



AGENDA

Waterford Recreation and Park Commission Meeting

Tuesday, November 29th, 2022 @ 4:00 P.M.

Waterford Community Center

- Call to order
- Establish a Quorum
- Approval of meeting minutes – October 25th, 2022
- Public Comments
- Correspondence
 - Thank you – Dani Gorman
 - Thank You – Steve Sinagra
 - Thank You – Rob Brule
 - Recognizing R&P Maintenance Attendance – Sandy Kenniston
 - Notice of Meeting Schedules from Town Clerk Office: Time change discussion
 - Adding Public Works garden beds to our responsibilities
- Other Correspondence
- Staff Reports
- Committee Reports
 - Nominating (as required) – Slate required for Commission to vote on positions
 - Personnel (as required)
 - Youth Sports Council: Co-sponsored Programs
 - Long Range Planning
 - Policies/procedures
- Representative Reports
 - Board of Education
 - Board of Finance
 - Historical Society
 - O'Neill Theater
 - Senior Services
- Properties
- Old Business
- New Business
- Adjournment

Respectfully submitted,
Eileen Sullivan, Office Coordinator, Recreation and Parks Commission

Waterford Recreation and Parks Commission
Regular Meeting Minutes
October 25th, 2022

The Recreation and Parks Commission held their regular monthly meeting on October 25th, 2022 at the Community Center called to order at 4:13 p.m. by Interim Director R. McNamara and a quorum was established.

Members in attendance: N. Scheiber, E. Murphy, S. Elci, M. Chiappone, J. Gregg

Members Absent: K. Hall, L. Beaney, T. Santos, R. Ericcson

Staff: Interim Director R. McNamara and Office Coordinator E. Sullivan

Approval of Meeting Minutes:

Motion #1: Made by N. Scheiber and seconded by E. Murphy to approve the minutes of the September 27th, 2022 meeting. So voted 5-0.

Correspondence:

- Thank you letter from Officer Fredricks for the help with the Police Union 5K Race.
- Thank you email from Bonnie Sullivan who gave a shout out for J. Therrien's work at beach. He is always polite and helpful and is a valuable employee.
- Thank you email from Rob Brule in regards to the split rail fence repair at Jordan Green – Looks great!
- Notice of Meeting Schedules from Town Clerk Office to submit before end of year – E. Sullivan will forward the dates for approval and submission. M. Chiappone asked if there has been any discussion about possibly changing the meeting time. It's difficult to get there at 4 pm for those that work full time. Will be put on agenda to discuss at November meeting.
- Email from Cindy Dupointe in regards to Cole Baumgartner and his Eagle Scout Project – Welcome to Waterford booklet – His Coffee House was a great turn out at Community Center with a lot of different support from different boards. He is looking to do another one in January.
- Program Coordinator posting – Is out and closes on November 9th. Hoping to get a wider net cast with a good group of individuals to choose from that will improve what we already have in place with our operations.

STAFF REPORTS:

Interim Director R. McNamara

- Hope is to get out as much information as possible to the Commission prior to meetings so that developments of the report can be discussed. Please send me any questions or comments that you may have from the report.
- Budget is running normal. Payouts for A. Nolan and B. Flaherty we are hoping the operating budget will absorb this. May come out of contingency or we may still have personnel funds at the end of year – R. McNamara will be meeting with the Finance Director.
- Winter/Spring booklet is being worked on and R. McNamara has a dead line of 10/28/22 so it can go out mid-December. Programs do not start until January so we are fine.
- Aquatics director is reporting well to coordinating the private swim lessons, in services for the guards, and are looking to add more of private swim lessons and add in a watersport on Wednesdays for all ages to promote and add attention to the pool and the offerings there.
- Video Gaming – Putting feelers out to ESports. There is a huge calling for video gaming in this area and no place to go that offers it. R. McNamara working with intern at Mitchell and Youth Services Program Coordinator. Looking to have club with all the equipment and this also works on our sustainability. Hoping Walmart will donate a lot of equipment to get started. Scholarships are being given out for ESports. Good for eye/hand coordination but screen time will be looked at will need to educate the children on this. This will be going into the booklet.
- Pickle ball is looking for more time in the gym and we are hoping to accommodate. At drop in use in the community center, use is during open gym time. Rules of open gym were explained. We are looking to expand playing surfaces at Leary Park and other places.
- Civic triangle project coming along. Took out shrubs in front of Nevins Cottage, working on split rail, consistence aesthetics throughout.
- Benches - Wilkinson and Bartelli benches are in and just waiting for plaques to go on. Waiting on Bartelli family for theirs. Abbiati family request for bench outside in front of community center where they have been a part of the water stop for the J. Kelly road race for over 60 years. Was discussed with Senior Services and First Selectman and might end up being part of project around duck pond.

- Questions have been asked if we are considering extending the mobi mat down the beach. R. McNamara thinks we should consider this. This may be beneficial for the area and the family asking has raised over \$3,000 for a bench they may want. Need to look into the shifting sand and what is best for these benches down there. Buffer to protect the dunes with the mobi mat and benches are beneficial.
- Pleasure beach walk met with contractor and will be meeting with the environmental planner and contractor. Waiting on specs to get walk to go in. Hope to get done before the cold weather hits us. Approvals and purchase orders are all done.
- Harvest Festival went well – ways to improve for next year bring it in a little closer.
- Busy weekend in December coming up with Tree Lightings - December 2nd at Jordan Green and December 3rd at Quaker Hill. Pearl Harbor Day road race is December 4th
- Leaf collection about to begin and our Wood Program also in the middle of November (has an income threshold)
- Continuing work on the gardens at Library and Jordan Park House. Thames River Valley are going to work on getting it to be a 4 season garden and walkways.
- Community center attendance we are keeping an eye on. One reason we are having the Farmers Market being put in the gym to offer fresh product.
- Repurposed batting cage over at Vets field.
- Rental Fees that were approved are all set and being used. No push back or hiccups.
- Survey Monkey will be going out once approved by town attorney. We want to know questions such as: where are you having to go elsewhere so we can build that here?

Committee Reports:

- Nominating – Make a slate for next meeting
- Personnel – J. Therrien from Maintainer 3 to Maintainer 4. Lower Maintainer 1 had to promote to Maintainer 2 as they were having to work 2 jobs. This allows us to have work/life balance and available for overtime.
- Youth Sports Council – madness looking for space but working to get it for them.
- Long Range Planning - R. McNamara sent T. Santos old survey properties. National Rec and Park association surveys to see where Waterford stands.
- Policies and procedures - we work on daily as we look over our operations especially with the change we have had.

Representative Reports:

- Board of Ed – M. Chiappone has not been in a while due to a lot of special meetings. There was a lock down at the high school but it was fake phone call.
- Board of Finance – approved money for vehicle and repairs. Sending out budget guidelines soon. Annual Report due in November and then budget in December.
- Historical Society – was at coffee house and they want to put together a Sock Hop with Juke box donated by Victoria Gardens.
- O'Neil Theater - none
- Senior Services – continue to provide help as we can for them.

Old Business:

- Restart the personnel subcommittee per E. Murphy. Program coordinator panel and Director and Assistant Director. It is in our policy book and should be made that way. R. McNamara will make sure the board has good representation.

New Business:

- J. Gregg asked to have the brick program at Vets War Park discussed.

Adjournment:

Motion #2: Made by E. Murphy, seconded by S. Elci to adjourn the meeting. So voted 5-0.
Meeting adjourned at 4:45 p.m.

Respectfully submitted,
Eileen Sullivan, Office Coordinator
Recreation and Parks Commission

Ryan McNamara

From: Dani Gorman
Sent: Tuesday, November 1, 2022 11:30 AM
To: Ryan McNamara
Cc: Cindy Dupointe; Robert Brule; jodyNaz@aol.com; Filomenas; Joseph Trelli; Anne Ogden; Heidi McSwain; Linda Geer
Subject: Veterans Coffeehouse

Hi Ryan – Thank you for agreeing to attend next week's Veterans Coffeehouse at Filomena's on my behalf. The First Selectman is copied. Heidi and Joe will make sure the Thanksgiving Food Baskets are there for 9am. They may need a few of your parks staff to make the large delivery. Anne who oversees the food bank volunteers will have them ready by Tuesday morning. Can we arrange a pick-up at YFS for 8:30am going to Filomena's? Rob also mentioned having you speak briefly about your efforts with tiles that honor Veterans. Many thanks! Dani

Coffeehouse: November 8th at 9am at Filomena's

Dani E. Gorman
Town of Waterford
Human Services Administrator
Senior Services
Youth & Family Services
(860)444-5839

Ryan McNamara

From: Steven Sinagra
Sent: Tuesday, November 1, 2022 2:13 PM
To: Cindy Dupointe; Dani Gorman; Gary Schneider; Jeffrey Robillard; Jim Bartelli; Kimberly Allen; Marc Balestracci; Michael Howley; Robert Brule; Ryan McNamara; Steven Sinagra; Mark Greczkowski; Thomas Giard III; Joseph Mancini
Subject: Millstone Drill Feedback / Thank you

Thank you to you and your staff for participating in today's FEMA Evaluated Millstone Drill. There were two FEMA reps and a state employee as our controller. The controller provides the drill injects at the appropriate times according to the scripted drill such as failed warning sirens, traffic issues, etc.

The early feedback on our team was that participation was "phenomenal." One of the FEMA evaluators said that she has not seen a drill where there was active participation from so many town departments. Another comment that I overheard between the two evaluators was that they were "extremely impressed" with the discussions and planning going on at all of the tables. They noticed that all of the groups were looking ahead and planning for any contingencies before they were introduced in the drill.

The direct feedback that they gave me before leaving was that our team did a fantastic job! This is not surprising as we have received similar reviews in the past.

Thank you all!

Please share with participants from your departments.

Steve

Steven R. Sinagra
Emergency Management Director
Town of Waterford
204 Boston Post Road
Waterford, CT 06385
(860) 442-9585 (office)
(860) 625-1351 (cell)

Ryan McNamara

From: Robert Brule
Sent: Saturday, November 12, 2022 10:43 AM
To: Ryan McNamara
Cc: kenny.hall74@gmail.com
Subject: Josh

Ryan,

I wanted to extend a sincere thank you to Josh and you for helping set up and break down the Waterford Veterans Ceremony yesterday. It made for a wonderful day and tribute to our veterans and military families. Thank you very much.

Rob Brule
First Selectman
Waterford Town Hall
15 Rope Ferry Road
Waterford, CT 06385
rbrule@waterfordct.org
Phone: 860-444-5834
Fax: 860-444-0273



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Ryan McNamara

From: Sandy Kenniston
Sent: Friday, November 18, 2022 8:48 AM
To: Christine Walters; Gary Schneider; Ryan McNamara; Jim Bartelli
Cc: Amy Windle
Subject: RE: Mobile Hearing Testing - 11/18/22 @ 7:00am

Hi Christine,

All is going well for the hearing tests. Park & Rec wins the prize for having everyone at work today. ☺
Here are the names of those employees who were not here today:

WUC

Dean Rowe
Dimitri Sferrazza

DPW

Glenn Andrews
Robert Harrington
Erik Kelly
Kevin Miller
David Muscarella

Let us know when/how to get these employees tested, and we will send them.

Thanks,
Sandy

From: Christine Walters <cwalters@waterfordct.org>
Sent: Thursday, November 17, 2022 3:01 PM
To: Gary Schneider <gschneider@waterfordct.org>; Ryan McNamara <rmcnamara@waterfordct.org>; Jim Bartelli <jbartelli@waterfordct.org>; Daniel Matheson <dmatheson@waterfordct.org>
Cc: Sandy Kenniston <skenniston@waterfordct.org>; Eileen Sullivan <esullivan@waterfordct.org>; Amy Windle <AWindle@waterfordct.org>; Scott Olson <solson@waterfordct.org>; Thomas McKittrick Jr <tmckittrick@waterfordct.org>; Peter Clark <PClark@waterfordct.org>
Subject: RE: Mobile Hearing Testing - 11/18/22 @ 7:00am

Just a reminder, the mobile hearing testing will take place tomorrow morning. They will arrive around 6:30am to set up and the first group, Rec & Park Maintainers, are scheduled for 7:00am. The testing schedule is outlined in my email below. Feel free to move people around to different times if you need to.

Thank you,

Christine Walters
Director of Human Resources
Town of Waterford
860-440-0517

From: Christine Walters

Sent: Thursday, October 27, 2022 1:04 PM

To: Gary Schneider <gschneider@waterfordct.org>; Ryan McNamara <rmcnamara@waterfordct.org>; Jim Bartelli <jbartelli@waterfordct.org>; Daniel Matheson <dmatheson@waterfordct.org>

Cc: Sandy Kenniston <skenniston@waterfordct.org>; Eileen Sullivan <esullivan@waterfordct.org>; Amy Windle <AWindle@waterfordct.org>; Robert Brule <rbrule@waterfordct.org>

Subject: Mobile Hearing Testing - 11/18/22 @ 7:00am

Importance: High

Good afternoon!

As part of our hearing conservation program for Public Works, Rec & Park, and Utility, our annual hearing testing will be conducted on **November 18, 2022 starting at 7:00am**, in the parking lot of the Public Works/Utility building. Rec & Park employees will be the first test group as their day starts at 6:30am. This program is able to test groups of 8 employees at a time, lasting approximately 20 minutes and includes the hearing test and OSHA required training. Between the three departments, we will have 43 employees that need to be tested. It is imperative that we have as many employees present on that day, as absent employees will have to be sent to Pequot Occupational Health for a separate test, which will cost us additional money. **From the list below, please let me know who already has a scheduled day off for 11/18/22. If we have too many people already scheduled to be out, we may need to pick another date.**

The testing schedule below is based on the schedule from last year, with a few edits based on employees who have left and new employees that have started. I have no problem if you need to make adjustments to the schedule (although Rec & Park will need to be the 7:00am group), just thought it would be easier to start with what we used last year.

7:00 a.m.

Adams, Chad L	Maintainer III	371303-Rec & Park
Cancelmo, Nicholas D	Maintainer II	371303-Rec & Park
Gladue, Corey J.	Maintainer II	371303-Rec & Park
Madrid, Gabriel	Maintainer II	371303-Rec & Park
Olson, Scott A	Parks Foreman	371303-Rec & Park
Silvestri, Jordan J.	Maintainer II	371303-Rec & Park
Therrien, Joshua J	Maintainer IV	371303-Rec & Park

7:30 a.m.

Burke, David L	Sewer Maint. Operator	311303-Utility Commission
Clark, Peter C	Foreman	311303-Utility Commission
Dulin, Patrick K	Sewer Technician 2	311303-Utility Commission
Gerovitz, Logan T	Sewer Technician 2	311303-Utility Commission
McNair, Ryan D	Sewer Technician 1	311303-Utility Commission
Rowe Jr, Dean E	Sewer Maint. Operator	311303-Utility Commission
Sferrazza, Dimitri G.	Sewer Technician 1	311303-Utility Commission
Williams, Eric J	Lead Maintenance Officer	311303-Utility Commission

8:00 a.m.

Lathrop, Fred G.	Survey Party Chief	311303-Utility Commission
Machinski, Edward J.	Asst. Construction Inspector	311303-Utility Commission
Andrews Jr, Glenn D.	Refuse Truck Driver	301303-Public Works



DRAFT FOR APPROVAL

To: Darleen Celotto, Deputy Town Clerk
From: Eileen Sullivan, Office Coordinator, Recreation and Parks Commission
Date: October 25, 2022
Subject: 2023 Schedule of Regular Meetings

The Recreation and Parks Commission holds their regular monthly meetings at 4:00 p.m. in the Community Center on the following dates:

January 24th, 2023
February 28th, 2023
March 28th, 2023
April 25th, 2023
May 23rd, 2023
June 27th, 2023

July 25th, 2023
August 22, 2023
September 26, 2023
October 24th, 2023
November 24th, 2023
No December Meeting

Respectfully submitted,
Eileen Sullivan, Office Coordinator
Recreation and Parks Commission

Ryan McNamara

From: Gary Schneider
Sent: Wednesday, November 2, 2022 8:40 AM
To: Ryan McNamara
Subject: Municipal Complex

New guy, old request. The planting beds at the Complex need some help, in the care of the plantings (rimming) and mulch. The previous Director could not fit us in. Anyway of getting this into the schedule?

Gary J Schneider
Director of Public Works
Town of Waterford
Public Works Department

WATERFORD RECREATION AND PARKS COMMISSION
INTERIM DIRECTOR – NOVEMBER 2022 REPORT

November fully in our rearview, here is what is going on!...

➤ **Reporting**

Current budget expenditures: \$735,808 or 55% of the \$1,452,431 budget. We are further along than normal due to retirement payouts.

Current revenues: Revenues are being adjusted as we journal the Special Revenue Accounts for FY'23. Reports currently show a collection of \$156,261.

FY'24 Budget:

I would like to have a new look to the budget this year so creation and development has already begun! The new look should be easier to read and allow for justification immediately following each request. I tried to include the impact of R&P in the communities through our Annual Report, so with the budget I will be using national metric comparisons to establish Waterford's presence and justify our requests.

Progress:

I have begun updating the minimum wage schedules and part time schedules for our seasonal staff in the budget. Foreman Olson is reviewing maintenance needs and requesting back up quotes. I am working with the town engineers to discuss playground improvements at Leary Park, an accessible walk from the parking lot to the dog park at Stenger Farm, and the addition of mobi mats along the dune fencing at Waterford Beach Park. Please let me know of any other ideas or initiatives we should be pursuing sooner rather than later for capital projects.

The Annual Report has been submitted. An electronic copy was sent out to Commissioner emails and hard copies are available upon request.

I have reached the "free" extent of SurveyMonkey and will now hand over to Joe Trelle of Youth and Family Services to finalize as they have a license for SurveyMonkey. I will be including a license for R&P, if advised so by IT, in the FY'24 Budget. This is in reference to the town wide survey and re-introducing our efforts to the public.

➤ **Programming**

The booklet is printing! Thank you to all of the staff for their review and edits. We have a lot going on and new programs to coordinate and fund so all hands are on deck.

Interviews for the Program Coordinator have been scheduled for Monday and Tuesday, November 28th and 29th. Hopefully I will have some good news to present at our meeting!

We have purchased four (4) portable pickleball nets for our avid participants. Port-o-johns have been placed at Leary and Waterford Beach parks for the continued use at the park when the weather forces us to close down the bathrooms.

➤ **Projects**

Civic Triangle Project: The unfortunate departure of Abby Piersol, Planning Director, puts a small set back in the push to seeing the project through. I have contacted the town approved engineers for the final specs of the plan and to see what pieces of the project can be handled in house and started.

We have installed the split rail along the front of the Nevins Cottage to remove the unsightly shrubs and allow for consistency through the park. We have more linear feet for wreaths and holiday decorations!

I have reached out the Town Clerk and Bob Nye, Town Historian, regarding a renovation in the front of Town Hall (continuing split rail/replacing declining trees/plantings, and repurposing the concrete rock wall in another area). Bob Nye is currently researching any ties to the rock wall in front of Town Hall as well as any issue with placing split rail in the parking lot to extend available parking closer to the walk on Avery Lane.

We presented the families and dedicated the Wilkinson and Bartelli benches along the accessible walk at Waterford Beach Park. Families were appreciative of our efforts and ability to fulfill their request. Benches are still a hot topic as I have requests for benches at Mago Point, Waterford Beach Park waterfront, and Community Center/Civic Triangle.

The RTM appropriated and approved the funding for the Pleasure Beach Walk repairs. I have met with the contractor and Environmental Planner to discuss the project. It was agreed an additional tidal wetlands plan would need to be established before the work starts in order to best determine the transition from the walk to the mobi mats. The current descent makes ADA transition difficult. This will be completed in Spring '23 before the next beach season.

I am also picking up the Children's Playground Shade Structure project that Director Flaherty had been working on. I am in communication with the vendor and awaiting details of the project. Update: Still awaiting word from the Vendor. The structure selected may not work for the area we have. I will review any alternatives and present when received.

➤ **Special Events**

December 2, 2022: Jordan Park Light Up The Night @ 6pm. Parking and shuttles available from Public Safety, Library, and Community Center. CLMs chorus and luminaries! A very special night.

December 3, 2022: Quaker Hill Tree Lighting @ 6pm. Join the festivities at the QH Green in lighting the tree and treats with Santa at the QH Firehouse afterwards. A picture cut out will be a new element to this year's event!

December 4, 2022: 41st Pearl Harbor Road Race @ 11am starting at the VFW. Ann Nolan is coming back to help us with another Pearl Harbor Day Race! Ann graciously volunteered to help the staff through the event and coordination. SNERRO will do the timing and we have ordered the shirts locally through Sportees.

Stuff The Bus – 11/18/22

We had a great time visiting the schools and collecting all of the donations the kids had donated. It is such a great event to promote all of the good things Waterford provides. We have the younger generation being instilled with civic duty and providing those in need with a supporting hand during tough, seasonal times. Thank you to Youth and Family Services for inviting us to share in the experience!

The Waterford Farmers Market has been a great addition to the Community Center offerings. It is nice to see all of the local vendors as well as the public expressing interest and lots of foot traffic on weekends. We have not received any issues or complaints about the gym being unavailable on Saturdays to this point.

The Lions Craft Fair was a success. Meetings were held with both the Farmers Market and Lions to cover logistics for both entities to co-exist at the Community Center on November

12th. There is now a better dialogue for those from the Lions being interested in doing more with the Farmers Market.

We are already booking our performers, selecting a sound technician, and securing food trucks for the summer concert series. Really looking forward to presenting the line-up if all goes as planned!

I visited a well-attended Veterans Coffee House on Tuesday, November 8th at Filomenas. I introduced our Flag project at Leary Park, discussed the Path Of Honor brick program, and notified the group of our alternative wood heating program. I was able to connect with a few of the veterans the next day at the Community Center for the special luncheon.

The First Selectman held a very nice event was held at Veterans War Park on Veterans Day to recognize those who previously and currently serve our country. The Path of Honor was discussed and the public came out for a nice showing.

➤ **Maintenance**

We are relied upon heavily for the transport and deliveries for those in need in Waterford. We have a great partnership with Youth and Family Services to support their meal and gift program for families in need. We hand delivered over 90+ turkeys and meals to individual doors and complexes. It is another great program to be a part of and highlights some of the services we provide that residents may not be aware of.

Responsibilities coming up:

- MSDS Updates and Emergency Action Plans for the garages
- Our alternative heating, wood program is already accepting applicants and first orders will be going out early November unless there are extenuating circumstances.
- Continued work at park trails and accessible paths – heavy rains and storms do significant damage to our stone dust and gravel pathways.
- Inventory and budget requests/needs
- Holiday decorating and breakdown – Civic Triangle and QH Green
- Garden and ballfield winterization
- Trail Cam installation at Leary and Waterford Beach Park

I am still putting together a plan to upgrade the signage, benches, and trash cans throughout the Civic Triangle. There is a fund that will help secure these improvements initiated by the First Selectman and Waterford businesses. Update: The review has been completed. Ten to twelve trash cans will be replaced throughout the Civic Triangle. Funding remains for improved signage and benches that we will start to plan and request.

➤ **Community Center Attendance**

We had 785 drop in users for 26 days in October. These numbers do not include programming attendance or traffic from the Farmers Market on Saturdays.

➤ **Youth Sports:**

Continued support to our co-sponsored organizations for gym time at BOE facilities.
Budget forms have been sent to all organizations for submittal by 12/20/2022.
Maintenance requests for specialized work are being received and reviewed.

Respectfully Submitted

Ryan McNamara, Interim Director

