

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, July 11, 2017 in the Explores 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, Warren Spencer, Vincent Yanni, Jr., PJ Yochum

**Absent:** Linda Hess

**Staff Present:** Amy Mangold, Carl Samuelson, RoseAnn Reggiano

**Public:** Carla Kron, member of the Community Center Advisory Committee

**Public Participation:** Ms. Kron stated that she was attending the P&R commission meeting to listen and observe.

**Acceptance of Minutes:**

**Motion**

**Commissioner PJ Yochum made a motion to accept the Minutes from the May 9, 2017 Commission Meeting. Commissioner Patrick Barczak seconded the motion.**

- There was a correction made under the *Director's Report; Amy Mangold, Director of Parks and Recreation*: The word Careing in the second sentence under the 8<sup>th</sup> bullet was changed to Caring.
- A correction was made under the *Director's Report; RoseAnn Reggiano, Assistant Director of Recreation*: The word part take in the first sentence under the 3<sup>rd</sup> bullet was changed to partake.
- A correction was made under *Commissioners out and about*: The word gages under the 3<sup>rd</sup> bullet was changed to cages.

**Commissioners Edward Marks, Patrick Barczak, Vincent Yanni and PJ Yochum voted in favor of the amended minutes. Commissioners Maureen Crick Owen and Warren Spencer abstained from voting due to not being at May 9, 2017 commission meeting.**

The acceptance of June 13, 2017 commission minutes were tabled until August 8, 2017 meeting.

**Old Business:**

- *Community Center:*  
Commissioner Maureen Crick Owen stated that one of the sub-committees of the Advisory committee is the *Organizational Structure for the Community Center*. This sub-committee is made up of 4 members: Maureen Crick Owen, Amy Mangold, Carla Kron, and Bill Buchler. The goal of the subcommittee is to come up with at least 2 different recommendations on how the Community Center should be organized, which will then be reported back to the Advisory Committee. Once the Advisory Committee has agreed on an organizational structure, it will

then be presented to the Board of Selectman. The goal is for the Advisory Committee to present recommendations to the BOS by the end of September or beginning of October 2017. Some of the scenarios being discussed are: 1) Parks and Recreation with additional staff running the Community Center; 2) An independently run organization. Other discussions included the governing body over the Community Center. Ms. Mangold stated that the next step for the Organizational Structure subcommittee is to meet with the P&R commission and get feedback as well as input. Mr. Marks has requested that an organizational chart with programing be presented at next month's commission meeting. Ms. Mangold also attended a Fairfield Authority meeting on Monday, July 10<sup>th</sup>. It was a special meeting to talk about the design of the Community Center building and the architect did a presentation on the current design. There are design standards on Fairfield Hills Campus, so there was much discussion on design and the exterior look. Fairfield Hills Authority will be voting on design next week before going to P&Z for final decision on July 20, 2017.

- *Surcharge/Gift Fund Account:*

Mr. Marks stated that per Director of Finance Bob Tait the surcharge at the end of 2016 was \$150,000.00. Mr. Tait is going to sit down with the P&R to teach the staff how to reconcile accounts and know what the bottom surcharge amount is at any given time.

Assistant Director of Parks Carl Samuelson requested surcharge money to purchase a field lip removal tool. Mr. Samuelson had a demonstration of this equipment on Glander 1 and was impressed with how quickly, efficiently and cost effective it will be to remove lips from ball fields. *(see attachment)*

## **Motion**

Commissioner Vincent Yanni made a motion to use surcharge money to purchase a baseball/softball field lip removal tool not to exceed \$10,995.00. Commissioner PJ Yochum seconded the motion, which was carried unanimously.

- *Parks and Recreation Gift Fund Account:* Tabled until next month's meeting.

## **New Business:**

- *Organizational Structure of the Community Center Advisory Committee Questions and input:* Discussed in Community Center update.
- *Capital – Eichler's Cove Project:*

Mr. Samuelson stated that the original plan at Eichler's Cove was to design the parking lot with as few retaining walls as possible and the original budget was based on that plan. In order for the design company to meet the goal of more parking spots they had to add more retaining walls. The addition of more retaining walls added to the cost of the project and caused it to go slightly over budget. Mr. Samuelson stated that the commission might need to make a motion to approve the additional cost of the capital project from the Eichler's Cove account. Ms. Mangold stated that the Director of Finance Bob Tait said the commission didn't need to vote on this amount. As a reminder to the commission, anything over \$50,000.00 would need to have 3 bids. Mr. Tait suggested that P&R come up with a project list for the next year and present it to the commission. Mr. Marks suggested that Ms. Mangold and Mr. Samuelson prioritize the list so the commission can take a look at it and discuss.

## Correspondence:

- Ms. Reggiano stated that we received a beautiful compliment about P&R swim lessons at Treadwell Park. Ms. Sayward Parsons wrote a letter to the Newtown Bee thanking P&R for the swim lessons offered at Treadwell. She stated how proud she is of our young adults. Ms. Reggiano sent the article/letter to Waterfront Director Carolyn Fagerholm for her to share with the staff.
- Ms. Mangold received a letter addressed to her and the Community Center members from a couple that has lived in Newtown for 40 years. They stated that they have used and enjoyed many of the athletic facilities over the years. They are currently enjoying the new pickle ball court at Treadwell and see many other residents using the courts as well. They are writing to request that pickle ball courts be added to the new Community Center. "It is a sport that is for all ages and growing in leaps and bounds." Diane and Peter G.
- Ms. Mangold received a letter from Sheila Cole regarding pickle ball. Ms. Cole is part of the Friday night pickle ball gang that meets at Fairfield Hills and has requested more courts/nets.
- Ms. Mangold received a letter from St. Rose of Lima to pass onto sports organizations regarding the school change time and being sensitive to after school start time for sports in order to avoid conflicting with religious education class times. St. Rose is requesting that sports organizations not start sports activities before 5:45pm

## Director's Report

### Amy Mangold, Director of Parks and Recreation:

- Ms. Mangold and Ms. Reggiano discussed the feedback from the Food Truck Event. Ms. Reggiano stated that the police estimate 8,000 people attended the event. Ms. Mangold feels the event went extremely well. Ms. Mangold stated that partnering with the Chamber of Commerce was awesome and that Helen from the Chamber did an amazing job. Veronica from VAP did a good job as well and worked very hard to get the food trucks, sponsors and marketing. Ms. Mangold and Ms. Reggiano attended a wrap up meeting today.
- Ms. Mangold stated that LOF did get a temporary permit to use the water front on Lake Zoar with access at Walnut Tree Hill Field, which expires August 1, 2017. LOF will apply for a second temporary permit after presenting a full plan to the BOS, which will expire November 1, 2017.
- Ms. Mangold explained to the commission that they have had some issues come up about the umbrella policy at Eichler's Cove. Ms. Mangold, Ms. Reggiano and Mr. Samuelson are working on coming up with some solutions for shade at the beach. Mr. Samuelson stated that he has seen alternatives to umbrellas, which include beach tents or all one piece shade chairs.
- Ms. Mangold and Mr. Samuelson continue to meet with the Fairfield Hills subcommittee to continue to keep open dialogue on responsibilities, budgets and fees.
- Ms. Mangold shared an article with pictures that was published in PRB magazine about the fruit trail.
- Ms. Mangold handed out a Department CIP Summary Worksheet for years 2017/2018 to 2021/2022 for the commission the take a look at and discuss at the next meeting.

### RoseAnn Reggiano, Assistant Director of Recreation:

- Ms. Reggiano shared that the Skate Park event was on June 25<sup>th</sup> and 42 skaters competed. The funds raised will go back towards the Skate Park.
- Day Camp started the end of June and enrollment is up. There are between 70 and 80 campers registered each week at Dickinson and Treadwell has between 100 and 110 per week. The new Site Director Christopher Browne is doing an amazing job and is well liked by all. Ms. Mangold added that the department invested in Edge Work Consulting to help with the training of the staff and it has enhanced the summer camp programs.
- Ms. Reggiano expressed that the office has been very busy selling pool/beach passes.
- Ms. Reggiano stated that she had to move all her summer activities from the Newtown Middle School because of abatement work. It's been challenging to find other locations, but Ms. Reggiano was able to find a new location for each program with the help of school staff.

- Ms. Reggiano talked about the first movie night of the summer. The movie *Sing* was played for 500 viewers. People brought their chairs, blankets and picnics. The band Brady Rymer was the entertainment before the movie. P&R partnered with Prevention Council for this event and Erin Massaota did all the leg work and did a terrific job.

*Carl Samuelson, Assistant Director of Parks:*

*See attachment*

- Mr. Samuelson handed out to the commission a copy of a Performance Quality Standards report card from Tom Irwin Advisors, Inc. This report card shows an understanding of the condition of fields and gives the ability to make sound decisions based on comprehensive and objective standards. The results were a comparison of testing the difference in the field health over 2 years. Oakview Field was the test field and had an overall grade of B.
- Mr. Samuelson reported that there was damage at Lake Lillanonah after someone damaged the gate and small shed getting out of the parking lot after the gates were locked. The staff has been trained to take a picture of the license plates of any cars left in the parking lot after hours and send information to Dispatch and PD.
- The maintainers are getting ready to work on lower Liberty Field the end of the month.
- LOF has a temporary lease agreement at Walnut Tree field that will expire November 1, 2017

**Commissioners out and about:**

None

**Motion:**

**Commissioner PJ Yochum made a motion to adjourn the meeting at 8:32 pm. This motion was seconded by Commissioner Vincent Yanni, which was carried unanimously.**

The next regular meeting is scheduled for Tuesday, August 8, 2017 at 6:00 pm in the Conference Room located at 3 Main Street, Newtown, CT.

Submitted by,

*Gabriella Chernoff, clerk*

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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:** July 11, 2017

**RE:** Monthly park update and field report

Summer is in full swing, camps and summer events are keeping us very busy!!

**Dickinson Park:** A few minor details have been completed here. Kids have finally torn a hole through the pavilion roof which will be repaired. We have planted a few trees between Dickinson and liberty as well as at the park itself. Day camp is in session and going well.

**Orchard Hill:** A few downed trees were taken care of following storms but otherwise no news here.

**Lake Lillinonah:** Our gate locking policy caught a vandal here who will be repairing the kiosk he damaged getting his vehicle out.

**Glander Fields:** Things are going well here. All of the materials for the outfield fence were delivered; installation will start in a few days. The staff is completing the outfield bank and right field sideline work now.



We had an equipment demonstration on Glander 1 which will drastically change how we manage lips on our fields. Lips are by far the number one complaint of groups using our fields, and are formed by the high usage as well as high frequency of grooming. Lips are a huge safety concern as children trip and fall on them when running as well as get hit in face by ground balls which jump up when hitting these lips.

There has not been a management tool in the past that effectively removed lips in an efficient manner. We have relied on a rotational basis of cutting out lips manually with a sod cutter, re-grading the subsurface and installing new sod. Our higher end fields get this treatment about every 3-4 years while practice fields get done about every 5-6. Typically we do this to 2 or 3 fields per year, but never catch up as it is a cyclical process. The cost to remove lips this way is generally about \$3000-\$4000 per field and takes 2 staff members 3-4 days on small fields and 4-5 days on larger fields.



**Liberty Fields:** These fields are open and in good shape. We will be starting the softball field conversion at the end of the month.

**Oakview:** I will be distributing PQS study results at meeting on this field. Things are in good shape and worn goal mouth areas from the spring season will be repaired in the coming weeks.

**Tilson Field:** No new news here.

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

**Walnut Tree:** Things are looking good here. A temporary license agreement has been put in place or LOF to start using the property.

**Fairfield Hills:** The Street Scape project is moving along and our crew continues its daily work here.

**NHS Fields:** Our summer sports groups have been using these fields on a regular basis. All fields here were overseeded in the past two weeks.

**Dog Park:** Things are looking good here

**Treadwell Park:** Parking lot work has continued to evolve. The new upper lot has been cleared and formed. A section of the main lot has been milled so that subsurface investigation work can start. The main lot work has been taking place on weekends to minimize any impacts on Day Camp.

The new upper lot should be paved by the end of the month with the main lot following as soon as day Camp ends.



**Eichlers Cove Marina:** Things are going well here. A few typical dock repairs as well as beach grooming keeps our staff busy here.

**Staff:**

- 176 hours of vacation/sick/personal/injury/discipline hours were used out of 1520 potential work hours in the past month. This represents a 11.5% loss in workforce.