

WATERFORD RECREATION AND PARKS COMMISSION MEETING

TUESDAY, MAY 24, 2022

4:00 P.M. COMMUNITY CENTER

1. **Approval of the April 26, 2022 minutes**
2. **Comments from the public**
3. **Correspondence**
 - a. Request for a school raffle gift, from Caroline Surdo
 - b. A letter from SECCO member Sue Butler, regarding co-sponsorship
 - c. Letter from Charlie Sedell, Waterford Historical Society
4. **STAFF REPORTS**
5. **COMMITTEE REPORTS**
 - a. Nominating (as required)
 - b. Personnel (as required)
 - c. Co-Sponsored Programs
 - d. Long Range Planning
 - e. Policies/Procedures
6. **Representative Reports**
 - a. Board of Education
 - b. Historical Society
 - c. Youth Sports Council
 - d. Community Center
 - e. Stenger Farm Park
7. **Properties**
8. **Old Business**

Ann Nolan, Secretary



Recreation and Parks Commission

The Waterford Recreation and Parks Commission held their regular monthly meeting on Tuesday, April 26, 2022 in the Community Center at 4:00 p.m. Chair Hall presided.

MEMBERS PRESENT: Cs. Hall, Gardiner, Scheiber, Santos, Elci

MEMBERS ABSENT: Cs. Chiapponi, Beaney, Erricson, Murphy

STAFF: Director Flaherty, Assist. Director McNamara, Program Coordinator Damon

GUESTS: Finance liaison Robert Tuneski, Kerry Sullivan

MOTION #1: Made by C. Scheiber, seconded by C. Gardiner to approve the minutes of the March meeting as received. So voted 5-0.

CORRESPONDENCE:

- a. Thank you note from Soccer Team, re: use of gym
- b. Letter Police Chief, re: speed bumps for Waterford Beach
- c. Letter from Jody Nazarcyk, re: Veteran's beach passes
- d. Letter from Town Attorney, re: open water Swimming at Waterford Beach
- e. Letter from Kerry Sullivan, re: Bids
- f. Property Use Request Waiver, re: Boy Scout Troop Pack 36 Camp-out at Waterford Beach

A lengthy discussion was held on the bids that were received regarding allowing a vendor to sell beer and wine at the Summer Concert Series. Ms. Sullivan expressed her concerns about selling alcohol products at the concert series and how the bids were not approved the Recreation and Parks Commission. There was no action taken at this time. The Director advised the Commission that he recently met with First Selectman Robert Brule and that he agreed with the Director that alcohol vendors should not be present at children type events such as the Harvest Festival and New Years' Eve, Eve events. He also recognized Ann Nolan for the great valve she has been for the department and town, and wished her the very best in her upcoming retirement.

The Director has spoken to the Police Chief regarding the speed bumps for the beach road. He will be working with the Traffic Officer on ordering and placing of the speed bumps.

MOTION #2: Made by C. Gardiner, seconded by C. Santos to approve the placing of speed bumps at Waterford Beach Park. So voted 5-0.

A discussion was held on the request from Ms. Narzarcyk requesting free beach stickers for Waterford Veterans'. At this time, there is a free sticker for handicapped Veteran from Waterford. The Chair put further discussions and recommendations into the Policies/Procedure Committee.

A discussion was held regarding swimming at the beach on out-of-season. The Director will send a letter and a copy of the ordinance regarding the rules of the ordinance to the resident who inquired.

MOTION #3: Made by C. Santos, seconded by C. Scheiber to approve the request for Boy Scout Troop 36 to hold a Camp-Out at Waterford Beach the weekend of June 3rd, 4th and 5th and to waive the use fee. So voted 5-0.

Finance Liaison member, Bob Tuneski, spoke to the members regarding budget requests.

Page 2 Minutes of the April 26, 2022 Meeting

STAFF REPORTS: All reports were placed on file. In addition the Director reported on the spending freeze that the Town is now under, as of April 14th. He said that the Finance Director will attend the May meeting in response to the new Special Revenue Fund. He reported on the New England Food Truck program held at Waterford Beach Park on April 9, 2022. There will be a meeting with the departments that were involved and discuss any problems that occurred. He reported that a 10-year plan has been sent to the First Selectman and also a 2-week job analysis.

The Assistant Director reviewed his report. The summer program booklet has been delivered and registrations will begin on May 2, 2022. The Men's Softball program will hold their yearly meeting re: schedules and fees. There will be no night games for anyone, due to the loss of lights. The maintainers continue the maintenance of all the fields and grounds and are keeping ledgers of jobs being completed and doing some training classes.

The Program Coordinator reported that she has been busy with getting the summer programs, hiring lifeguards and playground personnel. She also been working on policy forms and rentals of buildings and fields. She will be hosting a Water Safety Day on May 18th at the Community Center, offering information, pool/water safety information and demonstrations. She working on the "Sustainable Committee", a Town Certificate.

OLD BUSINESS:

MOTION #3: Made by C. Gardiner and seconded by C. Santos to approve the placement of speed bumps at Waterford Beach Park. Discussion held. So voted 5-0

NEW BUSINESS:

- a. A letter was read from the Southeastern Connecticut Community Orchestra, regarding becoming part of the Recreation and Parks programs. No action taken at this time.

MOTION #4: Having no further business to address, a Motion was made by C. Sheiber, seconded by C. Gardiner to adjourn. So voted 5-0.

Meeting adjourned at 5:55 p.m.

Respectfully submitted,

Ann Nolan, Secretary,

Recreation and Park Commission

Ann Nolan

Commission

From: Susan Butler <sueqbutler@gmail.com>
Sent: Friday, May 13, 2022 9:40 AM
To: Ann Nolan
Cc: Brian Flaherty
Subject: SECCO agenda request for May 24 Commission meeting

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.

To: Kenny Hall, Chairperson, Waterford Parks and Recreation Commission,

My name is Sue Butler, and I am contacting you on behalf of the newly formed Southeastern Connecticut Community Orchestra (SECCO). We are seeking co-sponsorship with the Waterford Parks and Recreation Department. Please add us to the agenda for the May 24, 2022, commission meeting. We would appreciate a moment of your time to present our plans and discuss how our orchestra will benefit Waterford residents.

Please advise me if there is any additional information or requirements needed in order for us be on the agenda for your next meeting.

Thank you, and best regards,
Sue Butler
860-859-7437

Ann Nolan

From: Caroline Surdo <caroline.surdo@aol.com>
Sent: Thursday, May 19, 2022 6:33 PM
To: Ann Nolan
Subject: Town of Waterford letter

CAUTION: This email originated from outside of the organization.

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Good Evening,

Per our conversation, please see the attached donation request letter. Thank you for considering us for a donated Town Beach Pass to raffle off at our end of year picnic.

Please contact me with any further questions.

Caroline Surdo

Sent from my iPhone

Ann Nolan

From: Brian Flaherty
Sent: Thursday, May 19, 2022 9:49 AM
To: Ann Nolan
Subject: FW: Historic Society Jordan Green sign project
Attachments: AsBulldimens3.JPG

Ann:

For correspondence.

Thanks,

Brian

Brian W. Flaherty

Brian W. Flaherty, CPRP, CYSA

Director

Waterford Recreation & Parks Commission

24 Rope Ferry Road

(Mailing Address: 15 Rope Ferry Road)

Waterford, CT 06385

860-444-5881



Please consider the environment before printing this email.

From: Charlie <sideros@earthlink.net>
Sent: Wednesday, May 18, 2022 2:44 PM
To: Kristen Widham <kwidham@gmail.com>
Cc: Sims, Karen <karensims@gmail.com>; Anthony Cascio <afcascio1970@gmail.com>; Shrallow, Jeffry <jas5277@gmail.com>; Dolores (Bugi) Reiff <bugi.reiff@gmail.com>; Holly Camerota <holly.camerota@gmail.com>; deb walters <debbiewalt@hotmail.com>; Mary Ann Richard <mcrich1906@att.net>; Chris Collett <blindcabby@gmail.com>; First Selectman <firstsel@waterfordct.org>; Brian Flaherty <bflaherty@waterfordct.org>; Jill Stevens <jstevens@waterfordct.org>; Ryan McNamara <rmcnamara@waterfordct.org>; Steve Elci <steveelci@rocketmail.com>
Subject: Re: Historic Society Jordan Green sign project

CAUTION: This email originated from outside of the organization.

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Hello All : We had an extraordinarily good day today out on Jordan Green. With the help from Nick and Jordan from the town rec and parks dept. we successfully excavated for the concrete footings. We have placed the forms ready to pour and the building inspector has approved and signed the permit for this inspection step. In a few days we will pour the concrete. This part of our project could not have been accomplished without the tremendously enthusiastic help of the town rec and parks department and the town building dept. Many grateful thanks to Bryan Flaherty and Ryan McNamara. And Bob Brule himself stopped by to make sure that the town was providing all what we

needed to make this project succeed. I was so nervous about the inspection step that I forgot to get the name of the building inspector.

In regards to the sign dimensions I have attached a drawing. The drawing shows the overall height and width of the structure. There is a dimension of height from the ground to the center of the sign for those of you concerned about line of sight from the road. There are dimensions for the height and width of the area taken up by the graphics. And off to the side is a detail showing the overall dimensions of the plate to which the graphics will be applied. I have the blank sign plate at my home now and it is available here if anyone wants to verify dimensions, and too, it is here and ready to go to whatever sign maker you decide to go with.

Charlie

WATERFORD RECREATION AND PARKS COMMISSION

May 24, 2022

DIRECTORS' REPORT:

BUDGET UPDATE: As of 4/30/22, expenditures stand at \$1,187,056 (82%), revenues stand at \$174,703 (3% less than 2019). Line item transfers have been submitted and more will be required. The town-wide spending freeze will be in place until the end of the fiscal year. Certain exceptions are allowed. **The Fiscal Year 2023 budget was approved by the RTM in the amount of \$1,452,431.**

MAINTENANCE REPORT: I meet with the Parks Foreman daily. Routine maintenance continues. Field demand has increased, and the Assistant Director has been doing a good job managing the requests. Seasonal maintenance work continues by the crew continues on athletic areas/parks/beach maintenance/school grounds with a focus on spring mowing, fertilization, beach preparation and athletic fields. The Waterford Beach Park main water line has been completed. Thanks once again to the Utilities Department for assisting us with the repair. The beach bathrooms opened on May 14, 2022.

MISCELLANEOUS:

~ Welcome to Kim Allen, the town's Finance Director, who will discuss the program fund and how it will operate.

~The gatehouse opens 5/28/22 weekends only, then we move to full staffing on 6/18/22.

~Two alcohol vendors have been reviewed for the Summer Concert Series. They will be going to the Board of Selectman for approval. We did not receive any bids for a causeway concession vendor.

~The Town Center project continues to move forward. Thanks to Commissioner's Santos and Chiappone for serving on the Ad-hoc Committee. First phase will be the pond dredge, water quality improvements, streetscape improvements, and boardwalk & accessible paths connecting to the Children's Playground. This will be a great improvement to the park.

~The New England Food Truck Festival Fall event is considering the parking area at Walmart.

~Seasonal and part-time summer job interviews, hiring, and training are well underway. Thanks to Ryan, Shauna, and Ann for working hard on this effort.

~Event Insurance may be required for more of our facility rentals. A meeting with staff, the town attorney, and finance director has occurred and details forthcoming. A hold-harmless agreement is now required for all rentals.

~I will be meeting with the traffic officer to plan speed humps/bumps for Waterford Beach Park.

~I would like to thank all the staff for their efforts during this busy times, from beach stickers to beach preparation, it takes a dedicated team.

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.

~**Children's Playground:** A shade structure is being considered. Details forthcoming.

~**Irrigation Projects** at Vet's field (on standby) and Leary Park in the planning stage.

~**Leary Park Lower Roadway & Equipment Storage Plan (estimate received):** Planning Stage.

~**Pleasure Beach sidewalk/Mobi-mat** are still in the planning stage. Quotes received.

~**WBP Entrance Road:** Road from Great Neck to the gatehouse will be paved soon. Being coordinated by public works with American Rescue Funds.

Respectfully submitted,

Brian W. Flaherty

Brian W. Flaherty, Director

WATERFORD RECREATION AND PARKS COMMISSION
ASSISTANT DIRECTOR – MAY 2022 REPORT

➤ **Community Center**

- We had 863 drop in users in April, these numbers do not include programming attendance
- Coordinating with Senior/Human Services to schedule and provide enough space for programming and event needs
- Reviewing custodial schedule and responsibilities with the daytime and evening custodians
- Request to IT for updated ports and hook ups for the sound system in the dining room. The system was purchased when the facility was first opened. The equipment remains in operation, it just requires updates to connect to newer technology

➤ **Youth Sports:**

- Continued communication with organizations on seasonal reports as well as end of year reporting.
- Planned Youth Sport Council meeting on May 17, 2022 required rescheduling to July 18, 2022 to allow for appropriate attendance. The agenda remains to review handbooks, codes of conduct, seasonal schedules, and collaborative purchasing opportunities.

➤ **Projects:**

- Scheduling fields for Board of Education and Town organization athletic events and programs
- Received approval for the Performance Agreement contract from the Town Attorney for our concerts and special events
- Sponsorship policy to help support special event funding
- Updated and reviewed Fixed Assets with Finance Office and declared surplus on replaced items
- Cataloguing all gardens on Town and BOE for identification and care instructions
- Progress on development of volleyball program. Looking to begin summer 2022 with clinics and participation from WHS, CLMS teams as volunteers, etc.
- Update RecDesk with schedule changes at our fields for public information
- Coordinating Mens Wooden bat Softball League – expecting 6-8 teams this year. Lights will not be available, so start times have been moved up one hour to account for loss of lights. Updated by-laws and roster forms.
- Working with town committee on SustainableCT project that covers equity, accessibility, throughout many branches of town operations.
- Reviewing and updating playground and aquatics manuals for staff training with PC Damon as well as commitment letters/contracts for seasonal staffing
- Town web page editing and online booklet link
- Discussed procedures with P&Z Department when renters wish to have food trucks at their event
- Notified Human Resources of our concern in current wage schedule and its effects on hiring and retention
- Met with Camp Dash to review playground communication and policies for OSW and QH sites

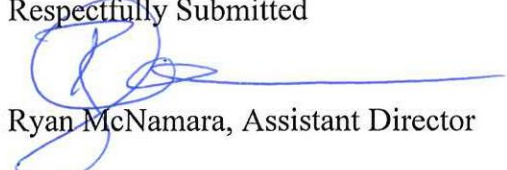
➤ **Maintenance**

- Assist Foreman with computer software and programs
- Installed locks and programmed schedules for bathrooms at the causeway and pavilion in WBP
- Attended a demonstration on a robotic painter in Groton
- 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
- Walked waterline project – will begin reviewing grass establishment and planting arrangements to restore area
- Food deliveries for Human Services to seniors in Waterford – Gemma Moran, AHEPA, etc.
- BEACON and emergency training for staff through Waterford Ambulance Service will be held tentatively on 5/24 from 9-11am. Office and maintenance staff will be educated on stopping/controlling blood loss and other outdoor potential emergencies.

NOTES

- Rental Fee Review – proposal and comparisons
- Inaugural Water Safety Day proclaimed on May 18, 2022. PC Damon put together a great educational experience for public and had aquatics staff to interact with participants.

Respectfully Submitted


Ryan McNamara, Assistant Director