

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, 2018 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, Clinton DePaolo, Linda Hess, Warren Spencer, Vincent Yanni, Jr.

Absent: Rance Thompson.

Staff Present: Amy Mangold, Carl Samuelson, RoseAnn Reggiano

Public: John Landolfi, Yvonne Landolfi

Public Participation:

Mr. Landolfi and Ms. Landolfi came before the commission to discuss what the possibility would be of installing lights at the Newtown Dog Park. They explained that people like to go to the Dog Park in the evening after work and it is difficult to do that, now that it gets dark early. They suggested putting a light on top of the shed to shine down on the park and put it on a timer to shut off by 8:00 pm. Mr. Marks explained that the commission has had discussions regarding putting lights at the dog park and are in the process of determining whether how extensive the job would be and if it would be security lighting or something more extensive. Mr. Samuelson explained that depending on the type of lighting, they might be violating dark sky code. Perhaps, if they placed the lights on top of tall poles, facing downward, it could work. Mr. Samuelson will work with an electrician to get pricing on equipping the dog park with electricity for lights. Mr. Marks inquired on a time frame for setting up lights at the dog park. Mr. Samuelson responded that it would be spring of 2019. They will be doing some work at the dog park next spring to incorporate a splash pad and will try to include the electrical work, pending on the expense. In the meantime, there are still plans to install lights under the shade structure. Ms. Reggiano will stay in touch with Ms. Landolfi and Ms. Landolfi with updates.

Acceptance of Minutes:

Motion:

Commissioner Patrick Barczak made a motion to accept the minutes from the October 8, 2018 Commission Meeting. Clinton DePaolo seconded the motion.

A correction was made under *Director's Report; Carl Samuelson, Assistant Director of Parks:* the word asses was changed to access.

All voted in favor of the amended minutes.

Old Business:

- *Newtown Bike and Trail Committee:*

Ms. Mangold explained to the commission that First Selectman Dan Rosenthal received 31 applications from people that would like to be on the Bike and Trail committee. Mr. Rosenthal would like to set up a leadership committee of nine individuals. Ms. Mangold stated that she was impressed with all the candidates that have applied and that it is going to be a difficult task choosing just nine people. Mr. Rosenthal requested that a member from both the Parks and Recreation Commission and

The Conservation Commission attend each meeting as well. Ms. Hess and Mr. DePaolo from the Parks and Recreation Commission volunteered to share this role. Mr. Rosenthal will be scheduling a meeting in December to meet with the whole group that showed interest in the committee, as well as the nine selected members of the leadership committee.

- *Age Friendly Livable Community Steering Committee:*
Ms. Mangold has reached out to the Age Friendly Livable Community Steering Committee for a schedule of meetings and is waiting for a response. Ms. Mangold will update the commissioners when she hears back from the committee.
- *Tennis Court Lights:*
Ms. Mangold explained to the commission that there were two temporary light towers placed at the Dickinson Park tennis courts on 3 different scheduled nights. Mr. Farah, a representative from the tennis group reported that the lighting was good, after some adjustment. He also told Ms. Mangold that they had placed a donation can on the court for players to make donations. He will drop off any donations to the Parks and Recreation office. Mr. Samuelson stated that it costs an estimate \$80.00 a night to fuel the 2 light towers. Mr. Samuelson will continue his research for a permanent lighting solution. He explained that there would not necessarily be a return on cost, so possibly they would set up a pay to play. A player would be able to pay for light usage online or pay with credit card on site. The commission discussed at length the which tennis courts to install the lights on and came to the consensus that Dickinson Park makes the most sense, due to the location of the courts and infrastructure.
- *CIP:*
Mr. Marks stated that the BOS has submitted the CIP to the BOF for review. Mr. Marks plans to attend some of BOF meetings.
- *Community Center:*
Ms. Mangold and Ms. Reggiano will be attending a Community Center meeting on Friday, November 16, 2018, where the Community Center committee will be discussing rates for renting out different spaces at the Center. Ms. Mangold explained to the commission that she helped Mr. Matt Ariniello, Community Center Director, give out candy and greet people on Halloween night in front of the police station. They met and greeted thousands of adults and children trick or treating.

New Business:

- *Budget:*
Ms. Mangold presented to the commission a copy of *Parks and Recreation Budget Worksheet: 2019-2020*. (Please see attachment #1). This is the overall budget for the department. The second worksheet (please see attachment #2), breaks down the contractual service fees. The total is down \$13,500, because of the removal of the one-time fee for irrigation central contract; however, Mr. Samuelson stated that the cost of fertilizer and pesticides has increased by 7% due to the increase in trucking fees. Mr. Samuelson also suggested increasing the portable toilets line item, due to supplying units on all fields for the sports organizations and the increase in special events. Worksheet #3 (please see attachment #3) shows the locked in fees for capital lease payments totaling \$89,000. Worksheet #4 (please see attachment #4) is the capital requests presented by Ms. Mangold, totaling: \$1,008,300.00; less adjustments recommended by the Parks and Recreation Commission -\$862,300.00 equals a revised capital budget recommended by Parks and Recreation Commission of \$146,000.00. The commission discussed at length the aging and deteriorating condition of fleet and equipment and the increased costs to keep equipment in good and usable repair. The commission also discussed the cuts in Parks and Recreation over the past 10 years and that the capital budget is half of what it was 10 years ago. The consensus of the group was that a realistic capital budget would be more like \$300,000.00 vs the current budget of \$146,000.00, due to the increase in responsibilities and aging fleet.

Director's Report:

Amy Mangold, Director of Parks and Recreation:

- Ms. Mangold stated that Newtown Savings Bank rents Dickinson Pavilion every year and once again, for the third year in a row the lights at the pavilion did not go on, as promised. The lights are scheduled by staff to go on in a timely fashion during events at the pavilion and it was determined that it was equipment failure. Mr. Marks inquired about Dickinson Pavilion and if Mr. Samuelson or Ms. Mangold received any updates from the person that was going to inspect the pavilion on behalf of First Selectman Rosenthal. They are waiting on a list of items that need repairing on the pavilion.

RoseAnn Reggiano, Assistant Director of Recreation:

- Ms. Reggiano thanked the commissioners that had volunteered at the Fall Carnival on October 19th, 20th, 21st on the Fairfield Hills Campus. The event was not as busy as last year (2017), possibly due to the cold weather. Parks and Recreation made \$8229.48 from the event, which will go towards future events.
- Newtown Day held on October 6, 2018 raised \$7,916.00, also to go towards future Parks and Recreation events. Ms. Reggiano shared with the commission that she feels the revenue is lower than it could have been, because it was a bit confusing when people were entering the event and did not realize there was an entrance fee.
- The Halloween Party for age 8 years and younger was fun, for the estimated 55 little one that attended. They were entertained with music, arts and crafts, snacks and a hayride. Some of the attendees donated candy for Main Street homeowners, to hand out on Halloween night.
- The 5th and 6th grade Halloween party held at the Teen Center and was a huge success. It was a sold out event with 116 kids.
- The Howl O Ween party at the dog park was postponed from Saturday, October 27, 2018 to Sunday, October 28, 2018 due to inclement weather. Ms. Reggiano explained that the turnout was a little down from previous years, with 25-30 dogs in attendance. She feels that this was because of the date change. The event raised \$2,096.00 for the dog park.
- The Basketball Turkey Toss is on Friday, November 16th at the Newtown Middle School, starting at 6:00pm
- Breakfast with Santa is on Saturday, December 8, 2018 at the Newtown Middle School from 9:00am to 11:00am.
- Ms. Reggiano and her team are currently working on winter activities and the winter brochure, which will be published soon.
- Ms. Reggiano shared with the commission that a group of people formed a committee to clean the dog park. The committee put up pee guards around trees, installed a hand sanitizer, placed gravel and did general clean up. Parks and Recreation has a plan to reinstall the splash pad in the spring.
- Ms. Reggiano will present to the commission the fees for summer 2019 at next month's commission meeting.

Carl Samuelson, Assistant Director of Parks: (Please see attachment #5)

- Mr. Samuelson stated that a new mechanic started work on Monday and a new maintainer is due to start work on November 26, 2018.
- The new Eichler's Cove dock shipment started to arrive. The balance of the items is due to arrive by end of this week.
- Mr. Samuelson and staff are preparing for the first snowfall predicted for the end of the week.
- Mr. Samuelson and Ms. Mangold met with two vendors to get quotes for the replacement of Tilson turf field. Parks and Recreation awarded FieldTurf for the Tilson Field Replacement project. Mr. Samuelson explained that there is a 10-year warranty on the product and the company is including installation of Batting Cages at Glander, using 7-8 bags of rubber from the existing field along with sand and FieldTurf labor. The company is also removing and recycling carpet and reuse of the infill at the Blue and Gold field. Ms. Mangold stated that there is a mandate start date of June 3, 2019 and a July 10, 2019 completion date minus weather. Liquidated damages of 1,000.00 per day will be imposed after July 12, 2019, minus weather days.

Motion:

Ms. Linda Hess made a motion to use \$435,000.00 out of surcharge to pay for the Tilson Field turf replacement project. Mr. Patrick Barczak seconded the motion.

The commission discussed the cost of the turf product, drainage and retaining wall to protect field and possible bleachers.

All voted in favor of the motion

- Mr. Samuelson stated that the paper work for the pool deck repair at Treadwell Park is complete and is ready to hand off to Ms. Mangold.
- Ms. Hess inquired about the removal of portable toilets from the fields early this year. Mr. Samuelson responded that each year all the portable toilets are removed from the fields just before Halloween, with the exception of Treadwell Park Liberty Field and that they were removed in error. Mr. Samuelson will talk to them about next year schedule.

Correspondence: None

Commissioners out and about: None

Motion:

Commissioner Vincent Yanni, Jr. made a motion to adjourn the meeting at 8:26 pm. This motion was seconded by Commissioner Linda Hess, which was carried unanimously.

The next regular meeting is scheduled for Tuesday, December 11, 2018 at 6:00 pm in the Conference Room located at 3 Main Street, Newtown, CT.

Submitted by,

Gabriella Chernoff, clerk

PARKS & RECREATION BUDGET

<u>PARKS AND RECREATION</u>	2016 - 2017				2019 - 2020 BUDGET			
	ACTUALS	2017 - 2017	ACTUALS	2018 - 2019	ADOPTED	2018 - 2019	AMENDED	DEPARTMENT
SALARIES & WAGES - FULL TIME	846,878	906,181	970,616	970,616	970,616	970,616	970,616	995,556
SALARIES & WAGES - PART TIME	70,964	70,788	74,153	74,153	74,153	74,153	74,153	74,559
SALARIES & WAGES - SEASONAL	249,275	222,014	208,913	208,913	208,913	208,913	208,913	208,913
SALARIES & WAGES - OVERTIME	67,224	61,229	60,000	60,000	60,000	60,000	60,000	60,000
GROUP INSURANCE	302,767	302,520	281,143	281,143	281,143	281,143	281,143	281,143
SOCIAL SECURITY CONTRIBUTIONS	93,346	100,002	100,497	100,497	100,497	100,497	100,497	102,436
RETIREMENT CONTRIBUTIONS	63,446	61,018	75,373	75,373	75,373	75,373	75,373	76,104
OTHER EMPLOYEE BENEFITS	12,388	13,342	14,250	14,250	14,250	14,250	14,250	14,250
CONTRACTUAL SERVICES	285,837	283,949	286,940	286,940	286,940	286,940	286,940	286,940
DUES, TRAVEL & EDUCATION	8,641	10,205	10,975	10,975	10,975	10,975	10,975	10,975
GENERAL SUPPLIES	10,999	12,253	12,000	12,000	12,000	12,000	12,000	12,000
OFFICE SUPPLIES	2,388	2,557	4,000	4,000	4,000	4,000	4,000	4,000
SIGNS	6,579	6,223	7,000	7,000	7,000	7,000	7,000	7,000
POOL SUPPLIES	32,325	30,718	32,342	32,342	32,342	32,342	32,342	32,342
GENERAL MAINTENANCE SUPPLIES	33,262	31,999	39,225	39,225	39,225	39,225	39,225	39,225
GROUPS MAINTENANCE	136,347	146,217	148,731	148,731	148,731	148,731	148,731	148,731
CAPITAL	168,712	135,634	126,000	126,000	126,000	126,000	126,000	89,000
	2,391,378	2,396,851	2,452,159	2,452,159	2,452,159	2,452,159	2,452,159	2,443,174

DEPARTMENT: PARKS & RECREATION

Contractual Services:

	2018-19	2019-20	Board of Education Maintenance	2018-19	2019-20
Summer Bus service and special events	7,000	7,000	Lawn Maintenance Contract for Schools	84,100	84,100
Portable Toilets (for sports groups)	8,000	8,000	sod for High school fields as needed	8,000	8,000
Tick Control for Dickinson & Treadwell (spraying and bait boxes)	5,500	5,500	4 Applications of fungicide for fields	6,000	6,000
Tennis court net replacement	1,000	1,000	Spraying of pesticides	17,500	17,500
Beautification of Parks	5,500	5,500	(grub control, fungus control and weed control)		
Dumpsters for Dickinson, Treadwell, Skate Park, Teen Ctr, Eichler's Cove & Dog Park,	5,000	5,000	Fertilization of back fields at High School	19,000	19,000
	3,000	3,000	Sub total	134,600	134,600
Irrigation central contract one time fee for 5 years (2018-19)	13,500	-			
Septic Cleaning at Parks	4,471	4,471			
BMI required licensing for concerts and performers	305	305			
Lightning Contract @H.S. Musco	500	500			
			Edgework Consulting: Camp training	2,000	2,000
Treadwell - 4 applications of fungicide	8,500	8,500	Church Hill Sidewalk winter Maintenance	2,000	2,000
Winterize and Spring opening of Pool	2,000	2,000			
Cleaning Service- Treadwell Pool Building and Teen Center	14,000	14,000	Grand Total	286,940	273,440
Service Contract for Pool Controller (Chemical & Pool H2O controls)	1,600	1,600			
Service contract ASCAP dues for musical performances	364	364			
Annual Contract-alarm system Treadwell	400	400			
Contracted emergency repairs: i.e., roofs, well pumps, etc.	6,000	6,000			
Open and close irrigation systems	8,600	8,600			
State Mandated Quarterly water tests at Parks and Potable Water	1,200	1,200			
Alternate Annual Tennis Court repairs between Treadwell & Dickinson	3,000	3,000			
Fencing Repairs	8,000	8,000			
Vandalism Repairs (replacement equipment more expensive)	10,000	10,000			
Alternate Annual Basketball Court repairs Treadwell & Dickinson	1,750	1,750			
Curbing and crack repairs at park facilities	8,500	8,500			
Mowing Hawleyville & Dodgintown	2,400	2,400			
Newtown Village Cemetery mowing	3,850	3,850			
Contract mowing of small areas	14,400	14,400			
			Sub total	148,340	134,840

DEPARTMENT: PARKS & RECREATION

Capital:

<u>EQUIPMENT:</u>	
Toro 5910	24,500 Recurring annual lease payment (external lease)
Heavy duty 1.5 ton four wheel drive truck	17,500 Internal lease payment #5 of 5.
Heavy duty 1.5 ton four wheel drive truck	17,500 Internal lease payment #5 of 5.
Toro 4700	14,500 Internal lease payment #4 of 5.
Department van	7,000 Internal lease payment #3 of 5.
Tractor rental	8,000 Seasonal tractor rental required to run town owned attachments.
Total department request	89,000
	89,000

Note: Dept. capital request to the Parks & Recreation Commission totalled \$1,002,300. The Commission reduced the request by \$811,300.

Vehicle inventory list is on page 305.

2018-2019 Newtown Parks & Recreation Budget
 Capital Spending Approved by P & R Commission

\$1,008,300.00
 -\$862,300.00

Capital Requests Presented by Amy Mangold on 11/14/17
 LESS Adjustments Recommended by P & R Commission 11/14/17

Revised Capital Budget recommended by P & R Commission

\$146,000.00

Priority		Proposed Budget	Removed/Reduction	Revised Budget	Description
1	Toro 5910 Lease	\$24,500.00	\$0.00	\$24,500.00	Annual lease payment (#4 of 5) for 16 foot mower.
2	Vehicle Leases	\$35,000.00	\$0.00	\$35,000.00	Annual lease payment (#4 of 5) for 2 vehicles acquired in 2015/16.
3	Lease Toro 4700 Athletic Field Mower w/Lease	\$14,500.00	\$0.00	\$14,500.00	Annual lease payment (#3 of 5) for 14 ft rotary mower.
4	Lease Department Van (Chrysler Pacifica)	\$7,000.00	\$0.00	\$7,000.00	Annual lease payment (#2 of 5) for department vehicle - replaces previous town-owned vehicle (Chevy Astro)
5	BUY Additional Heavy Pick-up with Plow	\$65,000.00	\$0.00	\$65,000.00	Purchase F350 heavy duty 4x4 or similar pick-up with plow
6	Cut off Saw/Weed Eaters/Back Pack Blowers	\$5,000.00	-\$5,000.00	\$0.00	Yearly replacements for old units beyond repair (daily-use equipment).
7	Trailer for Grooming Equipment	\$15,000.00	-\$15,000.00	\$0.00	Enclosed replacement for failing 14 year-old trailer
8	Tractor Rental	\$8,000.00	-\$8,000.00	\$0.00	Seasonal Tractor rental required to run town-owned attachments required to complete seasonal tasks.
9	Replace Bannerman & Terra Top Aerator	\$45,000.00	-\$45,000.00	\$0.00	Buy Ste Eco Dresser to replace two pieces (aerator and topdresser) of unserviceable equipment
10	Eichlers Cove ADA Compatibility Study	\$11,000.00	-\$11,000.00	\$0.00	Review ADA compatibility options for Eichlers Cove Marina.
11	Install Electrical Service & Irrigation at Walnut Tree Field	\$29,000.00	-\$29,000.00	\$0.00	Install electricity and irrigation, in part through repurposing of irrigation equipment from SHES.
12	Lightning Detection System Expansion	\$18,000.00	-\$18,000.00	\$0.00	Expand Lightning Detection Warning system at addl town facilities.
13	Sidewalk Snow Plow for FFH Campus	\$23,000.00	-\$23,000.00	\$0.00	New snow plow to meet increased demands at FFH, including sidewalks and Ambulance Garage
14	Toro Dingo or Similar Trencher	\$35,000.00	-\$35,000.00	\$0.00	Trencher and post hole auger system needed to expedite conduit and post installs. Compact unit for working in tight spaces.
15	Bobcat Tool Cat	\$52,000.00	-\$52,000.00	\$0.00	Replace now unreliable 2004 model with current model containing upgraded hydraulics.
16	Kubota 3010	\$82,500.00	-\$82,500.00	\$0.00	Replace undersized 14-year-old tractor with new turf tractor better-suited to existing field maintenance attachments

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#5
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 13, 2018

RE: Monthly park update and field report

Fall is here and snow is in the forecast. Seasonal tasks continue as new projects are on the horizon.

Dickinson Park: Fall sports have ended here. Leaf clean-up is ongoing. Funspace playground repairs were completed in the past month and the irrigation/bathrooms have been winterized. The hedge along the parking lot has been pruned. Tennis nets come down this week.

Newtown Middle School: The field use has ended here for the season. The multi-purpose field has held up well considering the amount of use it gets from sports groups as well as PE class. All fields here except baseball were overseeded and fertilized. The baseball field irrigation has been winterized.

Orchard Hill: No new news here

Lake Lillinonah: No new news here. The dock has been removed.

Glander Fields: Fields are done being used for the season. These fields have been overseeded and fertilized. Irrigation is winterized here as well.

Liberty Fields: Fields are done being used for the season following one final small tournament last week. The collapsed dugout roof was repaired. These fields were overseeded and fertilized. The irrigation systems here have been winterized.

Oakview: We have aerated and overseeded a second time. The irrigation and acid injection system here has been winterized.

Tilson Field: We have chosen FieldTurf as a replacement vendor for the turf replacement. Field layouts have been approved and purchase orders issued to lock in the June start date. The new replacement turf will have a 10 year warranty.

Treadwell Soccer/Softball: Fall sports are done here except for a few events on the artificials. All irrigation has been winterized and the natural turf areas have been overseeded and fertilized. Leaves have been blown but some final fall clean up remains. The parking lot retaining wall has been treated to remove the algae. The privet hedge around the basketball court has been pruned. The fencing at the small playground has been installed and the last set of swings was installed. Repairs were also made to the large playground.

Walnut Tree: This field remains in decent shape as play is over for the season. We will be installing a main irrigation line here to use next summer hopefully before the ground freezes. The generator authorized last month was scheduled to be picked up Friday, but this may be postponed due to weather.

Fairfield Hills: The carnival set up and break down went well. Leaf clean-up is ongoing as is meadow mowing and invasive removal. The pickleball nets will be removed this week for the season.

NHS Fields: We have over seeded all of these fields a second time and have completed aerating the complex. Fall fertilization has been completed as well as irrigation system winterization.

Dog Park: the splash pad has been winterized here as have the fountains. We are looking into relocating the splash pad components as some repairs are currently needed.

Treadwell Park: The pool has been covered and the bathrooms have been winterized for the season. The pickleball court repair was held off by rain, but will be completed as soon as weather and temperatures allow.

Eichlers Cove Marina: The new dock shipments have started to arrive. The balance of the items is scheduled to arrive by Thursday of this week.

Sandy Hook School: The field is looking good and the irrigation system has been winterized here.

Staff:

- 496 hours of vacation/sick/personal/injury/discipline hours were used out of 2000 potential work hours in the past month. This represents a 24.9% loss in workforce.