

Town of Newtown, CT

3 Primrose Street, Newtown, CT

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

The Parks and Recreation Commission held a regular meeting on Tuesday, December 12, 2017 in the Conference Room, 3 Main Street in Newtown, CT.

The meeting was called to order by Chairman Ed Marks at 6:14pm.

Present: Edward Marks, Linda Hess, Warren Spencer, Vincent Yanni, Jr.

Absent: PJ Yochum, Patrick Barczak

Staff Present: Amy Mangold, Carl Samuelson

Staff Absent: RoseAnn Reggiano

Public: Maureen Crick Owen, Voices News representative.

Acceptance of Minutes:

Motion

Commissioner Warren Spencer made a motion to accept the Minutes from the November 14, 2017, Commission Meeting. Commissioner Vincent Yanni, Jr. seconded the motion, which was carried unanimously.

Motion

Commissioner Vincent Yanni, Jr made a motion to approve the 2018 Parks and Recreation Commission Meeting Schedule and was seconded by Warren Spencer, which was carried unanimously.

Old Business:

CIP Review: Chairman Marks, Carl Samuelson and Director Mangold will be attending the Selectman's meeting on Monday, December 18, 2017. The topics on the agenda are The Eichler's Cove project in year 2018-2019 in the amount of \$400,000 and The Dickinson Pavilion project in year 2019-2020 for \$450,000. Director Mangold read an e-mail she received regarding what to be prepared for at the Selectman's meeting on Monday, December 18th. (Attached)

Budget: Chairman Marks recommended adding the equipment needed, for plowing the Fairfield Hills trails and sidewalks to the Capital list. The Commission agreed this was a necessary item to be addressed at the selectman level and added that item, with a total amount of \$191,000 to the Capital infrastructure and equipment request. Carl Samuelson mentioned that he recommended that grants from the state be used to pay for these streetscape projects and fund the equipment needed for maintaining them. These requests did not happen and the responsibility to maintain the sidewalks was placed on Parks and Recreation. Pat Llodra had made the decision that the new streetscape sidewalks on the campus would not be maintained for winter usage. Chairman Marks would like Parks and Recreation to commit to maintaining the campus trail in the winter. Mr. Samuelson said that a labor deficit and lack of equipment are the difficult issues with this request. Chairman Marks also recommended that Public Works and Parks & Recreation look at making shared Capital Equipment requests together for CIP items in the future.

Motion

Commissioner Vincent Yanni, Jr made a motion to approve the total budget of \$2,626,264 as presented to the Commission. Commissioner Warren Spencer seconded the motion, which was carried unanimously.

Community Center Update: tabled.

ADA Compliance: Carl Samuelson reported that he met with Stantec to discuss their services to provide scope of work and a fee proposal, of design and construction documents for ADA accessibility from parking to the picnic area, beach, adjacent dock and boat access facilities at Eichler's Cove. The Scope, Assumptions, Deliverables, fee and schedule were presented to Director Mangold from Stantec. The Town's ADA Compliance officer and Town Attorney David Grogins have recommended that Eichler's Cove be brought to ADA standards. Chairman Marks questioned if the town has funds for these professional services and if Parks and Recreation is responsible to bring this site to code. He questioned if this is a fee that can come out of contingency funds. Until determined, the following motion was made so if necessary the work can be done in a timely fashion. Docks would have to be ordered in December, if the site is to be compliant by the 2018 season. Chairman Marks shared his concern that the Eichler's cove will get tapped out, if all expenses are to always come from the Eichler's Special Revenue fund. Monies are needed to operate the facility successfully. Chairman Marks asked who makes the final decision to determine if the facility has to be made ADA. Carl Samuelson said that the Town Attorney is recommending this to the First Selectman and ultimately he feels it will be the Selectman's decision.

Motion

Commissioner Linda Hess made a motion to approve up to \$25,000 from the Eichler's Cove special revenue account, for the survey services and ADA feasibility study and for Stantec's proposal to prepare construction drawings of ADA improvements to Eichler's Cove beach and dock area. Commissioner Warren Spencer seconded the motion, which was carried unanimously.

P & R Long – Term Project List – fall 2017: Tabled

Chairman's Report Chairman Marks said that the commission needs to appoint officers for the P&R Commission, at the January, 2018 meeting.

Director's Report: Ms. Mangold reported on the Christmas Tree Lighting at Ram's pasture on Friday, December, 1, 2017. She reported that it was a beautiful, mild evening without wind. That everything went really smooth. The Chamber of Commerce makes a great partner with events and Diana Johnson was a wonderful master of ceremonies. John Moore and the park crew took over the role of assembling and placing the luminaries for all of the residents on Main Street and Glover Ave. The residents were only responsible to light and clean up the luminaries after the event. This process saved a lot of additional time and energy and streamlined the project, while also making it look very uniform and beautiful. A staff photo and meeting followed the set up that morning.

Breakfast with Santa on December 2nd was also a huge success! Many comments were that it was the best ever. Sandy Shull took photos with Santa and raised \$410 for the Camp Scholarship fund. The participants brought hundreds of food items to donate to the food pantry.

Commissioner Yanni asked if the P&R office had any more leaks or issues from the Police Department above since the last meeting in November. Director Mangold reported that there have been two smaller issues with leaks from the department upstairs since November.

Assistant Director Samuelson's Report: See attached. Carl Samuelson also presented two professional Performance Quality Standard baseball Report Cards for the baseball field at Sandy Hook School and the new Glander 3 field at Fairfield Hills. These reports that the town is very professional and very good at building fields, compared to the professionals who built a very deficient field at Sandy Hook. Glander had an overall grade of B on the report for playability and Sandy Hook received a D. The report comparisons show that it is advantageous to build fields in house compared to hiring contractors to build a field.

Carl Samuelson mentioned making a combined Waterfront Special Revenue account instead of just an Eichler's special revenue account, to grow revenue for any waterfront capital projects.

Chairman Marks gave accolades to Assistant Director Samuelson and his staff for the fantastic work that was done on the ramp at Liberty Field and said they do not take enough credit for the great work they do in house. It sounds so simple and basic, but was very complex and a great value for the work that was done for Babe Ruth baseball.

Commissioners out and About: Maureen Crick Owen attended Breakfast with Santa. She mentioned that although she is no longer on the commission, she will always participate in her favorite event, Breakfast with Santa!

Motion

Commissioner Vincent Yanni, Jr. made a motion to adjourn the meeting at 8:10pm seconded by Warren Spencer which was carried unanimously.

The next regular meeting is scheduled for Tuesday, January, 9, 2018 at 6:00 pm in the Conference Room located at 3 Main Street, Newtown, CT.

Submitted by,

Amy Mangold

TOWN HALL SOUTH
3 MAIN STREET
NEWTOWN, CT 06470
TEL. (203) 270-4340
FAX (203) 270-4333
www.newtown-ct.gov



TOWN OF NEWTOWN

PARKS AND RECREATION DEPARTMENT

www.newtown-ct.gov

2018 MEETING SCHEDULE

All meetings will be held in the Conference Room at Town Hall South,
3 Main Street, Newtown, CT 06470, at 6:00pm

Tuesday, January 9, 2018

Tuesday, February 13, 2018

Tuesday, March 13, 2018

Tuesday, April 10, 2018

Tuesday, May 8, 2018

Tuesday, June 12, 2018

Tuesday, July 10, 2018

Tuesday, August 14, 2018

Tuesday, September 11, 2018

Tuesday, October 9, 2018

Tuesday, November 13, 2018

Tuesday, December 11, 2018

Tuesday, January 8, 2019

Bob

#2

On Mon, Dec 11, 2017 at 9:56 AM, Susan Marcinek <susan.marcinek@newtown-ct.gov> wrote:
as discussed this morning -

*Sue Marcinek
Executive Assistant
Office of the First Selectman
3 Primrose Street
Newtown, CT 06470
(203) 270-4203
(203) 270-4205 (FAX)*

----- Forwarded message -----

From: **Maureen Crick Owen** <maureencrickowen@gmail.com>
Date: Fri, Dec 8, 2017 at 1:04 PM
Subject: Re: CIP
To: Dan Rosenthal <dan.rosenthal@newtown-ct.gov>
Cc: susan.marcinek@newtown-ct.gov

Dan,

I would like P&R, Board of Managers and the Library to attend the next BOS meeting.

The library's website has their 2016 strategic plan. If there is other information to support their CIP request, I'd appreciate receiving that in advance of the 12/18 meeting.

Regarding ETH's CIP requests, what is their plan on how to increase revenue should the renovations be done. Is there a written plan? If so, might I have a copy? Any written documentation on their strategic plan would be useful in reviewing their CIP requests for all 5 years.

With regard to P&R's 18-19 request, statistics on usage of the beach and the marina would be helpful. Other information that would be helpful is if the building was built would it increase the users at Eichler's Cove? And would it be possible to receive a copy of the Eichler's Cove account for last fiscal year and YTD?

The above is with regard to Year 1 of the CIP. With regards to Years 2-5, I would like to know:

1. Usage/revenue received on rental of Dickinson Pavilion (last 3 fiscal years to see trend).
2. Repair costs spent over the last 3 years to maintain the pavilion.
3. If the replacement of the pavilion was to be pushed out, what would the estimated costs for repairs be until replacement could be accomplished. Include history of pavilion (age, when roof was last replaced, etc.).
4. ECC radio system upgrade - I have questions regarding this. But for now I view it as a placeholder as this might be addressed with the design/construction of the new police station and addressed in next year's CIP.

I look forward to receiving your draft proposal.

Thanks,

Maureen Crick Owen
Cell: 203.733.4562

Sent from my iPad



Stantec Consulting Services Inc.
 55 Church Street, Suite 601
 New Haven CT 06510
 Tel: (203) 495-1645
 Fax: (203) 495-1652

December 11, 2017

Ms. Amy Mangold
 Director, Newtown Parks and Recreation
 3 Main Street
 Newtown, CT 06470

**Re: Eichler's Cove Picnic Area, Beach, Dock & Boating Access
 ADA Accessibility Design and Construction Drawings**

Dear Ms. Mangold,

Stantec is pleased to provide this scope of work and fee proposal for design and construction documents for ADA accessibility to the picnic area, beach, adjacent dock and boat access facilities at Eichler's Cove. The following represents our understanding of the project's scope and services that will be performed by Stantec Consulting Services Inc. as reviewed with Mr. Samuelson during our December 6th site meeting:

SCOPE

Stantec will prepare design and construction documents for ADA accessibility to the picnic area, beach, adjacent dock and boat access facilities at Eichler's Cove. Specifically, our scope shall include the following tasks:

- Provide layout of boardwalk for Wahoo Docks (boardwalk manufacturer). Per site review, we will begin the accessible boardwalk at the end of the segmental retaining wall and head towards the existing concrete pad and dock anchorage.
- Enlarge the concrete pad at the existing dock anchorage pad (pad and boardwalk need to be 8' wide for HC accessibility). Each slip finger dock needs to be 6' wide for HC access (per Wahoo Docks representative).
- Provide delineation between beach and improved driveway.
- Provide 16-foot-wide paved asphalt driveway to beach area from new parking lot.
- Provide accessible parking adjacent to beach.
- Relocate shed on new concrete pad.
- Provide conduit from existing electrical equipment (in picnic area) down to new shed location for security/emergency lighting.
- Provide new security/emergency lighting
- Add drainage swale at the toe of slope and tie piping into existing beach drainage system.
- Relocate kayak racks onto new concrete pad.
- Add accessible kayak launch/boardwalk.
- Add two (2) additional accessible spaces to left of existing drive down to beach (below the current boat parking).
- Add two (2) new accessible picnic tables at the existing picnic area on new concrete pads.



December 8, 2017
Ms. Amy Mangold
Page 2 of 4

Reference: Eichler's Cove Picnic Area, Beach, Dock & Boating Access
ADA Accessibility Design and Construction Drawings

- Attend two (2) in-person meetings with staff as needed to facilitate construction documentation.
- Attend two (2) phone meetings with staff as needed to facilitate construction documentation.

ASSUMPTIONS

Our assumptions based on our meeting include the following:

- Survey: Town of Newtown to provide A2-T2 survey through licensed land surveyor before Stantec's work can begin.
- Coordination: Stantec will coordinate directly with Wahoo Docks representative (Scott Livingston).
- Drainage Study: Work does not include a full drainage study and long-form application to Inland Wetlands. Per review and direction from Town staff (Rob Sibley), the driveway and parking design will try to use sheet flow only. If additional catch basins are required, Stantec shall keep these to a minimum and try to connect them to rain gardens or bio-swales. Short-form application will be used for IW Agent sign-off. Stantec will support Town staff for preparation of short-form application.
- Geotechnical: No geotechnical work has been included in this proposal.
- Permits: Stantec understands that the Town of Newtown will proceed with required permits internally.
- Electrical: For the electrical work indicated above, Stantec anticipates being able to tie into existing electrical panels in the garage building or to the electrical panel in the picnic area. Stantec assumes that no new service panels will be required for the electrical lighting work.

DELIVERABLES

Construction Documents shall consist of the following drawings and specifications:

- Cover Sheet
- Removals Plan
- Layout and Planting Plan
- Grading and Drainage Plan
- Lighting and Electrical Plan
- Site Detail Sheets (3-4)
- Technical Specifications

The final documents will be delivered in PDF and digital format, as well as hard-copy.

SCHEDULE

Upon receipt of direction to proceed, we anticipate completing the above-noted work within a three-month time period. Stantec understands that critical path dates for ADA access construction are:

Design with community in mind



December 8, 2017
Ms. Amy Mangold
Page 3 of 4

Reference: Eichler's Cove Picnic Area, Beach, Dock & Boating Access
ADA Accessibility Design and Construction Drawings

- 01.02.2018 Stantec to proceed with the preliminary ADA access boardwalk design in coordination with Wahoo Docks (contingent upon receipt of survey in late December 2017).
- 01.15.2018 Stantec will provide the preliminary boardwalk route to the Town and Wahoo Docks so Town can contract with Wahoo Docks to begin production.
- 04.01.2018 Wahoo Docks to deliver boardwalk components to Eichler's Cove for construction.
- 04.02.2018 Begin bidding of work.
- 05.01.2018 Construction to begin.

FEE

Our fee to perform all tasks, including basic expenses (mileage), shall be invoiced hourly based on attached Hourly Rate Schedule up to a maximum of \$22,100.

These fees include all work described above, assuming there are no significant changes resulting from decisions, conditions and/or events beyond the control of Stantec Consulting Services Inc. Fees for additional services, outside the scope of services described herein, will be provided if requested from the Town of Newtown.

Our Standard Terms and Conditions are herewith attached and are made a part of this agreement.

We are pleased to have this opportunity to assist your office. Should you have any questions or require any additional information, please don't hesitate to contact me. Thank you.

Sincerely,

STANTEC CONSULTING SERVICES INC.

Thomas A. Hammerberg
Thomas Hammerberg
Landscape Architect
thomas.hammerberg@stantec.com

Jeff Olszewski
Jeff Olszewski
Associate
jeff.olszewski@stantec.com

Accepted and agreed to for the Town of Newtown Parks and Recreation by:

Signature

Name (Please print)

Title (Please print)

Date

Design with community in mind



December 8, 2017
Ms. Amy Mangold
Page 4 of 4

Reference: Eichler's Cove Picnic Area, Beach, Dock & Boating Access
ADA Accessibility Design and Construction Drawings

**Stantec Consulting Services Inc.
New Haven, Connecticut**

2017 Hourly Rate Schedule

Principal.....	\$275.00
Associate.....	\$175.00
Senior Engineer.....	\$160.00
Jr. Engineer.....	\$150.00
Senior Landscape Architect.....	\$140.00
Jr. Landscape Architect.....	\$130.00

Schedule of Expenses

Mileage.....	Per mile IRS allowance
Reproduction.....	at Cost
Postage/Delivery.....	at Cost

TOWN HALL SOUTH
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CARL SAMUELSON
ASSISTANT DIRECTOR, PARKS

#4

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: December 12, 2017

RE: Monthly park update and field report

Most of the past month has been comprised of leaf clean up at all of our facilities, as well as Christmas set up. The following are site specific tasks completed at our facilities.

Dickinson Park: We are still waiting for a couple of parts to repair the playground, yet some items have been removed for the winter. Tennis nets are down and leaves have been completed here. All of the plumbing, irrigation and playground water features have been winterized.

Newtown Middle School: No new news here except that season leaf cleanup has been completed.

Orchard Hill: No new news here.

Lake Lillimonah: No new news here.

Glander Fields: All leaf cleanup has been completed and winter fungicides have been applied to the athletic surfaces.

Liberty Fields: All remaining donated plant material has been planted at Liberty. We continue to work on the ramp connection to Barbs Trail from the lower field when weather allows. Leaf cleanup has been completed here as well as the application of winter fungicides. Prep work has been completed to move the shed from Dickinson to Liberty.

Oakview: Leaf cleanup has been completed and the bordering Boxwood has been covered for the winter. Winter fungicides have been applied and Wintergreen will be applied here in the next two weeks.

Tilson Field: No new news here.

Treadwell Soccer/Softball: No new news here.

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: Leaf cleanup has been completed and winter fungicides have been applied.

Dog Park: No new news here.

Treadwell Park: The tennis nets have been removed and courts locked for the season.

Eichlers Cove Marina: ADA compliance work here is moving forward. Surveying and engineering work needs to follow once funding is approved.

Staff:

- 336 hours of vacation/sick/personal/injury/discipline hours were used out of 1584 potential work hours in the past month. This represents a 21% loss in workforce.

Understand the
condition of your
fields and make
sound decisions
based on
comprehensive
and objective
standards

BASEBALL REPORT CARD

Town of Newtown

Glander 3

September 28, 2017



PERFORMANCE
QUALITY
STANDARDS

TOM IRWIN ADVISORS, INC.

Tom
IRWIN