



TOWN OF WATERFORD

RECREATION AND PARKS COMMISSION

Tuesday, August 23, 2022 4:00p.m. Community Center

I. Minutes

- a. July 26, 2022 Meeting cancelled due to lack of quorum
- b. Approval of June 28, 2022 minutes

II. Public Comment

III. Correspondence

- a. Request from Waterford Lion's Club for arts/craft show on 11/12/22
- b. Thank you note from Kristen Widham, Historical Society
- c. Note from Nicholas McMahon re: pond treatment plan
- d. Letter from Susan Gardiner re: resignation
- e. Office Coordinator I Job Posting/Description and Update
- f. Thank you letter from 1st Selectman
- g. Letter to Chairman Hall concerning pickleball
- h. Food Truck application for review

IV. Staff Reports

- a. Director
- b. Assistant Director
- c. Program Coordinator

V. Committee Reports

- a. Nominating (as required)
- b. Personnel
- c. Co-Sponsored Programs
- d. Long Range Planning
- e. Policy and Procedures

VI. Representative Reports

- a. Board of Education
- b. Historical Society
- c. Youth Sports Council
- d. Community Center
- e. Stenger Farm Park

VII. Properties

VIII. Old Business

IX. New Business

Ryan McNamara
Recreation and Parks

The Waterford Recreation and Parks Commission held their regular monthly meeting on Tuesday, June 28, 2022 at the Community Center at 4:00 p.m. Chair Ken Hall presided.

MEMBERS IN ATTENDANCE: Cs. Hall, Scheiber, Beaney, Santos, Erricson, Gardiner

MEMBERS ABSENT: Cs. Chiapponi, Elci, Murphy

STAFF: Director Flaherty, Assistant Director McNamara, Program Coordinator Shauna Damon

MOTION #1: Made by C. Erricson, seconded by C. Scheiber to approve the minutes of the May 24, 2002 meeting as received. So voted 6-0

CORRESPONDENCE: Request from the community Dance Ensemble, re: Picnic Fees

Thank you note from Great Neck PTS's pool party

COMMENTS FROM THE PUBLIC:

Chair Hall introduced Mrs. Dibuno who spoke to the members regarding the hours of use in the Community Center. The Assistant Director will research this request and report back to the Commission. A discussion was held. No action was taken at this time.

STAFF REPORTS: All staff reports were accepted as received and placed on file. In addition, the Director reported on expenditures and revenues. Line Item transfers have been submitted and more will be required to balance year end expenses. He is working with the Parks Foreman on the daily maintenance of the athletic areas, parks, beaches, school grounds. He reported on the condition of the civic triangle duck pond. There is a wait period to obtain a permit. A contractor to be hired to treat the water quality issues at the pond. He thanked the Gardiner Foundation for their continued support of children's playground in the Civic Triangle. On going projects are tennis courts, basketball courts, parking area at Leary Park. The entrance road to Waterford Beach Park has been paved.

The Assistant Director reviewed his report of the Community Center, Youth Sports, and Projects. The Human Resources and the PRB approved an updated wage schedule to assist with the hiring and retention of our aquatics, playground and beach staff. Men's Softball League will be looking to begin on July 6th, even without night games due no lights. There are many volunteer students looking for LTS hours and we hope to use them with some gardening and weeding some of the beds around town.

C. Beaney left the meeting at 4:35 p.m. therefore there is a change in vote count.

The Program Coordinator reported on onboarding of seasonal staff with 20 Playground, 30 Lifeguards, 9 Gatehouse attendants, 1 Monitor, 8 Swim aides, for a total of 68 new employees. Beach Stickers sales that have been sold are 1,952 residents and 374 non-residents. Summer programs start on July 5th with the addition of a new tennis instructor. The Concert Series has started with approximately 500 hundred in attendance. She working on updating reservations forms and a fee schedule for use of the departments facilities. Upcoming projects include updating policies and taking photos for the website and our digital inventory.

MOTION #2 made by C. Scheiber, seconded by C. Erricson to approve the rental of a picnic shelter at WBP by the "Community Dance Ensemble" with the stipulation that an up to date of the 501c3 IRS donation letter be submitted. Discussion held. So voted 5-0.

COMMITTEE REPORTS:

~ Personal: The Custodial position and the Office Coordinator's position will be vacant as of July 1, 2022.

NEW BUSINESS: A discussion was held on the open positions that will take place on June 29th and July 1st, 2022.

MOTION #3. Made by C. Santos, seconded by C. Scheiber that the Director submit a requisition for the Office Coordinator position and sent to Human Resources, as soon as possible. So voted 5-0.

The Chair thanked the secretary for her service to the Commission.

MOTION #4: Made by C. Erricson, seconded by C. Scheiber to adjourn. So voted 5-0. Meeting adjourned at 5:55 p.m.

Respectfully submitted,

Ann Nolan, Secretary

Recreation and Parks Commission

Attention Director Brian W. Flaherty

The Waterford Regional Lions Club would like thank you for supporting our Lions Club for the last several years. Waving your usual fee, for the use of the Waterford Community Center has allowed our Club to keep our expenses down in order to schedule and hold our many important fundraisers.

The Waterford Regional Lions Club is part of the Lions Club International, and what we do is summed up in two words, " We Serve ". We serve first in our own community, but today more than ever we see the need to serve the world community. Lions have been associated with blindness and sight restoration since 1925 when author, Helen Keller, challenged Lions Clubs toward a goal when there would be no preventable blindness . Since, embracing that challenge Lions Clubs have gained unmatched experience and expertise in the field, and have become an irreplaceable presence dedicated to sight preservation. We want everyone to see a better tomorrow. Further, we promote and participate in youth programs, services for children, International relations , work with the deaf, community disaster preparedness and relief . During this past year , our Club sponsored our new Waterford Lancers Leo's . Youths to age 18 .

Waterford Regional Lions also promotes Low Vision, Journey for Sight, Sight Saver Day, Camp Rising Sun for children with cancer and many other district charities.

We would like to ask your permission again, to schedule our annual Craft Show on Saturday, November 12, 2022, with the understanding that we would be responsible for cleanup and custodial fees.

Your consideration and continued support would be greatly appreciated.
Thank you very much from all the Lions of Waterford Regional .

Respectfully, Sheri Ann Colquhoun, President

A handwritten signature in cursive script, reading "Sheri A. Colquhoun". The signature is written in dark ink and is positioned below the typed name of the president.

Brian Flaherty

From: Kristen Widham <kwidham@gmail.com>
Sent: Friday, July 15, 2022 7:37 PM
To: Sedell, Charles
Cc: Adam Horridge; Alan Anderson; Anthony Cascio; Anthony Perrone; Ben Carbone Jr.; Beth Sabilia; Brandon McCool; Bryan Liggett; Bugi Reiff; Carrie Allen; Chris Collett; Christine Johnson; Clint Wright; Craig Weimert; Dana Jensen; Daniel Stimler; Darren McMahon; David Burke; Deb Walters; Eric Sedell; Eric Culbreth; GERALYN; Gillian Beebe; Grannis Richardson; Holly Camerota; Jameson Kelly; Jan Theiler; Jay Gardner; Jeffry Shralow; John Cummings; John Roe; John Wiel; Jordan Silvestri; Joshua Gigliotti; Kael Wiersch; karen; Kelsie Harrelson; Kevin Lester; Kevin Fontana; Lily Glynos; Mark Burno; Mark Olynciw; Mark Kellog; Mark Juska; Mary Richard; Mathew Tucker; Micah Duhaime; Nick Gauthier; Nick Cancelmo; patrick crotty; Pete Barber; Peter Crizer; Philip Medbery; Rebecca Donohue; Richard Lempicki; Rider Strano; Robert Casey; Rosaria Juska; Russ Jennings; Steve Elci; Steve Savitsky; Steve Middel; Tamara Berry; Thomas Uguccione; Tim Steamer; Tim & Amy Sullivan; Vince Antonelli; Warren Weigel; Ryan McNamara; Shauna Damon; First Selectman; Brian Flaherty
Subject: Re: Waterford Blacksmiths

CAUTION: This email originated from outside of the organization.

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Thanks for all this great information, Charlie! Please keep us in the loop on Tuesday!
Kristen

On Fri, Jul 15, 2022, 7:31 PM Charlie <sideros@earthlink.net> wrote:

Hello All :

Today was an excellent day for making another step of progress in our Jordan Park Sign installation. Thanks go to the town of Waterford Rec and Parks for their tremendous help today with equipment and labor. Without the town, and Nick C., Dick L., Paul G., Karen S., Jay G., it wouldna be accomplished !

Monday's plan to continue with the stone planter is postponed until Tuesday due to the forecast for rain. We are tentatively scheduled to resume work at 7:30AM Tuesday. This will be the final step in completion of this project prior to submitting our building permit for final inspection by TOW building Dept.

Brian Flaherty

From: Nicholas McMahon <nick@thepondandlake.com>
Sent: Wednesday, July 20, 2022 6:19 AM
To: Maureen Fitzgerald
Cc: Brian Flaherty
Subject: Re: Town of Waterford Phosphorous Treatment Permit

CAUTION: This email originated from outside of the organization.

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Maureen,

This is great info. The total phosphorus number is off the charts high (hypereutrophic) at 132 ug/l. I am going to copy/paste a description we usually include with our sample results.

Phosphorus: Essential nutrient often correlating to growth of algae in freshwaters. Total Phosphorus (TP) is the measure of all phosphorus in a sample as measured by persulfate strong digestion and includes: inorganic, oxidizable organic and polyphosphates. This includes what is readily available, potential to become available and stable forms. <12 Åµg/L oligotrophic; 12-24 Åµg/L mesotrophic; 25-96 Åµg/L eutrophic; > 96 Åµg/L hypereutrophic.

This is likely coming from the runoff in the upper watershed and little can likely be done up there. You could try informing people about not using fertilizer unnecessarily, testing their lawns before applying it, and using low phosphorus formulations. But it would likely take large scale acceptance for this to show results downstream. I fear that this number would be even higher right after a rain event like we had the last day or two. Phosphorus typically builds up in the watershed when it is dry and is flushed downstream all at once when it rains. The only other way to manage it is after the fact with a Phoslock or Eutrosorb G treatment to sequester it within the pond. This is something I still think will be very important, but should wait until after the dredging has been completed.

Yesterday's treatment was strictly an algaecide because of the sheer volume of algal biomass in the pond. It should look notably better within a day or two and we will stay on top of it until it looks up to par.



Nicholas McMahon
Aquatic & Fisheries Biologist

Cell 1(860)389-5519
Office 1(203)885-0184
Email nick@thepondandlake.com

The Pond and Lake Connection
841 Windham Rd (Rt 32)
North Franklin, CT 06254

www.thepondconnection.com



TOWN OF WATERFORD

OFFICE COORDINATOR I

The following position is presently open to Local 1303 members at the Town of Waterford.

**APPLICATIONS MUST BE IN THE HUMAN RESOURCES OFFICE BY
4:00 P.M. FRIDAY, JULY 29, 2022.**

Director of Recreation & Parks
SUPERVISOR

AS-10/AS-I
CLASSIFICATION

Director of Recreation & Parks
REVIEWING AUTHORITY

Recreation & Parks
DEPARTMENT

A. Purpose of Position:

To perform or coordinate administrative duties on behalf of the Town's Recreation & Parks Department and the Recreation & Parks Commission. Assumes responsibility for efficient procedural functioning of the office.

B. Supervision Received:

Supervised by the Director of Recreation & Parks or designee. Position requires ability to conduct required duties with a minimum of supervision and act with initiative towards problem identification and resolution in furtherance of the efficient operation of the office.

C. Supervision Exercised:

Supervises and is responsible for the effective performance of all clerical personnel of the Recreation & Parks Department.

D. Examples of Essential Duties/Functions:**

1. Serves as an executive assistant to the Recreation & Parks Director and Assistant Director.
2. Manages administrative operations and front office personnel and coordinates office activities with all staff.
3. Develops and executes implementation of administrative practices and procedures to improve office operation. Practices and procedures include but are not limited to filing, payment of bills, payroll, scheduling, public inquiries, and records retention.
4. Maintains coordination and communication with other Town boards and agencies.
5. Prepares personnel documents for recording in the Human Resources Office and the Recreation & Parks Office.
6. Preparation of weekly timecards for submission to the Finance Office.
7. Responsible for daily, weekly, and yearly revenue accounting and deposits for the Finance Office.
8. Prepares, compiles, processes and maintains data including correspondence and reports.
9. Serves as administrative assistant and recording secretary for the Recreation & Parks Commission, attending all meetings. Attends other after-hours meetings as required.
10. Maintains electronic and paper materials used to disseminate public information including flyers, handouts, websites, and social media.
11. Will be required to cover the reception desk and will act in capacity of Program Coordinator in their absence.
12. Responsible for assisting administrative staff in scheduling all facilities and areas that fall under the responsibility of Recreation & Parks including school facilities, coordinating with the Parks Foreman when needed.

13. Proficient in operation of all Town and Department specific software programs.
14. Responsible for walk-in, telephone, and online registration of all community recreation programs and facilities as well as the Senior Citizen Supplemental Wood Program. This includes determining eligibility, waiting lists, fee collection and needed follow-up.
15. Assists the Assistant Director and Program Coordinator in coordinating special event operations with other organizations (i.e., other Town Departments, co-sponsored programs and civic organizations). Works at these events when required.
16. Daily Community Center operations to include preparing the Center for opening, monitoring the reception area when staff/volunteers are not present and general assistance of patrons.
17. Assists administrative staff in preparation of the annual report, capital improvement plan, and other reports.
18. Assists with the preparation of department budgets, reports, and grants; maintains operating budgets including purchases and grants; and maintains bookkeeping records for fees and revenues received.
19. Exercises independent judgment with respect to real or potential problems and on own initiative brings these to the attention of the Recreation & Parks Director with recommended action.
20. Other related office duties as would result from a broad interpretation of the above duties.

**The essential duties/functions described 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)

This position requires a knowledge of business administration practices and specialized training or experience in municipal governments; excellent verbal and written communication; a record of providing superior customer service; an ability to function with considerable initiative with ongoing supervision in the planning and performance over broad range of areas in accordance with Commission policies and practices and applicable laws and regulations; excellent computer skills; knowledge and aptitude in bookkeeping principles, methods, and procedures; proficiency at using Microsoft Excel and Word.

F. Education & Training:

Associates or Bachelor's Degree in business or public administration or related field and at least three years' experience as an office manager or executive secretary or an equivalent combination of employment, education, and training which will provide the knowledge, skill and ability required for this position.

G. Physical Demands/Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle or feel; reach with hands and arms; and talk or hear. The employee 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 ability to adjust focus. The dexterity necessary to utilize a computer keyboard on a regular basis is essential. The employee must be able to work harmoniously, cooperatively, and courteously with others at all times. Must be capable of functioning in an active work environment and be able to perform with frequent interruptions.

Christine Walters
Christine Walters, Director of Human Resources

7/22/22
Date

cc:	Town Hall Bulletin Board	Senior Services	Youth & Family Services
	First Selectman	Utility Commission	Finance Department
	Town Clerk	Bureau of 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
Ryan Spearrin, President, Police Union (UPSEU/COPS)
Shawn Finnigan, President, Public Safety Dispatchers (UPSEU)

WATERFORD RECREATION AND PARKS COMMISSION

July 26, 2022

DIRECTORS' REPORT:

BUDGET UPDATE: Reports are not yet available for the end of fiscal year 2022. We have begun fiscal year 2023. A dump truck repair will cost approximately \$12,000, which is over half of our Maintenance of Vehicles budget.

MAINTENANCE REPORT: I continue to meet with the Parks Foreman daily. Routine summer maintenance continues. Seasonal work continues by the crew on athletic areas/parks/beach maintenance/school grounds. Mowing has slowed down, and beach preparation and athletic fields continue to be maintained daily. A seasonal maintainer will begin 7/27/22. Please note we are doing our best to get to all areas, but certain detail work is behind schedule. A few highlights:

- Duck Pond maintenance continues. We are attempting to get our aerator in and have ordered underwater diffusers. A contractor applied an algaecide on 7/19/22 which is improving the water quality. High levels of fertilizer (most from Boston Post Road area) organic wastes and decaying matter coupled with extended seasonal warm weather and drought conditions are contributing causes of reduced dissolved oxygen. When these conditions are present, we can expect larger than normal algal blooms and decreased dissolved oxygen. These are factors affecting the Town pond.
- Assisted Historical Society volunteers installing a new sign and garden bed on the Jordan Green.
- Road painting at Waterford Beach gatehouse to improve safety.
- Lifeguard Shack repair at Waterford Beach Park.

MISCELLANEOUS:

- Thanks to all our staff during this busy summer season. Special thanks to our office staff who have been completing the work of our vacant Office Coordinator Position.
- The Office Coordinator position job description revision was approved by the Personnel Review Board on 7/21/22, and Human Resources posted the position on 7/22/22.
- The custodial contracted cleaning of the Community Center begins 7/25/22. A custodian will be assigned to the Community Center. I'm awaiting the hours they will be working.
- Speed bumps have been ordered for Waterford Beach Park and will be installed when delivered.
- The Finance Director has informed us that we cannot rent to outside groups wanting to rent Community Center rooms during normal operating hours. They can only rent Saturday afternoons and Sundays. This was due to a risk management concern.
- Due to lack of sales and other issues, both beer & wine vendors dropped out of the summer concert series.
- A Town Parade is planned for 8/13/22. Staff are assisting. Please let me know if there are any ideas you might have.

ON-GOING PROJECTS:

- **Leary Park & Town Hall Basketball Court Reconstruction:** Additional funds will be required. I recommend post tension concrete courts. This is the best long term option. The purchasing agent continues to assist in finding quotes. We are examining other options
- **Children's Playground:** A shade structure is being considered. Details forthcoming.
- **Irrigation Projects** at Vet's field and Leary Park. A new quote has been obtained. We will need to ask for additional funds.
- **Leary Park Lower Roadway:** Planning Stage.
- **Pleasure Beach sidewalk/Mobi-mat** are still in the planning stage. Quotes received.
- **Maintenance Facility Plan:** Met with engineer, planning underway.

Respectfully submitted,

Brian W. Flaherty
Brian W. Flaherty, Director

Brian Flaherty

From: Robert Brule
Sent: Monday, August 15, 2022 11:03 AM
To: Brian Flaherty
Cc: Ryan McNamara; Shauna Damon; Cindy Dupointe
Subject: Thank you Ryan Scott and Maintainers!

Dear Brian,

I wanted to take a moment to sincerely thank a few of your staff who went above and beyond Saturday and leading up to Staurday's parade. Ryan McNamara, Scott and the Maintainers (who went back and forth from the Beach to the Parade ensuring everything was in good shape). It was a great event that the Town of Waterford should be proud for putting on for our residents! Thank you again to Ryan and Scott for being on site to troubleshoot. To Scott and his team of maintainers, job well done and THANK YOU! Looking forward to next year's event!

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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Waterford Recreation & Parks Commission
15 Rope Ferry Road

Waterford, CT 06385

ATTN: Mr. Kenny Hall, Chairman

Re: 2023-2024 CIP proposal for town tennis court improvements

Dear Chairman Hall:

My name is Jim Auwood. I reside at 19 Peninsular Avenue in Waterford. Back on March 21, 2022, I made my initial introduction to Brian Flaherty via email, a copy of which is attached hereto. At the time of that introduction, you will note that I was not asking about dedicated pickleball courts - so what has transpired since March 21st? On April 7th, I, along with Gail Boehm and Bill Turnier met with Brian and Ryan at their office to discuss our requests. It was a productive and informative meeting in which they advised us of their commitment to painting the lines on the second tennis court at Waterford Beach, doubling our pickleball capacity from two (2) to four(4) courts. They also advised us that their 2022-2023 CIP proposal for court improvements had not been approved, instead it was tabled. On July 23rd, the pickleball lines were painted on the second tennis court and the picklers have not stopped coming since. On August 10th I emailed Brian reiterating our group's commitment to helping in any way possible to advocate, support and advance the Department's resubmission of the prior year's CIP proposal. On August 12th I received a phone call from Rich Walton, who advised me that Brian had called him and suggested that letters should be sent to you and the Commission. I trust that Rich has sent you his letter to be placed on the correspondence agenda for your August 25th commission meeting. I would like to attend your meeting and present your membership with information about this growing sport and the municipal response here in Connecticut. I look forward to the opportunity and to support the Department's plan in any way in the future you see fit.

Very truly yours,



Jim Auwood

Cc: Brian Flaherty

Attachment: email dated March 21, 2022 to Brian Flaherty

August 15, 2022

Pickleball Courts at Waterford Beach Park

From: James Auwood (jwauwood@snet.net)

To: bflaherty@waterfordct.org

Cc: bill.turnier@snet.net; gvboehm@gmail.com; first-sel@waterfordct.org

Date: Monday, March 21, 2022, 04:46 PM EDT

Mr. Flaherty:

I am a Waterford resident living in Ridgewood Park at 19 Peninsular Avenue. I have been blessed to be able to be physically active for all of my 65 years and in 2021 was introduced to pickleball after having played tennis and other racket sports over the past 50 years. I met a fun group of pickleballers at WBP, who welcomed a newcomer to their group with open arms. They have asked me along with Bill Turnier and Gail Boehm, to reach out to you and the Town about the possibility of increasing the playing capacity for pickleball at WBP - specifically to double the number of courts from two to four. This would require the town to line the second tennis court for two additional pickleball courts. This would mirror the playing capacity at Leary Park. Waterford would then have equal court availability on both ends of the Town.

Having spent much of my career monitoring program utilization (or underutilization), it is not difficult to see the need here for the fastest growing sport in America.**

Utilization of the WBP courts by pickle ballers dwarfs the number of tennis players on any given day. The morning group that I play with has more than 45 members registered on the scheduling website TeamReach. During the winter months, conservatively there are 8-10 players on any given morning day. This Sunday there were 15; on Friday there was 13; the only reason there was zero utilization on Saturday was due to the rain. We were there Sunday morning clearing the puddles off the court to make for safe play. As the temperatures warm, there will be 12-18 players during our daily scheduled 2 hours of morning play, day in and day out. With only two playing courts, pickleball play at WBP is beyond capacity on a daily basis for mornings most of the year.

Pickleball's social/physical activity is uniquely different from tennis. In my 40 years of playing recreational tennis, I would never think to invite 15 of my playing friends to the courts to play at one time. That is exactly what happens in pickleball.

Multiple games with different partners and different opponents creates a fun atmosphere of competition, exercise and fitness; this growing sport squarely lines up with your Mission Statement. There are at least 14 tennis courts available in

Town. Adding two lined courts at WBP will bring the town's total from 6 to 8 pickleball courts. If tennis players show up at WPB and the courts are full, they have 12 other options in Town. In the reverse, if 12 pickleballers show up at WBP, they have one other venue option on the other side of Town, a 22-minute drive away; and quite frankly, if WPB is full capacity then Leary Park generally is as well with pickleballers. This seems to be patently unfair in light of the growing numbers of pickleballers here and nationwide. Let me be clear, I am not requesting dedicated pickleball courts; rather to turn WBP into multi-use courts, much the same as the court in the Community Center, and many of the courts/fields at most area high schools.

I would appreciate the opportunity, along with Bill and Gail to take a few minutes from your busy schedule to discuss this further and provide additional information. We consider ourselves someone that will commit our time and energies to help bring this to fruition.

Jim Auwood

** THE ECONOMIST: "Pickleball is the fastest growing sport in America," January 30, 2021;

AXIOS: "The Pickleball Explosion," November 15, 2021;

NPR: "America's Fastest Growing Sport," February 19, 2022.

WATERFORD RECREATION AND PARKS COMMISSION

Property Use Request for Waterford Community Center, WBP Pavilions & Athletic Fields

Please complete and return with payment to: Waterford Recreation & Parks, 15 Rope Ferry Road, Waterford, CT 06385

Cash - Check - Credit accepted

Checks made out to: TOWN OF WATERFORD

APPLICANT: Tony Ferreira PHONE: 860 445-5555

MAILING ADDRESS: 48 Morgan St. TOWN/CITY: Waterford ZIP: 06379
CT

EMAIL: SPIRITSLISTINC@gmail.com

NAME OF ORGANIZATION/EVENT: SPIRITS LIST INC. (EASTSIDE FOOD FESTIVALS)

LOCATION REQUESTED: Community Center _____ /Room _____
Athletic Field (Location) FIELDS ALONG BEACH FRONT
WBP Pavilion/s #1 #2 #3 OR Field/s (#1) (#2)

(Waterford Beach Pavilion/s you will need to provide Guest List to the gatehouse the morning of picnic for guest to receive picnic entrance fee rate.)

EXPECTED ATTENDANCE: 500 plus throughout the day

DATE REQUESTED: 4-22-23 / 4-23-23 TIME: RAIN OR SUN 12 TO DARK TOTAL HRS: 12

FEES: \$ 400 ADDITIONAL FEES (i.e., lining, monitors, etc.): \$ _____
SETUP 8am to 12pm

INSURANCE: THE EVENT HELPER (copy on file (Y/N))

NAME OF INDIVIDUAL RESPONSIBLE FOR EVENT: SAME AS ABOVE
(If different from applicant.)

ADDRESS: _____ TOWN/CITY: _____ ZIP: _____

DAY PHONE#: _____ EVENING PHONE#: _____

This application will be reviewed and a copy of the decision will be forwarded to the applicant at the above contact information. Use of the facilities shall be in accordance with all provisions of the ordinance governing the use of the Town of Waterford parks, playgrounds, and recreational properties.

AGREEMENT:

I have read and understand the rules and policies as established by the Waterford Recreation and Parks Commission and to the best of my knowledge the above statements are true. It is understood and agreed that by signing this agreement, the undersigned and/or represented group will adhere to the policy and regulations of the Town of Waterford, Recreation and Parks commission as stipulated. The undersigned further understands that the Town of Waterford, recreation and parks commission is not responsible for any claims now or in the future, for any personal injuries or property damage resulting from this activity. The undersigned agrees that the Town of Waterford and its agencies are held harmless from any such claims or damages - including the possible risk of exposure to COVID-19 in public spaces. It is further understood that certain uses or activities may require presentation of a certificate of proof of liability insurance, naming the Town of Waterford as additionally insured.

USER SIGNATURE: Anthony Ferreira DATE: 8-9-22

USER NAME (PRINT PLEASE): ANTHONY FERREIRA

WATERFORD RECREATION AND PARKS COMMISSION

August 23, 2022

DIRECTORS' REPORT:

BUDGET UPDATE: Reports are not yet finalized for the end of fiscal year 2022. As of 7/31/22, expenditures stand at \$135,284 (9.3%). Revenues stand at \$125,143. A dump truck repair will cost approximately \$12,000, which is over half of our Maintenance of Vehicles budget, is still being arranged. A 2009 Dump truck (R-14) is due to be replaced anytime through fleet management.

MAINTENANCE REPORT: I continue to meet with the Parks Foreman daily. Routine late summer maintenance continues. Seasonal work continues by the crew on athletic areas/parks/beach maintenance/school grounds. Mowing continues to slow down, and beach preparation and athletic fields continue to be maintained daily. Preparation of school properties is underway. Welcome to Andrew Messina, our new seasonal maintainer.

- Duck Pond maintenance continues. We are attempting to get our aerator in, but the water level is too low. Underwater diffusers have been installed and are helping the water quality. A contractor has applied two applications which is helping as well. High levels of fertilizer (most from Boston Post Road area) organic wastes and decaying matter coupled with extended seasonal warm weather and drought conditions are contributing causes of reduced dissolved oxygen. When these conditions are present, we can expect larger than normal algal blooms and decreased dissolved oxygen.
- Assisted Historical Society volunteers installing a new sign and garden bed on the Jordan Green.
- Our maintainers assisted with the Waterford Day Parade and events.
- Road painting at Waterford Beach gatehouse to improve safety & Lifeguard Shack repair.
- Leona Podeszwa and our lifeguard crew should be commended as they helped locating a missing camper on 8/12/22, as well as assisting a pregnant woman.
- Discussion/action on Maintainer IV & Maintainer III positions. Tom Feliciano Jr. resigned as a Maintainer III. A practical test is being developed for his replacement.

MISCELLANEOUS:

- Thanks to all our staff during this busy summer season. Special thanks to our office staff who have been completing the work of our vacant Office Coordinator Position.
- The Office Coordinator position job description revision was approved by the Personnel Review Board on 7/21/22. I would like to welcome Eileen Sullivan who accepted the position and will begin with us on August 29, 2022. Eileen is coming to us from the Youth & Family Service Department.
- The custodial contracted cleaning of the Community Center begins 7/25/22. A consistent custodian has not been established as of yet. Issues continue with the Community Center HVAC. Town staff are assisting.
- Speed bumps for Waterford Beach Park have been delivered. We are waiting for Public Works to install the signs, then they will be placed.
- The Finance Director has informed us that we cannot rent to outside groups wanting to rent Community Center rooms during normal operating hours. They can only rent Saturday afternoons and Sundays. This was due to a risk management concern.
- Due to lack of sales and other issues, both beer & wine vendors dropped out of the summer concert series.

ON-GOING PROJECTS:

- **Leary Park & Town Hall Basketball Court Reconstruction:** Additional funds will be required. I recommend post tension concrete courts. This is the best long term option. The purchasing agent continues to assist in finding quotes. We are examining other options
- **Children's Playground:** A shade structure is being considered. Details forthcoming.
- **Irrigation Projects** at Vet's field and Leary Park. A new quote has been obtained. We will need to ask for additional funds.
- **Leary Park Lower Roadway:** Planning Stage.
- **Pleasure Beach sidewalk/Mobi-mat** are still in the planning stage. Quotes received. **Commission support needed to move through the approval process.**
- **Maintenance Facility Plan:** Met with engineer, planning underway.

Respectfully submitted,

Brian W. Flaherty
Brian W. Flaherty, Director

WATERFORD RECREATION AND PARKS COMMISSION
ASSISTANT DIRECTOR – AUGUST 2022 REPORT

➤ **Community Center**

- We had 946 drop in users for 26 days in July (observing Independence Day closing), with these numbers do not include programming attendance. Of note: There were 5 Saturdays in July with DROP-IN attendance of 10,6,5,5, and 7 for an average of just under 7 people using the facility outside of our programs from the 8am-12noon operating hours.
- The custodial situation continues to evolve. We have not had a consistent employee since July 1st. We had a great candidate that we requested from the Company to staff permanently. It is being looked into.
- A meeting was held to go over the needs of the building for contractual custodial purposes. It seems that will be the direction for the new service upon the retirement of the current full time employee on July 1, 2022.
- Ash trees surrounding the tree line in the parking lot are being investigated as to the appropriate owner of the trees, the Town or the Rope Ferry Condo association. **UPDATE:** The majority of the trees seem to be on the RF Condo side except for a few near the entrance that Public Works will schedule when available.

➤ **Youth Sports:**

- Continued communication with organizations to meet their field and facility needs. Football-Soccer – Basketball will be in full swing shortly with requests.
- Youth Sport Council meeting scheduled for September 27, 2022. The agenda remains to review handbooks, codes of conduct, seasonal schedules, and collaborative purchasing opportunities.

➤ **Projects:**

- Scheduling fields for Town organization athletic events, programs, and co-sponsored groups
- Summer concerts have commenced. We will begin securing next year's dates and getting contracts out.
- Continued development of Sponsorship policy and forms – awaiting direction/review from Town Attorney
- Special Events: Art in the Park and Town Parade coordination and planning
- Attended Save The River Save The Hills regatta and Steward plaque
- Cataloguing all gardens on Town and BOE for identification and care instructions – Continuing as seasonal blooms and care are staggered.
- Regularly updating town sites with schedule changes at our fields for public information
- Mens Softball League has been in progress. The lack of rain has only thrown the schedule off once.
- Purchasing arrangements for memorial benches, picnic tables, and Fleet Management as well as annual requisitions for local stores and consistent use
- Special Revenue reporting forms and discussion with Finance
- "Safe Route To Parks" initiative through National Recreation and Parks Assoc. This program will highlight and encourage trail use with a framework to be successful. Reviewing documents and strategy for implementation. Looking to implement in the Fall behind the Bioblitz and other events.

➤ **Maintenance**

- Irrigation system review and repairs
- Update ledger on hours performed at each location (Town and BOE) and collecting information on materials used on ballfields as well as paint use/time evaluations for operations. **UPDATE:** FY22 is complete and FY23 up to date.
- Camp Dash breakdown assistance provided to Youth Services at Quaker Hill and Oswegatchie
- Field schedules and needs coordinated with Director and Foreman
- Mulching and planting throughout Town and BOE

NOTES

- Rental Fee Review – proposal and comparisons for review and vote
- Breezeline is offering to plant three (3) trees in 2-3 different locations in Town. They will perform all of the labor and purchase the trees from local providers. We have the ability to select the areas and variety of plant. We are currently looking at the area disturbed at WBP from the water line repair and either Leary or QH green as preferred locations. Are there any sites or plant varieties preferred by the Commission?

Respectfully Submitted

Ryan McNamara, Assistant Director

Program Coordinator's Report AUGUST 2022

Highlights:

- Beach Sticker Sales: 2875 – sold. **Residents: 2,444** and **Non-residents: 431. Up 549**
- Fall Program Registrations:
 - August 15 – resident mail in start date
 - August 22 - residents online, non-resident mail in
 - August 25 – Non-residents online
 - August 29 – In Person

Program Update:

- Playground Camp – over 160 participant between the three locations.
- Aquatics –
 - Waterford High School Pool will be closed for annual cleaning from August 20 – September 11, 2022.
 - During this time the Aquatics Director will be looking to compare our operation with other in the local area.
 - Aquatics Director has also been working on expanding programs for the pool outside of our historic programs.
 - Beach operations – ongoing process to get RecDesk system at the gatehouse.
 - Connected to our software system that we have in-house. Will create cleaner lines between GH and office as we implement.
 - Planning to be able to take credit cards next season.
- Fall Programs –
 - Met with our instructors
 - New Programs, updated contact information
 - Met with new instructors –
 - *New Programs coming: Fashion design/sewing, painting/printmaking, small engine repair and some new fitness programs.*
 - Working with the Day to get it finalized for print. Fall program booklet will be out in August with programs starting in September.
- Harvest Day Celebration –
 - Coordinating with PD, FD and Public works/utilities for entertainment.
 - Girl scouts confirmed to help with paint a pumpkin
 - Other groups?
 - Vendors -
 - Band selection –
 - Schedule of events
 - 12-2pm Touch a truck
 - 2- 4pm band will play
 - Sensory time for the touch a truck? First 30 minutes? Last 30 minutes?

Up-coming projects:

- Updating Policies, vendor applications

Respectfully Submitted,
Shauna Damon
Program Coordinator

