budget. The commission also discussed the list of items included in the Capital Infrastructure and Capital Equipment. *See attached #3*

Correspondence: None

Motion:

Commissioner Vincent Yanni, Jr. made a motion to adjourn the meeting at 8:50 pm. This motion was seconded by Commissioner Patrick Barczak, which was carried unanimously.

The next regular meeting is scheduled for Tuesday, December, 12, 2017 at 6:00 pm in the Conference Room located at 3 Main Street, Newtown, CT.

Submitted by,

Gabriella Chernoff, clerk

#1

Kayak Storage @ Eichler's Cove – check with commission for fees, wanted even numbers

Fee + CT State Use Tax

Resident Fee \$75.00 + \$4.76 = \$79.76

Non-Resident \$150.00 + \$9.53 = \$159.53

EICHLER'S COVE MARINA FEES (Not available online.) Last increase was 2017

Marina Slip Season - May 12th to October 14th, 2018

Marina Slip Rentals

Newtown residents

Fee + CT State Use Tax

19 ft and under \$1,100.00 + \$69.85 = \$1,169.85

over 19 ft \$1,350.00 + \$85.72 = \$1,435.73

Non-residents

19 ft and under \$1,400.00 + \$88.90 = \$1,488.90

over 19 ft \$1,650.00 + \$104.78 = \$1,754.78

Jet Ski Slips

Newtown residents \$700.00 + \$44.45 = \$744.45

Non-residents \$900.00 + \$57.14 = \$957.14

Early Bird Special for returnees by March 3rd – Last year rate

Newtown residents

Fee + CT State Use Tax

19 ft and under \$1,076.00 + \$68.33 = \$1,144.33

over 19 ft \$1,339.00 + \$85.03 = \$1,424.03

Non-residents

19 ft and under \$1,348.00 + \$85.60 = \$1,433.60

over 19 ft \$1,623.00 + \$103.06 = \$1,726.06

All good

Next Year better discount for 2019

Summer 2018 Recommended Dates and Fees

#1

Day Camp last increase was in 2015

Day Camp – 7 Weeks (No camp July 4th)

June 25th to August 10th**Treadwell**

\$165.00 weekly; increase by \$5.00

Week of July 4th; only 4 days of camp; Fee \$132.00 increase by \$2.00

7 weeks fee \$1,000.00; increase by \$15.00

Non-Resident Fee – No increase\$220.00 per week; Week of July 4th \$176 per week; 7 weeks \$1,350.00**Dickinson**

\$150.00 weekly; increase \$10.00

Week of July 4th; only 4 days of camp. Fee \$ \$120.00 increase by \$8.00

7 weeks fee \$915.00; increase \$65.00

Non-Resident Fee – No increase\$200.00 per week; week of July 4th \$160.00; 7 weeks \$1225.00**Treadwell Pool and Eichler's Cove Beach – Fees remain the same as last year (increased 2014)****With the exception of limit of family pool passes to 4 people, each additional member \$25.00****Resident**

Family \$200.00 (limit to 4 people)

Individual \$75.00

Day pass \$15.00

Daily pass \$50.00 (6 visits)

Non-Resident

Family \$400.00 (limit to 4 people) each additional member \$50.00

Individual \$150.00

Day Pass \$30.00

Daily Pass \$100.00(6 visits)

Lost swim passes

\$15.00 per card-residents, increase \$5.00, has been \$10 for years.

\$25.00 per card-non-residents, increase \$5.00 has been \$20 for years.

Pavilion Reservations - (increased 2014)

Eliminate the 4 hour limit,

Treadwell and Dickinson – No increase, increase in 2017

Newtown Residents \$50.00 deposit and \$200.00 rental fee

Non – Residents \$50.00 deposit and \$375.00 rental fee

Businesses \$50.00 deposit and \$450.00 rental fee

Newtown Non-profits groups \$250.00 rental fee

Anyone renting Treadwell, has option to use pool at \$8.00 per head, must be paid before event.

Non Resident Fee \$13.00

#1

Dickinson Band Shell – fees remain the same as last year

Newtown Residents	\$50.00 deposit and \$175.00 rental fee– after 4 hours \$45 per hour
Non – Residents	\$50.00 deposit and \$350.00 rental fee – after 4 hours \$90 per hour
Businesses	\$50.00 deposit and \$425.00 rental fee– after 4 hours \$110 per hour

Eichler's Cove Picnic Area

Newtown Resident	\$125.00 picnic area increase by \$25.00 \$200 picnic area and beach plus \$12/hr. per lifeguard (Up to 29 people need 2 lifeguards) (30 or more 1 additional lifeguard per 10 guests) \$50.00 deposit
Non- Resident 2015 1 st year	\$250.00 picnic area increase by \$50.00 \$400 picnic area and beach plus \$12/hr. per lifeguard (Up to 29 people need 2 lifeguards) (30 or more 1 additional lifeguard per 10 guests) \$50.00 deposit

Fairfield Hills Pavilion

Newtown Residents	\$50.00 deposit and \$75.00 rental fee
Non-Residents	\$50.00 deposit and \$150.00 rental fee
Businesses	\$50.00 deposit and \$250.00 rental fee

Boat Launch – April 10th to October 15th

Resident	Lake Lillinonah and Eichler's Cove – same fee as last year Fee for both \$125.00
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If return key from last year, receive a \$10.00 off this year's launch fee.

Non-Resident 2015 1 st year	Lake Lillinonah and Eichler's Cove – same fee as last year Fee for both \$250.00
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2015 1st year

Fees remain the same

Non-Resident Permit \$150. For season or \$20 day parking pass available online only.

If non-resident wants to use boat launch or Eichler's Cove Beach they will also need to purchase launch and beach passes

Winter Swim at Newtown High School Information

Resident Family passes	\$75.00	Non-Resident	\$150.00
Resident Single passes	\$30.00	Non-Resident	\$60.00
Resident Senior	Free	Non-Resident Senior	\$30.00

Teen Center Rental (4 hour limit)

\$200.00 increase \$50.00; non-residents \$400.00

Available Friday, Saturday and Sunday

TOWN HALL SOUTH
3 MAIN STREET
NEWTOWN, CT 06470
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#2
CARL SAMUELSON
ASSISTANT DIRECTOR, PARKS

TOWN OF NEWTOWN

PARKS AND RECREATION DEPARTMENT

PARKS AND FIELDS REPORT

TO: Newtown Parks and Recreation Commission,
Amy Mangold, Director

FROM: Carl Samuelson, Assistant Director – Parks

DATE: November 14, 2017

RE: Monthly park update and field report

All of our portable toilets have been removed as grass fields close Nov. 15 for use. Tennis nets will come down soon and our focus will turn to tree, trail and winter projects.

Dickinson Park: Many of the playground parts we were waiting for have arrived and have been installed. We are still waiting for a few items.

All of the plumbing and irrigation systems have been winterized. The bathrooms are closed for the season.

A few more donated trees have been planted here as well, and many of the native buffer zones have been cut for the season.

Newtown Middle School: The newly seeded area continues to fill in and is looking good. Dormant fertilizer has been applied to all of the athletic fields here.

Orchard Hill: No new news here.

Lake Lillinonah: The dock has been removed for the season and we met with Stantec on master plan ideas. The boat ramp was graded when the water level was down.

Glander Fields: Things are looking good here. All of the irrigation has been winterized. The shed has been built by NYB. We have planted one more donated tree here to fill in an open area. The independent field review was completed here as well. All fall dormant feeding has also been completed.

Liberty Fields: Upper liberty remains in good shape. Lower liberty items continue to be completed per the memorandum of agreement. The field was used for the last few weeks of the season by NBRBS. We have been planting some donated shrubs here this week to define what will be the new walking path down to Barbs Trail. We will also be prepping a base to move the shed from Dickinson to lower liberty. Dormant feeding has been completed on both fields.

Oakview: The irrigation and acid injection systems have been winterized here. Fall dormant feeding has been completed as well. Wintergreen will be applied here in the next two weeks.

#2

Tilson Field: The hill has been cut here and the irrigation has been winterized.

Treadwell Soccer/Softball: All of the irrigation here has been winterized and the Treadwell backstop will have some needed repairs in coming weeks.

Walnut Tree: No new news here.

Fairfield Hills: The Street Scape project is complete. We have planted a number of additional donated trees on the campus, especially along Wasserman Way.

NHS Fields: These fields are still seeing slight use by the High School but our use ends tomorrow. These fields have all been dormant fed and will get a preventative snow mold application in the next month.

Dog Park: The new equipment was installed in the small dog area. The water play area has been winterized and a couple more donated trees were planted here as well.

Treadwell Park: The pool has been covered and fully winterized. All of the bathrooms have been closed and winterized as well. Leaf cleanup continues and the tennis nets will come down next week. Some fencing work to complete the parking lot project will be completed soon as well as installation of a tennis practice wall which should be here soon. One of the birch trees that did not survive the summer was replaced at the tennis courts.

Eichlers Cove Marina: All of the docks have been removed and stacked for the season. The water system here has been winterized as well. The end of the boat ramp was graded when the water level was low here.

Staff:

- 288 hours of vacation/sick/personal/injury/discipline hours were used out of 2200 potential work hours in the past month. This represents a 13% loss in workforce.

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CARL SAMUELSON
ASSISTANT DIRECTOR, PARKS

#3

Draft 2018-19

TOWN OF NEWTOWN

PARKS AND RECREATION DEPARTMENT

*Capital
Infrastructure*

1. Security Camera and monitoring system at Treadwell Park-Install comprehensive security system and cameras at Treadwell Park- \$85,000
2. Gates and wall repair at Orchard Hill-New gate and stone wall repair at Orchard Hill nature preserve. \$11,000
3. Generator install at shop. - Install old Sandy Hook School generator at shop. This will keep building fully functional during times of outage as well as allow us to operate as commodities distribution center during emergency events as outlined in the Town Emergency management Plan. \$38,000.00
4. Skatepark Maintenance & Expansion-Refurbish certain park components and install new quarter pipe feature. \$60,000
5. Disc Golf Course at Treadwell Park-Based on plan provided by Explore Disc Golf, benefits of course would provide healthy passive recreation and take advantage of underutilized space at/near Treadwell Park \$25,000
6. Install Power/irrigation at Walnut Tree Install electricity to Walnut Tree field complex for irrigation and security purposes. Some irrigation components from SHES will be repositioned here to save money. \$29,000.00
7. Watertown field #2 renovation-Renovate second field at Watertown as was done to #1. \$45,000.00
8. Fuel tanks at shop-Install Convault split tank at shop for gas and diesel needs with integrated fuel control system. We currently fill bulk tanks multiple times per week and suffer from incredible inefficiency and fuel quality issues. Tanks would/could serve other Town services as well. \$85,000
9. Lightning Detection System Expansion. - Phase 3 of 3 Continue to expand on existing detection system to incorporate more athletic fields. \$18,000

10. **Eichlers Cove**- Replace failing gangplank section of dock with same quality dock gangplanks as rest of facility. Portion of existing gangplank to be repurposed for kayak use or extending Lake Lillinonah platform. **\$45,000**
11. **Eichlers Cove** -Install comprehensive security system and cameras at Eichlers Cove- **\$45,000**
12. **Pocket Park Study**- Study to access needs, location & Equipment for possible pocket parks in Newtown (Fairfield Hills, Hawleyville & Dodgingtown areas). **\$30,000**

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CARL SAMUELSON
ASSISTANT DIRECTOR, PARKS

Draft budget
2018-19

TOWN OF NEWTOWN

#3

Capital Equipment

PARKS AND RECREATION DEPARTMENT

1. Toro 5910 Lease -Annual lease payment #4 of 5 for 16ft wide area rotary mower \$24,500.
2. Vehicle leases-Annual lease payment#4 of 5 for 2 vehicles acquired in 15/16 FY. \$35,000.
3. Toro 4700 Lease- Annual lease payment #3 of 5 for 14ft rotary acquired in 16/17 FY \$14,500
4. Chrysler Pacifica-Annual lease payment #2 of 4 for office van acquired in 17/18 FY \$7000
5. Additional fleet vehicle- F350 heavy duty 4x4 or similar pick up truck with plow for Park Operations Supervisor. With added employee this past year, and aging fleet of trucks that see increased down time, additional vehicles are needed to complete our daily operations. The existing POS vehicle will be utilized by new maintainer. \$65,000
6. Grooming equipment trailer-Enclosed replacement trailer for transporting our daily grooming equipment. Current trailer is 14 years old and coming apart at the seams, literally. \$9,000
7. Cut off saw/Weed Eaters/Back Pack Blowers-Gas cut off saw, weed eaters and back pack blowers to replace old units that are beyond repair. Existing units would require almost as much in parts as new units cost. Weed eaters and blowers are used in the daily maintenance of parks, fields and Town buildings. \$5,000.00
8. Sidewalk Snow Plow for FFH- Outfit existing equipment snow removal equipment to keep up with increased department demands on the FFH campus. With the opening of the ambulance garage and daily expectations for walk clearing this equipment will allow for efficient walk clearing as we cannot currently keep up. \$23,000.00
9. Tractor Rental -Rental of turf tractor during times of seasonal demand. Currently due to lack of tractors to run implements we fall behind on seasonal cultural practices. Tractor rental will allow us to efficiently complete these seasonal tasks. \$8000
10. Toro Dingo or similar trencher - Purchase trencher and post hole auger system to expedite conduit and post installations. System is small to work in compact areas where existing equipment will not fit. (more info to follow) \$35,000.00
11. Bobcat Tool Cat-Replace 11 year old Bobcat Toolcat that has become less reliable. Replace with current version of same model with upgraded hydraulics. \$52,000.00
12. Kubota 3010- Replace 15 year old tractor with new turf tractor more suitable to run implements used by the department. Existing tractor is too small to run most of the implements used in field maintenance practices. \$82,500.00

- #3
13. Replace Bannerman and Terra Top Aerator - Stec Eco Dresser is an all in one aerator and topdresser that will replace two existing pieces of equipment which are no longer serviceable.
\$45,000