

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, October 10, 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, Maureen Crick Owen, Linda Hess, Warren Spencer, Vincent Yanni, Jr.

Absent: PJ Yochum

Staff Present: Amy Mangold, RoseAnn Reggiano

Staff Absent: Carl Samuelson

Public: Jennifer Crane, Director of Center for Support & Wellness

Public Participation:

Ms. Jennifer Crane, Director of the Center for Support & Wellness attended the meeting to present an overview of the department and to spread awareness of all the programs offered at the center. The center is located at 28 Trades Lane, Newtown, CT. Ms. Crane explained that the center offers more than assistance with mental health, but has expanded to be more of a wellness center. The CSW connects members of the community with wellness resources through a referral system and dedicates staff to families and individuals in need. The CSW supports the Newtown Community, families, and individuals in a judgement-free, confidential environment. CSW created a database that keeps track of over 200 providers in the area that have been vetted by the staff at CSW. Ms. Crane is currently working on looking at the predictors of a healthy community and researching if there are gaps that perhaps CSW could help, whether it be mental health or wellness.

Acceptance of Minutes:

Motion

Commissioner Patrick Barczak made a motion to accept the Minutes from the September 12, 2017 Commission Meeting. Commissioner Warren Spencer seconded the motion.

Corrections were made under *Public Participation; under the 2nd paragraph: 1st)* Ms. Simpson states that ~~currently there is not a boating accessible park for the disabled in Newtown. 2nd)~~ Mr. Marks suggested that: ~~1) while the commission reviews the CIP and 5-year project plan that they share with the BOF and BOS on how Parks and Recreation plans to address this and the costs associated. 2) Follow up with the consultant firm that P&R met with to discuss renovation of Eichler's Cove to see if and how to make Eichler's Cove ADA compliant. 3) Recommend that the town talk to the town attorney to make sure the town is doing everything possible to address this. The Town and town attorney are aware, to ensure compliance.~~ The Town and town attorney are aware to ensure compliance.

Under the 3rd paragraph: Ms. Gibbons stated ~~that~~ that she herself as well as many of the neighbors have volunteered for LOF and have a great appreciation for the organization and what they do.

All voted in favor of the amended minutes.

Old Business:

- *CIP:*
Mr. Marks handed out to the commission a copy of the *Town of Newtown Board of Selectman 2018-19 to 2022-23 CIP* and a copy of a report showing *2017 P&R CIP as submitted to BOS and Revised P&R CIP plan after reductions by BOS. See attached.* The next step is for the CIP plan to go through the Board of Finance.

- *Community Center:*
Commissioner Maureen Crick Owen stated that Ms. Mangold, Mr. Hartgraves and Ms. Crick Owen met as a Community Center sub-committee to discuss the job description of the proposed Director of the Community Center position, which will be presented to First Selectman Pat Llodra. The Organizational Committee is to start with creating the structure of the Community Center Commission.
- *Surcharge/Gift Fund Account:*
Ms. Mangold explained to the commission that the Director of Finance, Bob Tait came to the P&R department to do some training for running reports on the Phoenix system. Mr. Tait will be making some changes to system to help P&R run some of the reports more efficiently. The staff was able to run and show the commission a preliminary report on surcharges and gift funds. The commission has requested a surcharge report quarterly.

Correspondence:

- The Parks and Recreation Department received a thank you note from Newtown Youth & Family Services thanking the staff for helping make their annual race a success. *"Thank you for helping us make our race so successful! Your help with Park staff, generators and storage made our event go smooth! We appreciate your support and work in the community"*
- Ms. Mangold and Mr. Samuelson received an email thanking them for their help with the High Meadow planting. *"Thank you for your help with our Meadow Planting. The water tank was an invaluable resource. Mary Wilson, Karlyn Sturmer, myself and eight Master Gardeners from the Fairfield County Extension Office planted 300 plants in our wildflower meadow. It was a great day and lots of hands made short work. Now we pray for some needed rain. Thanks again – Holly Kocet"*
- Ms. Mangold and Ms. Reggiano received an email from the Lions Club regarding their semi-annual Orchard Hill Clean Up. *"The lions Club had our semi-annual Orchard Hill Clean Up last Saturday, September 30. We had twelve men help as well as one perspective member. We trimmed many trees, uprooted some invasive species, and cut down dead limbs. We also refreshed the colors marking the trails. One of our members scythed most of the overgrown meadow areas that were on the trails. In addition, because the signs identifying the trees were still in place but the lettering had faded, we made the letter darker. So it was a good day. We are happy to do this for our excellent Parks and Recreation. Cheers! Gordon Williams."*
- Ms. Mangold received a letter of resignation from Parks and Recreation commissioner PJ Yochum. Ms. Yochum's will be resigning her position as of the P&R commission meeting December 12, 2017.

Director's Report

Amy Mangold, Director of Parks and Recreation:

- Ms. Mangold stated that a new full time parks maintainer (Brian) started on October 10th.
- Youngs Nurseries in Wilton is closing and one of the owners, a Newtown resident, donated large mature trees to the town. The P&R crew went to the nursery to pack up and bring back trees for planting. Some of the trees were planted along the fence on Fairfield Hills Campus along Wasserman Way. A couple of trees were also planted next to the Municipal Center.
- Ms. Mangold and Ms. Reggiano met with the new Executive Director of NYA, Ian and Elana the new Fitness Coordinator.
- Ms. Mangold and Mr. Samuelson are working with Human Resources and the First Selectman to finalize the teamsters union agreement for the park maintainers. They are still working on decisions regarding their healthcare.
- Ms. Mangold and Mr. Samuelson attended a Deep Brook meeting where they discussed the health of brooks and streams in the area.
- The annual tree lighting is December 1, 2017.
- Breakfast with Santa is December 2, 2017.
- Ms. Mangold did reach out to Stantec regarding coming out to Eichler's Cove and Lake Lillinonah to give P&R a proposal to show what we can do at these sites for ADA assessable and what it would cost. Ms. Mangold is waiting for the estimate to do the study so she can submit to the commission for approval.

RoseAnn Reggiano, Assistant Director of Recreation:

- Ms. Reggiano stated that P&R has purchased new equipment for the Dog Park. The new equipment, which is designed for smaller dogs, will be installed in the next couple of weeks.
- The P&R winter brochure is due out in January 2018.

- The first P&R Carnival will be held on October 20th thru October 22nd. Ms. Reggiano stated that they are getting a lot of volunteers, but always looking for more. Ms. Erin Masotta has been busy attaining food trucks and vendors for the event. Mr. Marks inquired if 7th graders, that are looking to fulfill volunteer hours, can work at the carnival.

Carl Samuelson, Assistant Director of Parks:

- Mr. Samuelson was unable to attend the commission meeting. Please see attached report that was submitted by Mr. Samuelson.
- The commission discussed the status of Liberty Field and progression towards completion. Mr. Marks, Ms. Mangold and Mr. Samuelson met with Chuck Hepp and Pat McCleary with BabeRuth Softball Board of Directors to discuss Liberty Field project. There was discussion on what will be done and how much it will cost and where the money will come from to pay for the project. Parks and Recreation is awaiting a memorandum of understanding from Babe Ruth Softball regarding the \$10,000.00 owed, where \$5,000.00 would be paid now and \$5,000.00 in the spring. In the meantime, Mr. Samuelson had requested \$7,500.00 from surcharge, which was originally committed by Parks and Recreation for the project. Mr. Samuelson had also requested an additional \$10,000.00 from surcharge, which is Newtown Babe Ruth Softball portion, to complete the project this fall 2017. After much discussion the commission determined that they would cover the Parks and Recreation previously committed amount of \$7,500.00 and wait for the assurance of Babe Ruth Softball portion via memorandum. Without the memorandum, Parks and Recreation commission wouldn't commit to give the additional funds out of surcharge to complete the project.

Motion:

Commissioners Patrick Barczak made a motion to approve \$7,500.00 from surcharge to cover costs Parks and Recreation originally committed to put towards the Liberty Field project. Commissioner Linda Hess seconded the motion.

All voted in favor of the motion.

Commissioners out and about:

None

Motion:

Commissioner Vincent Yanni, Jr. made a motion to adjourn the meeting at 7:46 pm. This motion was seconded by Commissioner Patrick Barczak, which was carried unanimously.

The next regular meeting is scheduled for Tuesday, November, 14 2017 at 6:00 pm in the Conference Room located at 3 Main Street, Newtown, CT.

Submitted by,

Gabriella Chernoff, clerk

2017 PARKS & RECREATION CIP AS SUBMITTED TO BOARD OF SELECTMEN

Department	Project #	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Parks & Recreation							
Eichlers's Cove Improvements (phase 2 of 2)	P & R - 1	400,000					400,000
<i>Other</i>		400,000					400,000
Tilson Artificial Turf Replacement	P & R - 2		500,000				500,000
<i>Other</i>			500,000				500,000
Fairfield Hills Trail/ Infrastructure	P & R - 3		500,000				500,000
<i>Bonding</i>			500,000				500,000
Dickinson Park Pavilion Replacement	P & R - 4			450,000			450,000
<i>Bonding</i>				450,000			450,000
Dickinson Park Bathhouse & Splashpad	P & R - 5				850,000		850,000
<i>Bonding</i>					850,000		850,000
Duplex Remediation for P&R Use & Programming	P & R - 6				800,000		800,000
<i>Bonding</i>					800,000		800,000
Maintenance Yard Improvements	P & R - 7					670,000	670,000
<i>Bonding</i>						670,000	670,000
Parks & Recreation Total		400,000	1,000,000	450,000	1,650,000	670,000	4,170,000
Projects Funded through Bonding							3,270,000

REVISED PARKS & RECREATION CIP PLAN AFTER REDUCTIONS BY BOARD OF SELECTMAN

Department	Project #	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Parks & Recreation							
Eichlers's Cove Improvements (phase 2 of 2)	P & R - 1	400,000					400,000
<i>Bonding</i>		200,000					200,000
<i>Other P&R</i>		200,000					200,000
Tilson Artificial Turf Replacement	P & R - 2		500,000				500,000
<i>Other P&R</i>			500,000				500,000
Dickinson Park Pavilion Replacement	P & R - 3		450,000				450,000
<i>Bonding</i>			450,000				450,000
Fairfield Hills Pickle Ball Courts	P & R - 4				420,000		420,000
<i>Bonding</i>					420,000		420,000
Maintenance Yard Improvements	P & R - 5					670,000	670,000
<i>Bonding</i>						670,000	670,000
Parks & Recreation Total		400,000	950,000	0	420,000	670,000	2,440,000
Projects Funded through Bonding							1,740,000
Total Reduction in CIP Bonding from Original Plan							-1,530,000

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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: October 10, 2017

RE: Monthly park update and field report

Fall sports are mid-season and winterization of facilities has begun.

Dickinson Park: We are still waiting on some playground parts, which will be installed as soon as they arrive. The softball field is in good shape and groomed on a regular basis.

Newtown Middle School: The newly seeded area is growing in nicely, but slow to establish with no irrigation.

Orchard Hill: No new news here.

Lake Lillinonah: Things are slowing down here, the dock will be removed the week of the 16th.

Glander Fields: Things are going well here. Glander 3 has been used more in the past month with only a few minor issues. We have had many comments on how great the field is and will be completing an independent review in the next few weeks. We have overseeded all of the fields here which is especially important on Glander 1 and 2 which have sustained some grub damage in the outfields.

Liberty Fields: Upper liberty remains in good shape.

We have gone as far as we can with lower Liberty with approved funds to this point.

We originally approved the expenditure of \$10,000 for the Glander/Liberty project which was received from NYB. We approved an additional \$2500 last month, and now need to approve the balance of the original \$30,000 from surcharge to complete this project.

\$7500 of these funds is monies originally committed by P&R for the project and the remaining \$10,000 is money from NBRBSB. NBRBSB has agreed to give \$5000 now and the remaining \$5000 in the spring. We are awaiting a memorandum of agreement from the NBRBSB board. We have about a week of work to complete this field once the funds have been approved and we can get the fencing contractor back on site.

Oakview: The field remains in great shape.

Tilson Field: The gate at the entrance here has been moved to the lower driveway entrance to the park.

A large donated Golden Larch has been planted on the hill here providing much needed shade.

Treadwell Soccer/Softball: These fields are looking good and in use on a daily basis.

Walnut Tree: The recent lack of rain has taken its toll here but recovery seems imminent with some rain in the forecast.

Fairfield Hills: The Street Scape project is almost complete, as well as a much needed fence to keep soccer balls from going into the road.

NHS Fields: These fields are under heavy use. School sports have been taking their annual toll here. All of these fields will be overseeded before the end of the month.

Dog Park: Things are looking good here. We will be installing the new equipment in the next two weeks here.

Treadwell Park: many rave reviews on the new parking lot here. We have a few fencing and gate items remaining but otherwise we are all set.

We are covering the pool this week and will be shutting the pumps down for winterization before the end of the month.

Eichlers Cove Marina: Things are slowing down for the season here. We will be removing the docks for the season the week of the 16th.

Staff:

- 232 hours of vacation/sick/personal/injury/discipline hours were used out of 2240 potential work hours in the past month. This represents a 10.5% loss in workforce.