



AGENDA

Waterford Recreation and Park Commission Meeting

Tuesday, October 25th, 2022 @ 4:00 P.M.

Waterford Community Center

- Call to order
- Establish a Quorum
- Approval of meeting minutes – September 27th, 2022
- Public Comments
- Correspondence
 - Thank you – Officer Fredricks
 - Thank You – Bonnie Sullivan
 - Thank You – Rob Brule
 - Notice of Meeting Schedules from Town Clerk Office
 - Cindy Dupointe: Cole Baumgartner – Eagle Project: Welcome to Waterford
 - Program Coordinator posting
- Other Correspondence
- Staff Reports
- Committee Reports
 - Nominating (as required)
 - 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
September 27, 2022

The Recreation and Parks Commission held their regular monthly meeting on September 27, 2022 at the Community Center called to order at 4:00 p.m by Chair Kenneth Hall and a quorum was established.

Members in attendance: K. Hall, L. Beaney, N. Scheiber, E. Murphy, T. Santos, M. Chiappone, J. Gregg

Members Absent: S. Elci and R. Ericcson

Staff: Director B. Flaherty and Assistant Director R. McNamara

Guests: Bob Tuneski, Board of Finance

Approval of Meeting Minutes:

T. Santos noted that corrections needed to be made to the August 23, 2022 meeting minutes. In the area of Motion #1 change the year from June 28, 2021 to June 28, 2022 and also in the last paragraph it is written that work has been "complied", this should be changed to "compiled".

Motion #1: Made by T. Santos and seconded by M. Chiappone to approve the minutes with changes noted above to the August 23, 2022 meeting. So voted 5-0-1 (E. Murphy abstained)

Public Comments:

B. Tuneski stated that B. Flaherty did a nice job at the Board of Finance meeting providing a request for capitalizing outside of normal budget site. It was noted by R. Fedor during the Board of Finance that Brian put together a nice package to secure funding for Pleasure Beach and it was also approved.

Correspondence:

- Thank you letter from Tom Giard III, Superintendent to B. Flaherty in regards to the work at the high school that his crew is doing a great job.
- Email from Eileen O'Pasek to thank B. Flaherty for the preparation work that was done at Grimsey Beach for the Kayak Regatta and dedication to Dan Steward. B. Flaherty and R. McNamara shared that it was well attended and included a lot of senators (ie: Congressman Courtney and Senator Blumenthal).
- Email from SECCO (Susan Butler) with schedule of Wednesday night rehearsals and holiday concerts coming up. R. McNamara shared that his monitors have agreed to stay until 9 pm on Monday and Wednesday nights to accommodate the Community Band and also the Orchestra. They are a Co-Sponsored group and would become a regular program we will be able to offer and a great partnership to have. They have done free shows for us and they are not asking for anything from us besides space.
- Letter from Sue Gardner – Scott Olson delivering pallets so helpful to the Waterford Community Foodbank.
- Ocean Beach Kelly Race Committee letter giving kudos to Rec and Park sponsorship thanking us for all the work we do and making it run so smoothly.

STAFF REPORTS:

B. Flaherty (Director's Report)

- On October 19th, 2022 B. Flaherty will be retiring after 23 years and thanked the commission for support over the years. He has spoken with R. Brule about R. McNamara being the interim Director and also moving the program coordinator vacancy forward quickly.
- Budget is looking good.
- Duck pond aerator continues to still be a problem.
- New Maintainer III position has been filled by Chad Adams from Public Works.
- Speed bumps have been installed at Waterford beach and it has definitely improved safety especially near the curve at the old drop off area.
- B. Flaherty has met with the First Selectman and a few residents in regards to the Pickle Ball courts and the First Selectman will find us funding sooner than later - there is definitely a demand there.
- Ongoing projects need additional funds such as the basketball courts even if it is an asphalt overlay and then down the road doing post tension concrete for Tennis and Pickle Ball courts per the First Selectman and Finance Director.

- Children's playground waiting until spring. With the Gardner Family Foundation and town funding we have close to \$100,000 to approve that.
- Irrigation projects moving forward.
- Pleasure Beach sidewalk going thru the RTM October 3rd meeting and hopeful we can do that this season.
- We have a purchase order to review all our maintenance facilities.
- Commission has a say on full backing of the board. HR and Rob – Ryan is ready and would be a great addition. Please send emails which will be good backing for Kenny going into meeting.

R. McNamara (Assistant Director's Report)

- Keeping an eye on Saturdays at community center 12/8/7/5 this past month which is up from last month. Custodial things in the building ironing out the responsibilities with the new contractor.
- Youth sports communication is ongoing daily with scheduling.
- Basketball PE will be having an obstacle course in gym three weeks straight starting at Oswegatchie in November with a nine week rotation, this will make it difficult for scheduling.
- Harvest Festival is October 8th from 12- 4 at the Waterford Beach. There will be numerous vendors, Farmers Market, Touch a Truck, Daily Planet will perform, pumpkin carving, bike rodeo and so much more. It is sure to be a great event.
- Holiday lighting is scheduled for December 2nd at Jordan Park House and December 3rd at Quaker Hill Green. The tree will be coming in from Uklejas, same as last year.
- Pearl Harbor Road Race is on the 4th of December.
- Bio Blitz was not well attended but it was not promoted well because it was the Program Coordinator's who had left. Stenger is going to be cataloged now through I Naturalist and will assist towards sustainability certification every year.
- October illumination of pink lights for breast cancer awareness month will be on outside the community center and possibly the town hall.
- New trash cans and benches at civic triangle. May have extra funds thru alcohol nip sales that go back to beautification of the town. Bartelli bench has arrived, Wilkinson has been ordered and 2 others will be going in down at Mago point.
- Winter booklet is in process and we are reaching out to folks to see if we can get some great new programs in. Email or touch base with R. McNamara. He will be sending out a survey to see if we are doing well or missing anything.

Committee Reports:

- T. Santos said yes to be reinstated another 3 year term. Nominating will move to next month and R. McNamara will prepare a slate of those interested. Jim Gregg has been appointed to the commission.
- Interview process for the Maintainer IV there are 3 candidates in house.
- E. Murphy mentioned Co-sponsored teams basketball 3 v 2 league done on outdoor courts. Nobody is left out and it rotates children in and out. 10 second shot clock with flip cards so no score keeping. Run in the fall for 4th, 5th, 6th graders – Co-ed. R. McNamara will look into rules and possibly do drop in. Maybe high schoolers could get LTS hours if they referee the games. Website is called higherlearningbasketball.com (fast break).
- Updating of policy and procedures will add E. Murphy to work with T. Santos since S. Gardner has left.

K. Hall asked M. Chiappone to take over the rest of the meeting at 4:42 pm

Representative Reports:

No updates

Properties:

No updates

Old Business:

R. McNamara shared his proposal of new rental fees. Groton and East Lyme are the only ones that would mirror what we offer. Rental fees need to be adjusted so we will be competitive with other surrounding towns. Our fields are well sought out and well maintained by far and we have had very high demand for them this year. As of now you can rent the community center room for \$100 from 12 pm to 8 pm and it is getting harder to get monitors to stay for all day events. Non-residents have always been double what the resident fee is. Community room was \$100 a day and now will be \$65 per hour which also includes the monitor fee. The fees need to be updated on our Rec Desk program.

Motion #2: Made by E. Murphy, seconded by N. Scheiber to approve new fee schedule as proposed and to grandfather in those that are already booked and have previous requests prior to today. So voted 5-0-0.

New Business:

No update

Adjournment:

Motion #3: Made by T. Santos, seconded by E. Murphy to adjourn the meeting. So voted 5-0.
Meeting adjourned at 4:50 p.m.

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

Thank you so much for all your help in making the Waterford Police Union 5K Race happen. I really appreciate all your help in coordinating tables and other supplies at the event. It was an amazing community event. Looking forward to working with you on future endeavors.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric Fredricks", followed by the number "#64".

*Community Engagement Officer Eric Fredricks
Waterford Police Department
"In the Community Interest"*

Brian Flaherty

From: Bonnie Sullivan <bonniefenn@gmail.com>
Sent: Friday, September 23, 2022 1:56 PM
To: Brian Flaherty
Subject: Josh. Maintenance

CAUTION: This email originated from outside of the organization.
Do not click links or open attachments unless you recognize the sender's email address and know the content is safe.

Brian, I have asked Josh at the beach for help on several occasions. He is always polite and very helpful. Each time I have asked he has taken care of my request within a day and usually within several hours. He is a valuable employee and I'm grateful that he is there. Waterford Beach is a great asset. It's wonderful to have Josh there to listen to requests and help enhance that asset.

Bonnie Fenn Sullivan

Sent from my iPhone

Brian Flaherty

From: Robert Brule
Sent: Wednesday, September 28, 2022 3:45 PM
To: Scott Olson
Cc: Brian Flaherty; Ryan McNamara
Subject: Split Rail Fence Repair

Scott,

Thank you for repairing the split rail fence on Jordan Green near Nevins Cottage. Looks great!

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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Eileen Sullivan

From: Darleen Celotto
Sent: Thursday, September 29, 2022 1:23 PM
To: Amanda Goodhind; Amelia Santangelo; Amy Windle; Audrey Ulmer; Bob Nye; Brandishea Moses; Caroline Whittaker; Cindy Dupointe; Dawn Choisy; Debra Walters; Department Heads; Diane Driscoll; Donna Payne; Eileen Sullivan; Estelle Harrison; Fran Gheri; Harbor Management; Joan Barnes; Katrina Kotfer; Leanne Santos; Mark Wujtewicz; Meaghan Lineburgh; Sandy Kenniston; SCCOG Office; Sheila Taurianen; Worst, Donna
Subject: 2023 Schedule of Regular Meetings and FOI requirements
Attachments: Memo for 2023 Schedule of Meetings.pdf; Letter from Dave.pdf; FOI Notice of Meetings revised 4.13.18.pdf

Good afternoon,

During your fall meetings, please be mindful of having your board or commission approve the Regular meeting schedule for 2023.

I am attaching 3 items:

1. Request memo from me for your 2023 Schedule of Regular Meetings
2. A letter from Dave Campo regarding FOI requirements regarding board and commission agendas, minutes, meetings and cancellations.
3. FOI chart entitled "Notice of Meetings"

Feel free to contact our office for any reason.

Darleen Celotto
Deputy Town Clerk
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385
(860) 444-5831



FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



PHONE: 860-442-0553
www.waterfordct.org

TO: Chairpersons and/or Recording Secretary

FROM: Darleen Celotto *DJC*
Deputy Town Clerk

DATE: September 29, 2022

RE: 2023 Schedule of Regular Meetings

Now is the time to have your boards/commissions approve a Schedule of Regular Meetings for the calendar year of 2023. Please file this schedule in the Town Clerk's office on or before December 31, 2022.

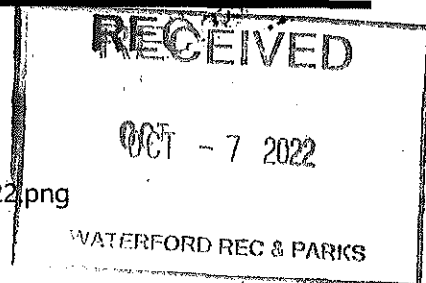
A reminder that no regular meetings for the year 2023 shall be held sooner than thirty (30) days after the schedule has been filed with the Town Clerk's office. For example, if a regular meeting for 2023 is scheduled for Monday, January 2, 2023, then the meeting schedule must be filed with this office no later than December 2, 2022.

I am also requesting that you review your roster of board/committee members in OnBoard, <https://onboard.waterfordct.org>, in order to avoid any discrepancies listed.

Thank you for your cooperation and compliance with the Freedom of Information Act.

Cindy Dupointe

From: Cindy Dupointe
Sent: Wednesday, October 5, 2022 2:21 PM
To: Department Heads
Subject: Welcome to Waterford- Eagle Scout Project
Attachments: Welcome to Waterford Coffehouse scheduled for 10.23.22.png



Hi Everyone,

Cole Baumgartner has been working diligently to coordinate his Eagle Scout Project with the First Selectman's office. Cole has written the memo below to all of us to share context of his project and to request that each Dept Head share the information on social media and with respective Boards/Commissions, and elected officials your department collaborates with.

The flyers are in the process of being printed, and sent to your offices. Can you please post the flyer in your buildings for members of the community to be aware of the event.

Thank you in advance for supporting Cole and his Eagle project

Hello, My name is Cole Baumgartner and I am a Waterford resident, a 10th grader at Waterford High School and member of Waterford BSA Troop 36. I am a Life Scout and am currently working on my Eagle project. For my Eagle project, I am making a Welcome to Waterford Guidebook with all the important information a resident of Waterford would need as well as making gift bags that include the guidebook, swag from local businesses, and other items. The goal of my Eagle project is to make the transition to moving into Waterford easier for new residents as well as providing a hand on guidebook for residents who would like a paper copy. I am also having a Welcome to Waterford Coffehouse on Sunday, October 23rd at 1:00 pm at the Community Center. The goal of the coffehouse is to have members of the community to gather to meet one another as well as meet important town officials. I would like to invite you to attend this event and show your support to the town of Waterford and to my Eagle project. I hope to see you there on October 23rd. Please let me know if you plan to attend. Attached is a flyer to share with other town employees who may interested.

Cindy Dupointe, LMSW
Executive Assistant to the First Selectman
Waterford Town Hall
15 Rope Ferry Road
Waterford, CT 06385
cdupointe@waterfordct.org
Phone: 860-444-5834
Fax: 860-444-0273



WELCOME TO WATERFORD COFFEEHOUSE

COME MEET YOUR NEIGHBORS!

Come meet town leadership, learn about town boards, commissions and local clubs and organizations and get information about local resources.



Sunday, October 23, 2022
1:00 PM - 2:00 PM
Waterford Community Center
24 Rope Ferry Road
Waterford, CT

Coffee- Tea- Water - Pastries

FUN FALL ACTIVITIES FOR KIDS

TOWN OF WATERFORD

The following position is presently open at the Town of Waterford:

PROGRAM COORDINATOR

Salary Range: \$53,956/year – \$67,445 (commensurate with experience)

Full Time Position, Excellent Benefits

**APPLICATIONS MUST BE SUBMITTED TO THE HUMAN RESOURCES OFFICE
BY WEDNESDAY, NOVEMBER 9, 2022 AT 4:00PM**

Director/Assistant Director of

Recreation & Parks

SUPERVISOR

MP-A

CLASSIFICATION

Director of Recreation & Parks

REVIEWING AUTHORITY

Recreation & Parks

DEPARTMENT

A. PURPOSE OF POSITION:

To assist in the coordination and implementation of community recreation programs. To schedule all Town and Board of Education facilities for community uses as policy and procedure dictate.

B. SUPERVISION RECEIVED:

The Director reviews and evaluates work performance and assigns related work. The Assistant Director may assign related work.

C. SUPERVISION EXERCISED:

Supervises contractual, seasonal, part-time, clerical staff and others as assigned.

D. EXAMPLES OF DUTIES:

1. Prepare and maintain facility and athletic field schedules, using Board of Education and Town facilities, for recreational programs, co-sponsored community programs and/or rental of same. Provide cancellation information as required to staff and participants. Ensure required paperwork is completed.
2. Maintain collaborative relationships with town staff and community organizations.
3. Develop seasonal program offerings, perform reviews of all aspects of programs, after action reports (costs, revenues, notes), and budget requirements for meeting annual objectives and goals, to include special events. Utilization of the appropriate computer software will be required.
4. Prepare narrative and statistical reports on recreation programs and community use of schools.
5. Assist with the organization and scheduling of leagues, classes and special events.
6. Provide on-site inspections of program facilities and monitor equipment and supply usage to ensure maintenance of proper levels.
7. Night and weekend work as necessary.
8. Instruct and supervise programs and program personnel. May assist in recruitment, hiring, and evaluation of program personnel. Provide training and re-certification of employees as needed.

9. Prepare seasonal program booklets, activity brochures, flyers, etc. Assist with keeping social media content updated.
10. Assist in preparing and administering department budget.
11. Other related work as required.

***The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

E. MINIMUM QUALIFICATIONS: (Knowledge, Skill & Ability)

Experience and knowledge of principles of community recreation; ability to instruct and/or supervise employees; administrative ability; ability to work independently; ability to organize and maintain records and make reports from such; ability to speak in public; knowledge of sports and recreational activities; ability to utilize computer software programs; ability to follow written and oral instructions; valid operators' license.

F. PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical strength, stamina and flexibility to access all Town owned, rented or leased facilities. May instruct and demonstrate techniques usual to Recreational Programming. While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand; climb or balance; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision preferred, peripheral vision, depth perception and the ability to adjust focus. The dexterity necessary to utilize a computer keyboard on a regular basis is essential.

G. EDUCATION & TRAINING:

Bachelor's degree in recreation or closely related field. One to three years' experience in related field preferred. A combination of education and experience that demonstrates the ability to perform the responsibilities of this position may be considered in lieu of the stated educational and experience requirements.



Christine Walters, Director of Human Resources

10/18/22

Date

cc: Town Hall Bulletin Board Senior Services Youth & Family Services
First Selectman Utility Commission Finance Department
Town Clerk Fire Services Planning & Development
Tax Collector Library Recreation & Parks
Assessor Public Works Department
Police Department

Chad Adams, President, Local 1303-037
Thomas Martin, President, Firefighters Local 4629
Dani Gorman, President, General Government Administrators
Michael Fedor, President, Police Union (UPSEU/COPS)
Shawn Finnigan, President, Public Safety Dispatchers (UPSEU)

WATERFORD RECREATION AND PARKS COMMISSION
INTERIM DIRECTOR – OCTOBER 2022 REPORT

As this is my first meeting as Interim-Director, I wanted to thank everyone for their support and confidence in my abilities to perform the necessary duties in maintaining and improving our impact on the community. I look forward to working with everyone and generating input/interest on our operations moving forward. I cannot express how valuable Hilary and Eileen have been during this transition, we are lucky to have them on our team. It is an exciting time and we have a lot going on!....

➤ **Reporting**

Current budget expenditures:	\$534,867.16 or 40.2% of the \$1,447,681 budget.
Current revenues:	Revenues are being adjusted as we journal the Special Revenue Accounts for FY'23. Reports currently show a collection of \$154,213.

FY'24 Budget: I will be beginning the budget process and re-working the way the request reads and structure of items. I will be moving Program Coordinator to Administration line from the 10137-51620 Program line. I have requested our Maintainer I be promoted to a Maintainer II to better identify the responsibilities that staff are capable: there are no longer any Maintainer I in the 1303 Union. I will be requesting funds for adobe software for promos and flyers and start detailing needs. We are fortunate to have Finance staff supply salaries this year! I will have a draft ready for review when available.

The Annual Report is due November 17th. We have begun entering in data and updates from the previous year and looking for photo and graph inserts from NRPA and our local events. If you have anything specific you would like to see reported or mentioned in the Annual Report, please let me know.

We are still in the creation phase of the Town-wide survey that will go out to all residents via any medium we can use. We are hopeful to attract more information on services and collect data for development & maintenance. The final wording of the survey will be reviewed by Town Council once complete. This will probably be the last call for any input or questions you would like to see in the survey as it is scheduled for the end of the month. A reminder is located in "Notes" below.

➤ **Programming**

The Winter/Spring booklet update - Awaiting department inserts, confirming our staple offerings, and creating Esports at Community Center, Watersport activities at WHS Pool, and looking to get into the schools three (3) days a week for after-school programming directly at schools. The decreasing availability of recess alerts us that there is a gap in the needs being met for physical activity and wellness.

We will be promoting all of our programs and special events in the booklet.

Pickleball – There was an amazing turnout at the Harvest Festival demo. Volunteers donated paddles, rules were explained, and potential players were encouraged to sign up on the Team Reach app. The playability areas are under review in Waterford Beach Park and Leary to provide better surfacing. The growth of this sport also has us looking for other spaces to accommodate the demand for court space. The department and Town are working hand in hand with the Pickleball group to secure their input and envision how we can improve playing opportunities.

Special Revenue – E. Sullivan and I met with Finance staff to review our procedures and balancing with our software and the Munis reporting software. We will be journaling back through July 1, 2022 to track the deposits and adjust any lines that were created for the special

revenue account. Finance has been extremely helpful in this transition and will be a learning process as we navigate the entire year.

There was some confusion and communication issues with our instructors and the previous Program Coordinator. Unfortunately, the coordination and follow up resulted in instructors being unavailable or had different expectations of the offerings. Regardless, we are re-establishing those relationships and always seeking additional instructors and ideas. The Winter/Spring preparation has allowed to identify these previous issues and make immediate changes. The Program Coordinator position is currently advertised and open to the public until November 9, 2022. I will begin creating questions and scenarios for the interviews.

****Is there any interest in serving on interview panel?**

➤ **Projects**

Civic Triangle Project: A schedule of events is currently being established as the Army Corp of Engineers has determined that the Town can provide the necessary oversight of the pond dredging. Areas for holding the pond material still need to be prepared (the old dog pound needs to be knocked down, etc.). I am in contact with all departments involved in scheduling the work that can be done in-house.

In addition, we have begun the survey for continuing the split rail past Nevins and the Library to provide uniformity and aesthetics throughout the park. CBYD has been notified and work will commence once approvals are in place. We will be performing all of the work in-house. I am also reaching 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). Updates will continue to be provided.

A dedicated bench for Phyllis Bartelli is scheduled to be installed on Friday, October 21st. We are coordinating a time with the family to have everyone involved there as the plaque is installed on the bench. This bench is located right next to the water fountain on the accessible walk between the causeway and parking lot.

We are also finalizing the pad and bench construction for the other pad along the same path for the Wilkinson family whose father was instrumental on the RTM in purchasing the beach property.

We have an additional request that I have shared with the First Selectman and other departments involved: Attached Request for Abbiati – John Kelly Road Race, Open Doors, etc.

I have reached out to the Dog Park enthusiasts to get their input on shade and accessibility to the park. There is a need to create an accessible walk from the parking lot to the dog park gates, as well as some existing footing brick repair. This will likely be a spring'23 or FY'24 project.

The RTM appropriated and approved the funding for the Pleasure Beach Walk repairs. I have the funding request into the Finance Office and working with the contractor to schedule the work. This will be completed in either Fall '22 or 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.

➤ **Special Events**

The 2022 Harvest Fest was a great event. We provided some changes this year and realized more opportunities/improvements to present in the upcoming years. Very appreciative of all the volunteers and help provided to make this event such a success. A full after action report of the event is available if anyone is interested. We had roughly 2,000 people visit the event throughout the 12-4pm timeframe.

Staff has begun updating flyers and registration forms for the Pearl Harbor Road Race scheduled for December 4, 2022. Thank you to Joe Trelli of Youth Services who has taken on the design and layout of the forms.

Tree Lightings are scheduled for December 2nd at Jordan Green and December 3rd at the QH Green. Town departments are involved and already planning ways to enhance the events from last year's great turnout.

The Community Band held their Fall Concert on Saturday, October 23rd from 2-5pm. We were fortunate to welcome another event to our calendar as Cole Baumgartner will be hosting "Welcome to Waterford Coffeehouse" events at the Community Center to engage the public with current topics and amenities available to Waterford residents. Flyer in backup

Last Sunday, October 16th, Addys Run was held at Great Neck school. It was a great event to help fundraise for a family in need. The WHS cheerleaders were in attendance to give the runners a boost towards the finish and a thrilling Kids run was held in the parking lot to kick things off. R&P was there to help in anyway and promote the event.

The Waterford Farmers Market is coming to the Community Center! We will now be hosting the Farmer's Market over the colder months indoors in the Community Center starting on November 5, 2022. Arrangements have been made for the market to continue in the parking lot once the weather returns. We are the new home for the Farmers Market and have the capacity to expand the offerings and event.

As we transition our approach to events and programming, sponsorship opportunities would be a tremendous advantage to bringing in more bands, starting brand new programs, and providing more events to get the community together. The proposal is currently being reviewed by Town council.

Waterford Beach Park clean up on Saturday, October 22nd. Sponsored by Save The Sound and Friends of Seaside State Park. Our maintenance staff will collect any bags or debris found by the groups.

➤ **Maintenance**

The maintenance team is beginning to slow down on mowing and trimming operations which provides time for repair and improvement projects. We spent a full day opening up the area on Norman Street to allow for hydrant access and open up an area that had not been disturbed in some time. Abutters were pleased with the work. We will also be able to start working on the Civic Triangle split rail and other parks.

Responsibilities coming up:

- Leaves
- Taking out water meters and winterizing properties (bathrooms at WBP, blow out irrigation lines, aerators from pond, etc.)
- Our alternative heating, wood program is already accepting applicants and first orders will be going out early November unless there are extenuating circumstances.

Thank you to the Utility Department and Public Works for their efforts in the War Park fountain repairs. Another example of how well agencies in town are working together.

I met with the Library Director and Vanessa Bunnell from Pollinator Pathways to discuss the garden installed in the front of the library. Pollinator Pathways has agreed to work with the Thames Valley River Gardening Club to establish a 4 season garden that accentuates the pollinators. The work will begin when appropriate plant installation times present themselves.

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.

We will be installing Trail Cameras at WBP and Leary due to previous (WBP) and recent vandalism (Leary Park) to allow for identifying individuals responsible for making the appropriate repairs to any damage done. We have already purchased two cameras and are currently working on connecting them for review and surveillance.

In accordance with the Fleet Management plan, Tag# R2 will be surplus to the Purchasing Agent for sale or repurposing. This was the vehicle formerly used by the Director and deemed Do Not Replace once a full Fleet Management correction had taken place. The office still has access to tag#R8 and a variety of vehicles at Town Hall for use.

➤ **Town Updates**

The Town of Waterford will be introducing a new website to the public. It can currently be viewed at: ct-waterford.civicplus.com

The payroll system will be switching over to ADP, replacing the KRONOS software currently being used. R&P will also be receiving new time clock devices installed at WBP and CC. The Finance Office announced a software upgrade for Munis that we will be getting training before the January anticipated launch. We are also testing out Fleetio for Fleet Management tracking and reporting.

➤ **Community Center Attendance**

We had 759 drop in users for 26 days in September. These numbers do not include programming attendance. Of note: The four (4) Saturdays in September had DROP-IN attendance of 7, 5, 7, and 4 for an average of just under six (6) people using the facility outside of our programs from the 8am-12noon operating hours. This is one of the deciding factors in providing the Farmers Market with winter space.

➤ **Youth Sports:**

The maintenance staff was able to take down and repurpose Vets batting cage to Little League South

We are setting up a display outside the R&P Offices for youth sport registrations to be available at all times throughout the year.

We are circulating any announcements and promos through our social media and town website from our co-sponsored organizations

Rec Programming and Waterford Rec Basketball gym usage is taking a large hit this year due to the PE program that monopolizes the gym at each elementary school for four (4) weeks at a time. It is extremely hard to duplicate last year's offerings and try to grow the program with the obstacle. We are working through the scheduling with basketball and coordinating with all of the schools for maximum availability.

NOTES

- Rental fees have been updated throughout our sites and are in effect.
- **Reminder:** Please email or provide some valuable insight to creating a new survey to go out to the Town residents. We want to get a current feel for what we are doing well and what we may be missing. I would like to have the survey out by the end of October.

Respectfully Submitted

Ryan McNamara, Interim Director