WATERFORD RECREATION AND PARKS COMMISSION MEETING

TUESDAY, OCTOBER 26, 2021

WATERFORD COMMUNITY CENTER

4:00 P.M.

Approval of the September 28, 2021 minutes.

Comments from the public

Correspondence:

~ 2022 Commission meeting dates

~ C. Elcis' appointment as liaison to the Historical Society

Staff Reports

Committee Reports

~ Nominating (as required)

~ Personnel (as required)

~ Co-Sponsored Programs

~ Long Range Planning

~ Policies/Procedures

Representative Reports

~ Board of Education

~ Historical Society

~ Youth Sports Council

~ Community Center

~ Stenger Farm Park

Properties

Old Business

New Business

Respectfully submitted,

Ann Nolan

Ann Nolan, Secretary

Receation and Parks Commission

The Recreation and Parks Commission held their regular meeting on Tuesday, September 28, 2021 at the Community Center at 4:00 p.m. Chair Santos presided.

MEMBERS IN ATTENDANCE: Cs. Santos, Erricson, Scheiber, Chiaponne, Elci

MEMBERS ABSENT: Cs. Hall, Beaney, Gardiner, Murphy

STAFF: Director Flaherty, Assistant Director McNamara, Program Coordinator Sullivan

GUESTS: Charlie Sedell, Finance Liaison, Robert Tuneski

MOTION #1: Made by C. Erricson, seconded by C. Scheiber to appove the minutes of the August 24, 2021 meeting. So voted 5-0. Thank you letters from Jennifer Bracciale, Waterford Senior Citizens, "Save the Hills" regatta and a letter, titled "Town of Waterford Ethics Commission Advisory Opinion".

STAFF REPORTS: In addition, the Director reported that he met with the First Selectman regarding the Program Coordinator's position. A meeting will be held to review the job description then send a draft to Human Resources and Labor Attorney and GGA Union, before sending it on to the Personnel Review Board. That committee will then meet to review the job description. He reported that there is a long-term solution to the Community Centers' HVAC system which should come under Capital Improvements. He presented a report on the Waterford Beach sales and attendance. The walkway/entrance to Pleasure Beach is in the planning stage. Field lights at Vets' Field have been repaired and a light efficiency replacement program is being investigated. He reported that the Police Commission has requested the Commission consider speed bumps for Waterford Beach Park. A discussion was held. He requested a motion to enable him or his designee, to transfer monies within series.

MOTION #2: Made by C. Erricson, seconded by C. Schieber to allow the Director or his designee to transfer within series. So voted 5-0.

The Assistant Director's report included daily maintenance jobs and projects continuing to be completed. He is working on replaced a dump truck and mower which are listed under the Fleet Management Plan. He reported that a memorial bench has been placed at the Jordan Park House in honor of Hank Daniels, the Town's first Recreation Director.

The Program Coordinator reported on the registration for the fall programs. Most of the programs, due to the Covid19 Virus, have filled as we had to consider social distancing and mask wearing. Ballfields are still being rented with Men's Softball still in play. The Winter/Spring booklet is being prepared to go out to residents in November. She reminded the members of the October Fest for the 9th with many vendors and food trucks registered along with an "Ice Cream Emergency Vehicle". A Lifestar Helicopter will hopefully appear and a concert from 2-4 p.m. She will attempt to set up the New Year's Eve fireworks for 12/30/2021. She requested that a bike rack be placed at Pleasure Beach.

COMMITTEE REPORTS:

~ Wall Mural: C. Schieber reported on the unveiling of the Mural Wall in the Community Center.

~ Long Range Planning: C. Santos reported that work is being done on a 10-Year Plan.

~ Policy: C. Santos and C. Gardiner are working on the policy plan for the department, along With the Director.

OLD BUSINESS: A discussion was held on the Farmer's Market. No action was taken.

NEW BUSINESS: A letter will be sent to the Historical Society, announcing C. Elci's liaison to their Society.

MOTION #3: Made by C. Erriccson, seconded by C. Scheiber to adjourn. So voted 5-0.

Meeting adjourned at 5:15 p.m.

Respectfully submitted,

Ann Nolan, Secretary

Recreation and Parks Commission

WATERFORD RECREATION AND PARKS COMMISSION MEMBERS

COMMISSION MEMBER	PHONE/CELL #	ADDRESS	TERM
Santos, Traci	460-8330 – tlsdws83@sbcglobal.net	83 Niantic River Rd.	2022
Hall, Kenny	798-7934 – kenny.hall74gmail.com	19 Colonial Drive	2022
Beaney, Lucas	625-1831 - lucas.j.beaney@gmail.com	6 Fourth Avenue	2023
Chiappone, Melissa	912-4558 _ chiapponemelissa@gmail.com	15R Lee Road	2023
Elci, Steve	705-2417 - steveelci@rocketmail.com	2 Robin Hill Road	2024
Erricson, Richard	443-7930 – rs.erricons@gmail.com	14 Donna Street	2023
Gardiner, Susan	444-1177/857-6712 – suegard21@fastmail.com	75 Millstone Rd.W.	2022
Murphy, Ed	442-6702 – edmurphy114@gmail.com	23 Doyle Rd.	2024
Scheiber, Nan	443-2974/367-1887 – ritahayworth@aol.com	11 Best View Rd. Q.H.	2024

The Recreation and Parks Commission meetings are held on the fourth (4th) Tuesday of the month with the exception of December which has NO meeting. Meetings are held at 4:00 p.m. in the Community Center.

NOVEMBER 23, *2021**	NO DECEMBER MEEETING	JANUARY 25, 2022
FEBRUARY 22, 2022	MARCH 22, 2022	APRIL 26, 2022
MAY 24, 2022	JUNE 28, 2022	JULY 26, 2022
AUGUST 23, 2022	SEPTEMBER 27, 2022	OCTOBER 25, 2022
		NOVEMBER 22, 2022

MAILING ADDRESS: 15 ROPE FERRY ROAD

OFFICE ADDRESS: 24 ROPE FERRY ROAD

TELEPHONE: 860-444-5881

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OFFICE HOURS: 8:00 AM – 4:00 P.M.

E-Mail: wtfdrp@waterfordct.org

FIFTEEN ROPE FERRY ROAD

WATERFORD, CT 06385-2886

WATERFORD RECREATION AND PARKS COMMISSION

TO: Waterford Historical Society

FROM: Waterford Recreation and Parks Commission

SUBJECT: Liaison

The Waterford Recreation and Parks Commission assigned Commissioner Steve Elci to be our Liaison to the Waterford Historical Society. Please add him to your lists!

Steve Elci

2 Robin Hill Road, Waterford, Ct. 06385

Phone #: 705-2417

e-Mail: steveelci@rocketmail.com

SIGNED: Ann Nolan, Secretary Ann Nolan

Recreation and Parks Commission

WATERFORD RECREATION AND PARKS COMMISSION
October 26, 2021

DIRECTORS' REPORT:

BUDGET UPDATE: As of 9/30/21, expenditures stand at $386,164 (27%), revenues stand at $ As of 8/31/21, expenditures stand at $281,892(19.4%). Revenues stand at $140,149(10% over 2019).

MAINTENANCE REPORT: Our crew continues to work on routine maintenance. Emphasis continues preparing ballfields, athletic areas/parks/beach maintenance/school grounds. The Waterford Beach accessible bathrooms continue to operate on reduced hours. The Assistant Director will report on the specifics.

MISCELLANEOUS:

~Masks continue to be required at all town buildings including the schools.
~The Program Coordinator revised job description was on the agenda for 10/22/21, but was removed due to a request by the GGA Union. They provided no reason for this request. The HR Director is setting up a meeting with the union, and then a special meeting of the Personnel Review Board. I asked if this could be expedited. MOTION NEEDED to accept the personnel committee's job description revision.
~The Town Center Plan is moving forward. The plan has been updated. Trail grant funding is being applied for. A letter of support from the Commission has been asked by the Director of Planning.
~ Swim lessons and aquatic programs are ongoing.
~The Harvest Festival on 10/9/21 was very well attended. Good planning effort by Kerry Sullivan and support from our staff. The ribbon cutting ceremony for the Accessible Path/WBP Bathrooms was held that day also.
~Our Senior Citizen Supplemental Firewood Program requests are being taken at this time. Deliveries will begin next month or early December.
~Fleet management, annual report, and budget due dates are being worked on. Please let us know of any suggestions you have.

ON-GOING PROJECTS:

~ The **Waterford Beach Bathrooms** (2): A natural look for the trailers exterior is still being examined. Plan for winterization underway. The accessible path sealing is being planned.
~**Leary Park & Town Hall Basketball Court Reconstruction, Irrigation projects** at Vet's field (priority) and Leary Park**, Leary Park lower roadway**, and **equipment storage plan(estimate received)** I continue to meet with town officials monthly to review options and work on a five-year plan. Post tension concrete courts are being considered for all court surfaces.
~Pleasure Beach sidewalk/mobi-mat are still in the planning stage. Quotes received
~Crack repair on our tennis courts has been completed.
~**Vet's Field Lights:** A contractor has made repairs to the lights. Light efficiency replacement program being investigated. Issues continue. Board of Education Maintenance has loaned us portable lights.

Respectfully submitted,

Brian W. Flaherty
Brian W. Flaherty, Director

Town of Waterford
Recreation and Parks Commission
October 2021 Commission Report

Community Center

- Attendance numbers for FY 21' were 493. The Community Center opened on May 3 and ended the fiscal year on June 30.
- Tile Wall presented and being reviewed by visitors

Youth Sports

- Budget packages going out shortly to the organizations. Some new representatives have changed on the respective boards.
- Fall sport reviews and winter requests
- Expecting to hold a meeting including reps from each organization to cover current operations, discuss any issues, and introduce new program coordinator

Maintenance

Town

- Continued monitoring of WBP waterfront (brought in rope buoys) and bathrooms – Both facilities are only allowing access to the Family Room currently and will be closing down after going through with Veolia to shut down water and close facilities.
- Bonavito bench installation and improvements to PB entrance – quotes and work projected for spring of '22 for repairs
- Collected distances throughout Civic Triangle to map trails and provide info for trail heads (to be constructed)
- Lay outs and lining of all athletic fields: all sports/boys and girls
- Ballfield prep and closing plans – cutting edges, adding clay, and repair work
- Mulching garden beds and improving sites – YSB added Montauk Daisies, various plantings to JPH, etc.
- Harvest Festival set up and breakdown at WBP
- Trail clearing and wetland work in Civic Triangle – Jordan Green and Arnie Holmes pond
- We are working with DEF to apply for a Town grant that would improve energy efficiency at WBP garage and Vets field lighting
- DEF has had to repair the lights at Vets several times this year. The lights are severely outdated-along with the poles- and require replacement as soon as possible. We are currently borrowing BOE portable light unit (located attached to fencing along Boston Post Road)to avoid an additional $6k+ for outfield light repairs
- Food deliveries and assistance to Youth and Family Services
- Trash removal at parks and cleaning and stocking of bathrooms
- Stenger Park brushhogging and final cut
- Clearing around pond at Stenger
- Mowing and trimming all properties under our jurisdiction
- Sprucing up at Ridgewood Park – new stone under bench, sign repair, etc.
- Fertilization program
- Removed concert staging at WBP. Will need to request replacement solution from First Selectman for annual concert series
- Determining areas suitable for composting with Environmental Planner
- Raising and lowering of flags as required

BOE

- Athletic field layouts and lining for all sports and physical education classes
- Mowing – Trimming – Trash – etc.
- Garden improvements & installation – mulching and weeding- all schools

Notes

- Paperwork is complete to purchase R14 consistent with the Fleet Management Program: currently updating the mileage and condition of the current Fleet for review
- Pond Project – Public Meeting - Responses
- Fleet Management and Fixed Asset updates being performed

Respectfully submitted,

Ryan McNamara, Assistant Director of Recreation and Parks

WATERFORD RECREATION AND PARKS COMMISSION
OCTOBER 26, 2021 MEETING
PROGRAM COORDINATORS REPORT

Programs have been going very well. The number of participants as reported last meeting has been fantastic. The number of classes that filled shows how much the public wanted to get back to programs and exercises. We started swim lessons last Saturday and have approximately 75 children taking the swim lessons. This is a smaller group because there are regulations and stipulations we are adhering to with covid. The helpers and teachers all wear masks and the children if they are not being held in a one on one class are six feet apart in the pool and on the deck. We have used rubber circles and squares to mark off where the children can sit or stand and be socially distanced. The staff is doing a great job. We do supply them with the surgical masks to change between classes and if needed during class due to getting wet.

The Winter/Spring Booklet is being printed and should be out in the mail around November 4. There will be a mail in registration on December 6 and an on line registration of December 20. This will give enough time for the mail in registrations to be submitted before the on line.

The Harvest Festival was a huge success! We had thousands of people attend. The only complaint was that there were only two food trucks. We were supposed to have more but they had to back out the week of. All and all it was great! The children left happy and smiling and that was the important thing. There was a lot of information for people to pick up as well as over 20 Arts and Crafts vendors. A huge thank you to Sandy Kenniston from the Highway department who sets up Touch a Truck and to Eric Fredricks who gets the police there to fit the children for new bike helmets. The bike helmets we purchase through a grant we received from the Gardiner Family Foundation a few years back. We also had ice cream for the children from the Ice Cream Emergency Truck, which was a cool vehicle that was transformed into a 50's dinner. They ended up running out of ice cream and holders. We also had 250 sugar pumpkins for the kids to paint with the Girl Scouts. We purchased the pumpkins for a great price and the children have to take home their finished project. The big event was the raffle of four bikes. One was donated to us and needed to be cleaned up and new tires and tubes. An anonymous donor paid for the tune up of this bike. The other bikes were at a cut price from the Niantic Bay Bike Shop. This was the only time that there were some unhappy little ones. Unfortunately, we did not have hundreds of bikes to give away. It was a great event!

This is my last report for the Recreation and Parks Commission. I would like to thank the commission and the staff for all the years of support in this position. It was a job that I loved and enjoyed. I am sure the next person will be someone with new ideas and lots of energy. Thank you all again.

Kerry Sullivan

Kerry Sullivan, Program Coordinator
Five more days.

TOWN OF WATERFORD

PROGRAM COORDINATOR

Director/Assistant Director of Recreation & Parks	MP-A
SUPERVISOR	**CLASSIFICATION**
Director of Recreation & Parks	Recreation & Parks
REVIEWING AUTHORITY	**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 ~~the~~ work performance and assigns related work. The Assistant Director may assign related work.

C. SUPERVISION EXERCISED:

Supervises ~~community use of facilities; supervises~~ contractual, ~~and~~ seasonal, part-time, clerical staff and others ~~program personnel~~ as assigned.

D. EXAMPLES OF DUTIES:

1. Prepare and maintain a facility schedule for recreational and~~/or~~ community programs, using Board of Education facilities as well as Town facilities, especially the community center. 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. Provide on-site inspections of program facilities and equipment usage as required. Night and weekend work as necessary. ~~at night or weekends as directed or as necessary.~~
6. ~~Administer Community Use of Schools' program fees, collection of fees and maintain records.~~
7. ~~May~~ Instruct and~~/or~~ supervise programs and program personnel. May assist in recruitment, hiring, and evaluation of program personnel. Provide training and re-certification of employees as needed.

8. Prepare seasonal program booklets, activity brochures, flyers, etc. Develop and implement new programs researching trends and surveying participants. Assist with keeping social media content updated.
9. Prepare and assist with weekly athletic field schedules for maintenance personnel to include both town and board of education activities and events.
10. ~~May assist in recruitment, hiring and evaluation of program personnel.~~
11. ~~Maintain inventory records on recreational equipment and materials.~~
12. ~~Assist in annual Community Use of Schools budget preparation.~~
13. 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. <u>MINIMUM QUALIFICATIONS:</u> (Knowledge, Skill & Ability)

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

F. <u>PHYSICAL DEMANDS/WORK ENVIRONMENT:</u>

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, 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.. <u>EDUCATION & TRAINING:</u>

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. ~~Not less than a four (4) year formal college degree in a Municipal Recreation Leisure Studies, Physical Education, education or in related studies from an accredited college or university.~~

PRB Approved: _____