

Town of Newtown, CT

8 Simpson 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 10, 2019 in the Multi-purpose Room at the Senior Center, 8 Simpson Street in Newtown, CT.

The meeting was called to order by Chairman Ed Marks at 6:05 pm.

Present: Edward Marks, Clinton DePaolo, Warren Spencer, Rance Thompson and Vincent Yanni, Jr.

Absent: Patrick Barczak

Staff Present: Amy Mangold, Carl Samuelson, RoseAnn Reggiano

Public:

None.

Public Participation:

None.

Acceptance of Minutes:

Motion:

Commissioner Vincent Yanni made a motion to accept the Minutes from the November 12, 2019 Commission Meeting. Commissioner Clinton DePaolo seconded the motion which was carried unanimously.

Old Business:

- *2020-2021 Budget:*

The Commission discussed the Parks & Recreation 20-21 budget. Due to the minimum wage increase, expenditure has gone up. Chairman Marks emphasized that revenue line items should be added to the report to show that the extra expenditures of minimum wage and merit increases are warranted to which Director Mangold readily agreed. There was considerable discussion related to contractual services, particularly increases in contracted landscaping costs. Various Commissioners suggested that specific components of the new contract (which has not yet been finalized) be detailed to show changes in scope from the prior contract and specific costs associated with Board of Education properties and the Fairfield Hills campus. Ms. Mangold then distributed the projected Capital line items for the upcoming fiscal year (see attachment #1). The capital expenditure was in excess of \$185,000 (without line item 7) so Commissioners worked on seeing where they could save money by taking out line items 9 and 11 so the fiscal year's capital expenditure would be a more realistic \$165,625. The Commission agreed that the budget submission should include a note referencing the larger amount of

capital projects eliminated by the P & R commission prior to Amy's formal submission of the draft budget. Lastly, Chairman Marks suggested that in the future, proposed fees for the coming fiscal year should not be presented to the Commission for approval without giving consideration to anticipated changes in expenses associated with P & R services or programs.

New Business:

- *Commission Reappointments:*

Ms. Mangold addressed that Commissioners Barczak, Spencer and Thompson's commission appointment terms are due for renewal if they so desire. Ms. Mangold asked them to all let Sue Marcinek know by Friday, December 13th if they would like to continue on the Parks and Recreation Commission. If so, it will be put on the Agenda for the December 16, 2019 Board of Selectmen's Meeting so that the selectmen can vote on it.

Chairman's Report:

Edward Marks, Chairman Newtown Parks and Recreation:

- None.

Director's Report:

Amy Mangold, Director of Parks and Recreation:

- The department has been very busy with winter events and committees (Tree Lighting and Pancake Breakfast, to name a few).
- Finance has been receiving landscaping bids from companies. The commission discussed the cost effectiveness of hiring out versus doing work in house. They concluded that in terms of this project it is actually more cost effective to hire out. Ms. Mangold is going to discuss the school's responsibilities in landscaping versus Parks & Rec responsibility as a lot of it has fallen into Parks and Rec's budget.

RoseAnn Reggiano, Assistant Director of Recreation:

- Ms. Reggiano reported that the Winter Brochure is out, and they are already preparing for Spring and Summer. The rehire letters are already out for summer staff.
- Pancakes with Santa was combined with the Rotary Club this year. It was a big hit. There were not as many photos taken with Santa as it was a bit of a different crowd from our previous years, but working with the Rotary Club was a pleasure, and, according to eyewitnesses, Ms. Reggiano was a hit as the emcee.
- Ms. Reggiano says that they are still in search of a carnival company for the 4th annual Parks & Recreation Carnival as Stewart Amusement is unable to work it next year. They are thinking of combining the carnival with Newtown Day (7/25/20) if possible.
- Ms. Reggiano attended the annual CRPA Conference where she focused on different background check companies for future hires. Kate is working on a study showing which company is the most cost-effective. Commissioner Marks added that it should perhaps go through Human Resources.

Carl Samuelson, Assistant Director of Parks:

- Mr. Samuelson distributed his monthly field report, (see attachment #2).

Commissioners out and about:

- Commission Chairman Marks and several other commissioners attended the Christmas Tree Lighting which was (and always is) beautiful. Some concern was expressed that the led white lights do not show up as beautifully as the real candles do.
- Commissioner DePaolo attended the Masters Meeting. He said that there was a great turnout, and a lot of interest in pickleball and softball in particular.

Motion:

Commissioner Vincent Yanni made a motion to adjourn the meeting at 8:44 pm. This motion was seconded by Commissioner Clinton DePaolo. All voted in favor to adjourn the meeting.

The next regular meeting is scheduled for Tuesday, January 14, 2020 at 6:00 pm in the multi-purpose room at the Senior Center, 8 Simpson Street, Newtown, CT.

Submitted by,

Kate Geerer, clerk

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CARL SAMUELSON
ASSISTANT DIRECTOR, PARKS

TOWN OF NEWTOWN

PARKS AND RECREATION DEPARTMENT

1. **Toro 5910 Lease** – Recurring Annual lease payment #1 of 5 for 16ft wide area rotary mower **\$24,500.**
2. **Vehicle leases** – Annual lease payment#2 of 5 for 2 vehicles acquired in 19/20 FY. **\$10,000.**
3. **Toro 4700 Lease**– Annual lease payment #5 of 5 for 14ft rotary acquired in 16/17 FY **\$14,500**
4. **Chrysler Pacifica** – Annual lease payment #4 of 4 for office van acquired in 17/18 FY **\$7000**
5. **Replacement fleet vehicle**- F550 heavy duty 4x4 or similar dump truck with plow. Aging fleet of trucks are seeing increased down time, replacement vehicles are needed to complete our daily operations. This truck will replace a 2005 Ford F550 that has a rotted body, can no longer be used as a dump truck, and experiences excessive down time. **\$105,000 or \$21,000 annually for 5 years**
6. **Kubota 3010 -** Replace 18 year old tractor with new turf tractor more suitable to run implements used by the department. Existing tractor is too small and unreliable to run most of the implements used in field maintenance practices. **\$84,500.00 / \$21,125 #1 of 4 lease payment**
7. **Toro Groundsmaster 1200 -** 14 Ft tow behind rotary mower to complement existing fleet and help with mowing demands in the spring and fall. **\$24,000 To be covered by residual value of Toro 5910.**
8. **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**
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. **\$8,500**
10. **Replacement of second Z-Turn** – Replace the second Toro 7210 Z-turn as previously requested. 12 year old machine is past its efficient service life and requires a lot of repair. **\$22,000**
11. **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. **\$14,000.00**
12. **Department Laptop**- A laptop for commission meetings, presentations, special events, and offsite meetings. **\$3,500**

13. **Treadwell Paver plaza** - Complete Treadwell paver plaza in front of pool house (In-house)
\$22,000

14. **Lake Lillinoah Feasibility Study** - Complete comprehensive traffic and feasibility study of improving Lake Lillinoah waterfront facility to include Docks/gas/Pavilion. **\$15,000**

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PARKS AND FIELDS REPORT

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

FROM: Carl Samuelson, Assistant Director – Parks

DATE: December, 2019

RE: Monthly park update and field report

Leaf clean-up has consumed the bulk of our time this past month. The early snow caught us off guard, although we have been engaged in seasonal tasks as well as working on a few ongoing projects. We will return to final leaf clean up as the weather allows. Luminary were constructed and sand bags were filled for the tree lighting, grading for Watertown 2 field project has started and the pool deck construction has been stopped due to weather.

Dickinson Park: Tennis nets are down for the season. Seasonal tasks are complete.

Newtown Middle School: No new news here, fields are closed for the season.

Orchard Hill: The Eagle Scout project to replace the rotting boardwalks in the swamp areas continues.

Lake Lillinonah: No new news here

Oakview: No new news here, fields are closed for the season.

Tilson Field: No new news here.

Treadwell Soccer/Softball: Tennis nets are down for the season. The softball field is closed for the season and only a couple of scheduled events remain on Treadwell.

Glander Fields: No new news here, fields are closed for the season. Dugout fencing has been removed for roof construction. Dugout footing construction will start as weather allows.

Liberty Fields: No new news here, fields are closed for the season.

Walnut Tree: No new news here, fields are closed for the season.

Fairfield Hills: The ice rink frame has been constructed and tree removal clean-up has been completed.

NHS Fields: No new news here, fields are closed for the season.

Sandy Hook School: No new news here, fields are closed for the season.

Hawley School Fields: No new news here, fields are closed for the season.

Eichlers Cove Marina: The facility is closed for the season although dock cleaning and repair will be ongoing this winter.

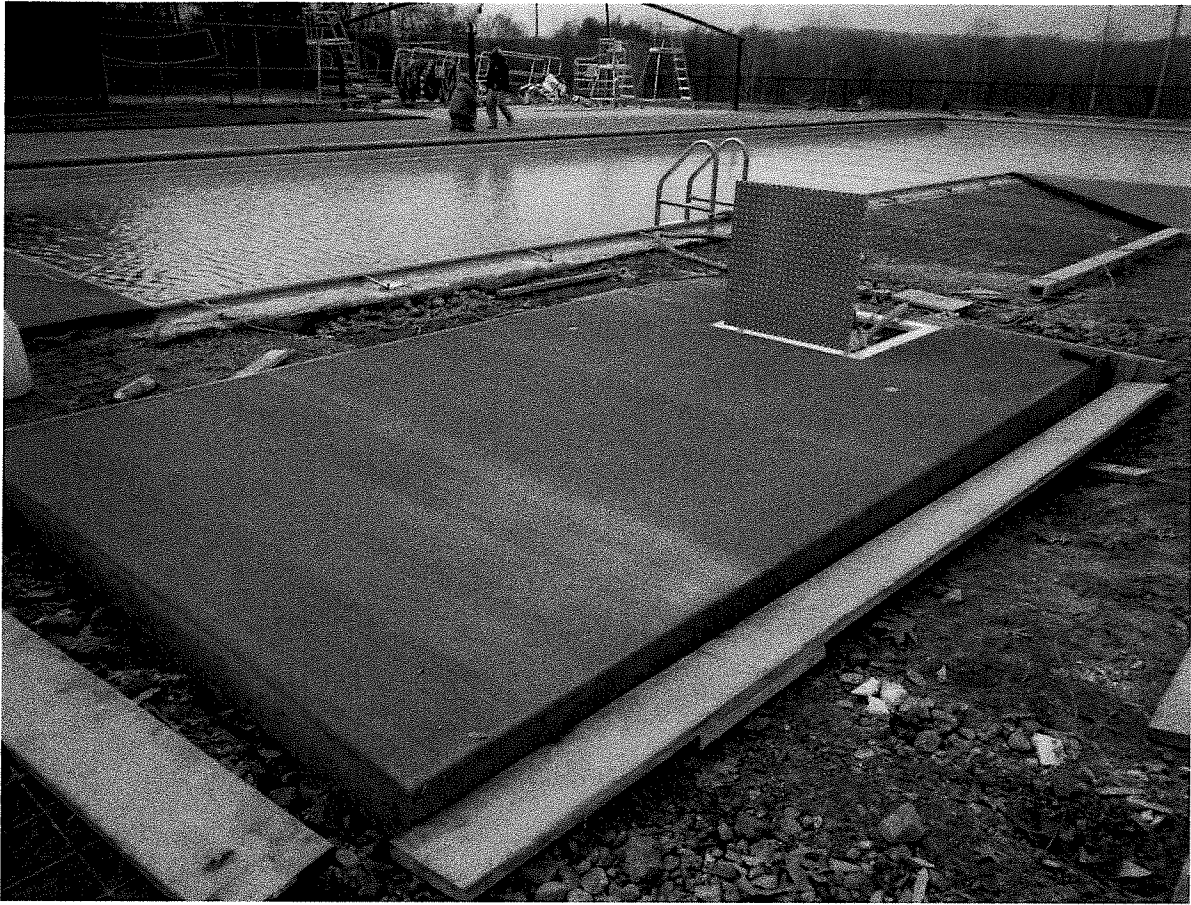
Dog Park: No new news here.

Treadwell Park: Treadwell pool deck project is ongoing although the weather has shut things down. The pool has now been winterized.

A little more than half of the deck has been poured and it looks great. The balance of the deck and fencing will be completed in the spring prior to opening.







Staff:

- 160 hours of vacation/sick/personal/injury/discipline hours were used out of 1728 potential work hours in the past month. This represents a 9.25% loss in workforce.