

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, May 8, 2018 in the Conference Room, 3 Main Street in Newtown, CT.

The meeting was called to order by Chairman Ed Marks at 6:04 pm.

Present: Edward Marks, Patrick Barczak, Clinton DePaolo, Linda Hess, Warren Spencer, Vincent Yanni, Jr.

Absent: Rance Thompson

Staff Present: Amy Mangold, RoseAnn Reggiano, Carl Samuelson

Public: Fran Tyluki; friend's memorial project in the park

Public Participation: New Business:

Ms. Fran Tyluki and Ms. Cathy Mazzariello presented to the commission a project they would like to do in memory of a dear friend that had recently passed away. Ms. Tyluki stated that her friend was a fellow book club member in her book club and had a great passion for books and a love for reading to children. Ms. Tyluki and Ms. Mazzariello proposed to build, install and maintain a little free library at Dickinson Park in her friend's memory. Ms. Tyluki and Ms. Mazzariello showed an example of what the library would look like and have an idea of a location near the playground at Dickinson. With permission from the commission they would like to move forward with this project this summer. The entire commission expressed favorable interest in this project. Ms. Mangold and Mr. Samuelson will meet with Ms. Tyluki and some of the book club members to take a look at some locations at the park as well as discuss some of the logistics of the library, for example: making sure that the library box could be removed during the winter months, but be secure during the warmer months; Also, that if the library was within playground zone, the box could not have a flat roof or it could possibly be considered a playground feature. The commission was in full support and the next step is to meet with Ms. Mangold and Mr. Samuelson to look at the plans, location and time frame. The commission did request that Ms. Mangold approve of the plaque once the book club decided what was going to be put on it.

Acceptance of Minutes:

Motion

Commissioner Warren Spencer made a motion to accept the Minutes from the April 17, 2018 Commission Meeting. Commissioner Clinton DePaolo seconded the motion.

- *Please see attached amended minutes*

All voted in favor of the amended minutes.

Old Business:

- **Surcharge:**
The Parks and Recreation team will continue to work on the department reconciliation report. The report will show the commission how the surcharge money is being deposited into specific accounts and the amount that is being allocated into each account.
- **Budget:**
The budget passed. The new fiscal year begins July 1, 2018. Mr. Samuelson stated that if there is any money left at the end of the next fiscal year, that there was a suggestion of possibly buying down the lease on the Parks and Recreation van.

- *Community Center:*
Ms. Mangold handed out a copy of an aerial view of the progress of the Community Center being built on Fairfield Hills Campus. *(Please see attachment)* Ms. Mangold explained that there is a Facebook page for the new community center and that everyone is invited to follow the progress. Ms. Mangold went on to state that the new community center committee has been named, as follows: Brian Hartgraves, Bill Buchler, Kinga Walsh, Bill Manfredonia, Nancy Doniger, Doria Linnetz, Jeff Tousignant, Fred Taylor, Cheyanne Wirtz, and Ian Hockly will serve and participate without voting privileged as he no longer is a Newtown resident.
- *Policy to initiate tobacco free parks:*
Ms. Mangold presented to the commission a draft of the *Tobacco/Smoke and Vape-Free Parks Policy*. *(Please see attachment)*. Ms. Mangold researched both the school and town policies on their smoke free environments. The commission reviewed and discussed the handout. Ms. Mangold will make the suggested changes that were discussed and bring back to the commission next month for approval. Ms. Mangold also called the organization that supplies free signs for tobacco/smoke free areas to see how many they can send. Ms. Mangold would like to place the signs in all the parks and recreation areas.

Chairman's Report:

Director's Report:

Amy Mangold, Director of Parks and Recreation:

- Ms. Mangold along with Rob Sibley hosted a, *Paths to Newtown* meeting and invited anyone that works on or interested in trails in Newtown. Ms. Mangold was excited with the turnout and participation. There were over 50 people in attendance, with many guest speakers. The biggest thing that people brought up was the question on why the rails to trails never came to fruition in Newtown. People walked away with excitement about the positive momentum to move forward on improving and working on trails. Ms. Mangold stated that she plans on attending the Conservation Commission meeting to talk about and share what she has learned at the *Paths to Newtown* Meeting.
- Ms. Mangold and Mr. Samuelson attended a *Livable Communities* meeting with *The Friends of Newtown Seniors*. It was initiated by AARP, where a community is age friendly for the aging population. Ms. Mangold and Mr. Samuelson sat in a break out session that talked about outdoor space and public building, which was led by Pat Llodra.
- Ms. Mangold suggested to the commission that a grassroots Pickleball group be formed to bring interested people together to work towards building more courts and programs.
- Ms. Mangold talked about some possible projects to be funded by the money that was raised at the Fall Carnival. Ms. Mangold's suggestions included: building a bicycle playground; addition to the skate park; disc golf course; or pickleball courts. Ms. Mangold will bring the plans that she received from American Ramp Company for the bicycle playground, to the June 2018 meeting, to share with the commissioners. American Ramp Company did quote the bicycle playground at a discounted rate, because they would like to use Newtown as a model.

RoseAnn Reggiano, Assistant Director of Recreation:

- Ms. Reggiano stated that the Senior Citizen Prom was on May 4, 2018 and that 35 people attended along with volunteers. The event was co-sponsored with Newtown Youth and Family Services, Fusion, Ben's Lighthouse, and the Commission on Aging. Some of the attendees expressed interest in being involved in the planning of next year's Senior Citizen Prom. Ms. Reggiano is going to form a committee for anyone that would like to help in the planning of next year's event. Newtown Culinary made all the food and deserts; Beth Koshel ran the photo booth and Kevin Koshel was the DJ.
- Ms. Reggiano and Ms. Chernoff will be meeting with the Eichler's Cove Warden's to review policies and procedures for the summer 2018 summer season.
- Ms. Reggiano and Ms. Mangold met with NYA staff: Ian, Matt, and Coach to go over 2018 – 2019 schedule. Ms. Reggiano also met with Laura from NYA to go review the billing schedule.
- Ms. Reggiano continues to work on the Food Truck event and looking at dates in August or September to hold the event.
- Strutt Your Mutt is scheduled for May 19, 2018, from 1pm to 3pm at the Dog Park.
- The Garden party is scheduled for May 20, 2018, from 1pm to 3pm.

Carl Samuelson, Assistant Director of Parks:

(Please see attachment)

- Mr. Samuelson explained to the commission that he is down on staff due to injuries, illness, and vacation time.
- Mr. Samuelson stated that the benches that were approved to purchase at April 2018 meeting were ordered and just arrived. Ms. Mangold stated that the benches are already requested for use.
- Mr. Samuelson has been assisting in answering questions regarding the infrastructure and potential maintenance of the Sandy Hook Memorial site.
- Mr. Samuelson discussed signage at all the parks.
- The scoreboard at Glander Field has been installed.
- Mr. Samuelson discussed the ADA compliant plans for Eichler's Cove.
- Mr. Samuelson stated that all the lightening system expansions are up and running at all parks.

Correspondence:

- Ms. Mangold received an email that was addressed to The Commission on Aging and Newtown Parks and Recreation. Mary Maday sent, *"a huge thank you to the Newtown Parks and Recreation and Senior Center for co-sponsoring the Senior Citizen Prom. A wonderful time was had by all"*. Ms. Maday went on to thank all the volunteers, DJ and photo booth worker. She expressed that, *"This program is a very intergenerational. The seniors enjoyed the Ben's Bell kids and I hope they learned that there are many active, energetic seniors in Newtown. This was also an opportunity for senior to see the high school building and experience the culinary program"*.
- Ms. Mangold and Mr. Samuelson received thank you letters from 2 students, from Newtown High School that are part of the TAP program. They had attended a meeting facilitated by Ms. Mangold and Mr. Samuelson at the maintenance garage. Ms. Mangold and Mr. Samuelson talked to the students about the type of work the Parks and Recreation maintainers do and the type of licenses that were required to hold a maintainers position. The students expressed gratitude, thought it was interesting and had an overall positive experience.
- The Lion's Club dropped off a flyer to advertise *The Great Pootatuck Duck Race & Town Festival*.

Commissioners out and about: None

Motion:

Commissioner Patrick Barczak made a motion to adjourn the meeting at 7:53 pm. This motion was seconded by Commissioner Vincent Yanni, Jr., which was carried unanimously.

The next regular meeting is scheduled for Tuesday, June 12, 2018 at 6:00 pm in the Conference Room located at 3 Main Street, Newtown, CT.

Submitted by,

Gabriella Chernoff, clerk

Special meeting April

These minutes are subject to the approval of the Parks and Rec Commission.

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

Present: Ed Marks, Patrick Barczak, Clinton DePaolo, Linda Hess, Warren Spencer, Vincent Yanni (arrived at 6:38)

Absent: Rance Thompson

Staff Present: Amy Mangold, RoseAnn Reggiano, Carl Samuelson

Public: none

**Warren Spencer made a motion to accept the minutes from the March 20, 2018 meeting. 2nd by Clinton DePaolo.
Unanimous no corrections.**

Directors Report:

Community Center Update – BOS approved value engineering so project has finally entered the “at risk stage”. Contingency is at \$250,000. Advisory will have input on priority of items. To be put back into project as the contingency is returned.

Budget - \$65,000 truck was pulled back out by the Legislative Council. Referendum is April 24, 2018. Once money is removed it is harder to put it back the next year. If a reduction is necessary, Pat would go to department heads but not sure how Dan will handle it.

Surcharge – Current balance \$514,902.15. It took about 4 years to get to that balance. Phoenix can generate a report at any time with beginning balance, debits, credits and ending balance. RecTrac generates a report that specifies what money is for. Between the two reports they can get a complete picture. Any questions Bob Tait will answer them. Bob Tait is very transparent – he can give the detail and it makes sense.

Youth Basketball surcharge is not in yet.

Surcharge raises about \$130,000 per year. Enrollment is down but revenue is about the same.

Tilson field turf due next year about \$550,000. No benefit to doing it early if money is available - Carl stated ok to wait. Lights at Tilson require computer upgrade at a cost of \$20,000 to \$25,000.

Discussed reviewing surcharge accounts on a schedule to keep track of them to ensure consistency with the Finance Department. All checks go to Finance with an account number. Finance does not accept without account number. Ed Marks also wants to review NYA account. 175 account is a revolving account.

Linda Hess noticed assets don't equal liabilities and equities on the surcharge report, \$82,000 at the top should be equal to the \$73,000 at the bottom.

New reports are a good start to understanding where the money is. Previous year's numbers are becoming increasingly important.

RoseAnn explained breakdown of class costs. The charge includes instructor fee plus \$25 for Parks and Recreation. That \$25 pays for credit card fees, supplies, NYA cost if there or credit to Teen Center maintenance fund. Day Camp expenses are paid out of the operating budget. Torpedoes swim coaches are employees.

New Business –

Discussion on tobacco free, smoke free and vape free. This would include dipping and spitting, smoking items other than tobacco. Which facilities will be included? Listing should say including but not limited to. What about staff? What happens if they are caught? Not ordinance it is a policy. Need good signage. Need to check town and school policy and maybe piggyback on their policy. Amy wants to include why we have the policy feels it is important to understand why policy is adapted.

Commission Vincent Yanni stated he has witness a lot of smoking and vaping going on – mainly adults at the Dickinson playground.

Compliance by any athletic or special event, any organization using facility. Alcohol is able to be served and consumed under the pavilion when party has insurance that has been paid for the alcohol.

Maintenance Report –

Fields were open when the rain hit last week. About \$6,000 to \$7,000 worth of clay was washed away.

Treadwell field and Blue and Gold field are ADA compliant.

Eichler's Cove Marina Improvements-

\$509,560 current balance with about \$100,000 for expenses to come out.

Upgrades – 200' ramp with compliant grade is most economical variation. Will also explore stairs to ramp; adding slips, moving parking for the handicapped; and adding bathrooms.

In process to being compliant with ADA regulations to include docks and gangway, it will cost approximately \$205,000.

Bathroom - looking at prefab bathroom – need concrete slab, electric and sewer within 6' of slab then they bring prefab. There are many options of design. Run in \$250,000 range. Different designs have different septic requirements. Looking into a foot shower opposed to full showers in the bathroom.

Motion – Clinton DePaolo moved to spend up to \$205,000 for gangway creating ADA compliance at Eichler's Cove from the Eichler's Cove account. Linda Hess 2nd approve unanimous.

Honan Memorial – Jack's Gove sign is shot, to replace with Bronze Plaque and put a bench there. Use \$1762.00 for plaque and \$850.00 for bench from Honan Memorial fund and balance from undesignated park gift fund.

Assistant Director Report -

Friday March 23 – flashlight egg hunt 50-60 participants ages 9 and up.

Saturday March 24 – egg hunt 8 and under over 200 people attended

Lot of good applicants for summer positions. Training for summer employees is set up.

Food Truck Event – waiting to see if liquor will be allowed every department signed off on liquor permit last year.

April 24th to Newtown Amy and Rob Sibley hosting information session on trails.

April 28 and 29th Fruit Trail reawakening 10-5pm each day.

Disc Golf Course – Danbury struggling with funding. Suggested foot soccer accompany Frisbee golf to attract more people. RoseAnn wants a new account to raise fuds for this. Suggested changing food Truck event to fund raiser for this project.

Two interns from Nonnewaug will be park rangers to fulfill their school requirements.

Lights are requested at dog park. Looking into solar of LED floodlights.

Lou Bergholz new book Vital Connections is out. His company does training for our counselors since the tragedy to teach how to handle things like having a bad day. Amy is quoted in the book.

Vincent Yanni moved to adjourn at 8:21 Pat Barczak 2nd unanimous.

Respectfully submitted by LeReine Frampton

↑ municipal center ↑

#2





#3

TOWN OF NEWTOWN

PARKS AND RECREATION DEPARTMENT

Title: Tobacco/Smoke and Vape-Free Parks Policy

Date of Adoption: May 8th, 2018 Draft

POLICY STATEMENT

The Town of Newtown is committed to the quality of life for all residents, therefore we believe that:

1. Tobacco/smoke and vape product use in the proximity of young children, teenagers and adults engaging in or observing recreational and leisure activities is unhealthy and detrimental to the health of others.
2. Tobacco/smoke products once consumed in public spaces are often discarded on the ground, thus potentially posing a risk of ingestion to humans and wildlife, causing litter problems and brush fires.
3. As parents, guardians, leaders, coaches and officials we are thought of as role models and the use of tobacco/smoke and vape products around youth has a negative impact on their lifestyle choices.

TOBACCO/SMOKE AND VAPE-FREE FACILITIES

No person shall use tobacco, smoke or vaping products at all Parks and Recreation facilities and associated parking lots, including but not limited to the following recreation areas in the Town of Newtown:

Dickinson Park
Lake Lillinonah
Treadwell Park
Eichler's Cove Beach and Marina
Orchard Hill Nature Preserve
Walnut Tree Hill Field
Glander Fields
Park and Bark Dog Park
Oakview Field
Liberty Fields
Fairfield Hills Campus (Athletic/Special Event Spaces, Fields, Trails, High Meadow Field and The Victory Garden)

COMPLIANCE PROCEDURES

1. Signs will be posted at all Parks and Recreation facilities.

2. Town staff including the Recreation Director and any Parks and Recreation Staff will make periodic observations to monitor compliance.
3. The community and facility users will be notified of this policy through various communications channels including but not limited to the town website, local newspaper, program previews and various forms of social media.
4. Athletic associations and organizations that utilize town-owned facilities are committed to enforcing this policy during all scheduled activities and special events.
5. Any person found violating this policy may be subject to being told to leave the facility at the given time and or for the remainder of the event or day.

This policy statement is effective immediately upon the date of adoption, which is _____, 20_____.

DRAFT

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#4
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: May 8, 2018

RE: Monthly park update and field report

We have started to get into our routine grooming and mowing schedules while still opening facilities and repairing winter damage.

Dickinson Park: 7 Trees are still awaiting removal by Public Works. The bathrooms are now open and we are in the process of pressure washing the tennis courts. Both gates on Brushy Hill and Point of Rocks that were damaged in the past month have been repaired.

Newtown Middle School: The fields are all in use and the lightning system expansion has been completed here.

Orchard Hill: The tree and storm damage clean up has been completed here.

Lake Lillinonah: The ramp is open and the dock has been installed for the season.

Glander Fields: the scoreboard has been completed on our end. The lightning system expansion has been completed here as well.
Verdi construction has completed their work on the batting cages for NYB.

Liberty Fields: The drain has been completed and shed has been moved to its final spot. We have some finish landscaping to do here but things are shaping up well.

Oakview: This field is open and looking good. The lightning system expansion has been completed here as well. The irrigation and acid injection systems have been commissioned for the season.

Tilson Field: No news here.

Treadwell Soccer/Softball: These fields are open and being groomed on regular basis.

Walnut Tree: This field is open and looking good. Lip removal is taking place this week.

Fairfield Hills: No new news here.

NHS Fields: The fields are open groomed on regular basis. The irrigation and acid injection systems here have been commissioned for the season.

Dog Park: Water was turned on here for the season. One feature is currently valved off while we are awaiting parts.

The small dog area fence has been repaired from earlier tree damage.

Treadwell Park: Pool motors are complete and we have test run them only to find a few more items that required attention. We hope to have the pool running before the weekend.

The backflow preventer from the SHES pump station was repaired and water service has been restored to Treadwell Park.

The bathrooms are open for the season.

Eichlers Cove Marina: ADA boardwalk designs have been submitted for construction. Our existing docks have been installed for the coming season with a few items left. The beach will be graded and cleaned up in coming weeks.

Hoping to have comprehensive bathroom quotes for next month.

Staff:

- 456 hours of vacation/sick/personal/injury/discipline hours were used out of 1760 potential work hours in the past month. This represents a 26% loss in workforce.