



**Waterford Recreation and Parks Commission
Regular Meeting Minutes
October 24th, 2023 - 4:30 pm
Waterford Community Center**

The Recreation and Parks Commission held a regular scheduled meeting on September 24th, 2023 at the Waterford Community Center. Meeting was called to order at 4:30 p.m. by Chairman E. Murphy and a quorum was established.

Members in attendance: J. Gregg, E. Murphy, T. Santos, N. Scheiber, T. Stino, R. Erricson

Members Absent: L. Beaney, M. Chiappone, M. Gwudz

Staff: R. McNamara (Director), T. Cieplik (Program Coordinator), and E. Sullivan (Office Coordinator)

Guests: M. Pinkerton - Baseball Board member, R. Tuneski - Finance Liason

Approval of Meeting Minutes :

(Motion #1) - Made by R. Erricson and seconded by J. Gregg to approve the minutes of the September 24th, 2023 regular meeting with amended changes under Approval of Meeting minutes in the first sentence to read seconded by M. Gwudz instead of seconded by T. Santos. So voted 6-0

Public Comments:

- None

Correspondence:

- Thank you card from Youth and Family Services for donating to their baby shower - town departments donated together to fill the food locker with supplies for parents who need supplies for babies such as diapers, powders and baby wipes, etc. CT College Athletics sent the team a thank you card for letting them use the Waterford Beach Park parking lot for spectators to attend their XL Invitational at Harkness. An email thank you was sent to R. McNamara to thank the team from Tom Giard III, Superintendent of Waterford Schools in regards to the October 10th Realtor Tour at Waterford Public Schools and how great the schools looked. Clark Lane Middle School PE team sent an email of thanks and how much they appreciate us getting the infield cleaned up and groomed for their physical education classes and the kids appreciate it also.

Other Correspondence:

- None

STAFF REPORTS:

Director R. McNamara - Civic Triangle updates: Dredging of the pond is almost complete about 80% done. The rain has kept a lot of the material from drying which holds up the transport of the material. On October 24th, a meeting will be held to approve the updated designs and mapping. Electrical conduit and pole bases are expected to begin in November with the permit applications for the boardwalk installation to follow. We are about 2-3 weeks off but once weather co-operates they should be able to make up ground. Still awaiting quotes for finalizing and presenting Capital Improvement Plan. A restructured plan is in the works to identify and take action on properties that need safety updates and equipment improvements. Annual Report is just about done. Waterford Beach Park Design Plan is in review with Town Planner and Utility Director, a consensus was established to move any new additions or buildings to the south side of the property closer to our wood program as opposed to the area directly in front of the O'Neil, etc. Forwarded changes and request to Barton and Loguidice for updating. A Utility project is also being developed that includes sewer installation that will need to be coordinated with our project. A community Center review was taken with Center staff and Building Manager, attachments of items to dispose of were handed out and also a review of things we are in need of. Youth Sport Council budget and policies have been sent out as there are many new board members. November 8th a meeting has been set up to help them with any questions or concerns for their budgets and support them. Maintenance update: Continuing the mowing and landscaping operations. The obvious amounts of rain have helped our fields stay healthy, however, even delayed use is still

having an impact on the fields due to the amount of water being naturally applied. A lot of cancellations and rescheduling that we have not had to experience like this before. The SandPro has been fixed. Toro allowed us to "test" a machine while ours was down. For consistent service, we will need to include an additional SandPro or we will not be able to properly prep and get the fields ready for play. We will be requesting a Robo painter and UTV for center. Bathroom winterization will occur in early November with Veolia. PortoJohns will be placed in areas that receive additional winter use (courts at Leary, WBP, etc.). Approvals/Notice: R. McNamara to send the Assistant Director Job Description for review with Personnel Committee. Discussing the weekend rental uniform response requested from First Selectman and Town counsel regarding religious, political, etc. events that have come thru or will be coming thru. Dominion property activity has had third party travel team use at South. Complaints received that the third party Team is allowed to use if cancelled due to rain when our town teams are not, recreational teams bumped, focus on the third party growth over the recreational division. Use of the Dominion property should be a request that comes thru Recreation and Parks for any field use by a 3rd party - should have a contract if anyone other than a Co-Sponsored or Waterford team. M. Pinkerton, Baseball Board Member, has taken over the position of treasurer and there is also a new board so the conflicts should disappear.

Project Coordinator - T. Cieplik -Winter/spring brochure to come out early December. This is our largest book of the year running out until June. Aquatics is having some lifeguard staffing challenges and we are evaluating pricing. Swimnastics which has run for years now needs to be modified as the middle school will be utilizing the pool at that time. PTO/PTA collaboration working with them to set up some after school programs. C. Dishaw will be doing some Health and Nutrition program to gather knowledge and information to bring to children, parents, and teachers. Transition time after school with a healthy snack and some movement helps the parents out. Upcoming events are Harvest Fest October 7th (this was brought inside the community center due to the rain - we have a lot of bicycle helmets left over and they will go to the Trunk or Treat October 29th, Pearl Harbor Day Memorial Masters Run December 3rd, Tree lightings with Bright Lights and Spirted Nights town wide holiday decorating. Dog Park Committee is looking to accept donations and we are trying to get this online and they are also looking for grants for some improvements they want to do such as some trees or a shade structure.

Committee Reports:

- Nominating - None
- Personnel - R. McNamara to send to committee to look at the Assistant Director position.
- Youth Sports Council -Budget and policies have been sent out. November 8th a meeting has been set up to help them with any questions or concerns for their budgets and support them.
- Long Range Planning - CIP and projects are moving along.
- Policies and procedures - Computerized copies send to T. Santos to review

Representative Reports:

- Board of Ed - None
- Board of Finance - R. Tuneski shared they discussed the policy and they are looking to modify a bit as the last time it was done was 2017. Need collective data and a metric of what we are doing for the public.
- Historical Society - None
- O'Neil Theater - T. Cieplik will go with N.Scheiber and meet them and see what they are doing.
- Senior Services - None

Properties:

- Work on all properties is ongoing.

Old Business :

- None

New Business :

- Letter from the Lions Club request the fee be waived for a pasta dinner on October 26th for the use of the community center dining room. **(Motion #2)** Made by E. Murphy and seconded by R. Erricson to waive the fee for the Lions Club rental fee. So voted 6-0
- Mike Pinkerton mentioned the release of the fields at Quaker Hill back to the Town of Waterford due to inability to maintain upkeep of the facility. Mike Pinkerton, as a member of Little League Board, discussed the CT Cannons use of the property with the Commission. Lack of communication and Little League's refusal or inability to notify the CT Cannons/Bombshells to relocate field use outside of the Dominion property. The Commission will seek Town counsel and Police Department to enforce field use oversight.

Adjournment:

(Motion #3): Made by N. Scheiber and seconded by T. Stino to adjourn the meeting. So voted 6-0.
Meeting adjourned at 5:20 pm

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