



AGENDA
Waterford Recreation and Park Commission Meeting
Tuesday, July 25th, 2023 @ 4:30 P.M.
Waterford Community Center

- Call to order
- Establish a Quorum
- Approval of meeting minutes –Meeting Minutes June 27th, 2023
- Public Comments
- Correspondence
- Other Correspondence
- Staff Reports
 - Director – Ryan McNamara
 - Program Coordinator – Tim Cieplik
- Committee Reports
 - Nominating
 - Personnel
 - Youth Sports Council
 - 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
June 27, 2023 – 4:30 pm
Waterford Community Center

The Recreation and Parks Commission held a regular scheduled meeting on June 27, 2023 at the Waterford Community Center. Meeting was called to order at 4:30 p.m. by Director Ryan McNamara and a quorum was established.

Members in attendance: R. Erricson, E. Murphy, T. Santos, L. Beaney J. Gregg

Members Absent: M. Chiappone, N. Scheiber

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

Approval of Meeting Minutes:

(Motion #1) - Made by R. Erricson and seconded by E. Murphy to approve the minutes of the May 23, 2023 regular meeting.
So voted 5-0

Public Comments:

- None

Correspondence:

- Grant letter and check for \$10,000.00 from Gardiner Family Foundation to be used for the Children's playground project in the Civic Triangle. A thank you letter will be sent.
- Resignation Memo from Chairman – Kenneth Hall. We have two openings and have received 2 letters of interest from Megan Gwudz and Taylor Stino.

Other Correspondence:

- None

STAFF REPORTS:

Director R. McNamara – since first of year we have done 57k in checks, \$27k in cash and \$74k in credit cards (\$56k came from online services) There are a lot of things being done online now. Looking to get the basketball bids out. T. Santos and R. McNamara were at the dredging and boardwalk which was approved by RTM. Plans will be moving forward with dredging moving first. Waiting on Anchor Engineering for the Waterford Beach Garage. Looking to start projects for new CIP plan – Barry Farm has potential grants we can work with Army Corp. Stenger Farm Bathrooms and also automated gate at the WBP gatehouse. Two new handicapped spots have been installed at WBP. Trash cans we are looking at solar compaction as they may be the most useful – doing an assessment to see if it is beneficial. Summer basketball league at Waterford High School for surrounding towns will begin soon and bring in a little revenue. We have been supporting Public Works with the community center and the HVAC system. The software has been approved to update the entire building and will cost approximately \$300,000.00. Eagle Scout C. Antonelli installed pollinator garden at Stenger Farm Park. CLMS field day the restrooms were vandalized at the pavilion and J. Sachs is aware and will provide any funding needed for corrections and will not be allowed there again. We need to establish a chairman and vice chair – will have slate at next month's meeting.

Program Coordinator T. Cieplik – Field requests are coming in daily - cheerleading and football needing space. Vets field is being used daily and Electric Boat 35 and older is renting. Social Media – we are trying to get information out as much as possible to promote ourselves. 3v2 basketball is half full, Farmers Market we have a great relationship with doing great on the weekends. Waterford parade is August 12th. Summer playground are at 176 thus far and there have been no problems or complaints about the rate going from \$10.00 to \$25.00. We have been working with J. Trelli from Youth and Family for training of our summer camp staff for the first time and this way we can borrow staff if needed because they are all trained the same.

Committee Reports:

- Nominating – Slate put together for next meeting.
- Personnel – one employee out on medical leave with a knee issue
- Youth Sports Council – none
- Long Range Planning – Ryan to reach out to J. Gregg look at plans a little more before we get quotes and also bring to commission to prioritize the projects.
- Policies and procedures – Continuing to work on.

Representative Reports:

- Board of Ed – None
- Board of Finance – None
- Historical Society – None
- O'Neil Theater – None
- Senior Services – None

Old Business:

- None

New Business:

- None

Adjournment:

(Motion #3): Made by R. Erricson and seconded by E. Murphy to adjourn the meeting. So voted 5-0. Meeting adjourned at 5:02 pm

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

WATERFORD RECREATION AND PARKS COMMISSION
DIRECTOR – JULY 2023 REPORT

➤ **Reporting**

- Current budget expenditures: Thank you to Finance Director, Kim Allen, for her assistance in cleaning up the year end balances and reconciliation with our software.
- General Fund revenues: Balances are still being adjusted for fiscal years through the Finance Office. We expect to be in the \$195k - \$205k totals
- Special Revenue: Starting balance of approx.. \$33,000 for FY'24
- Transaction values (cash, credit, checks) will be updated quarterly.

➤ **Projects**

Capital Improvements

- Haley Ward is finalizing the raised wooden boardwalk for Pleasure Beach. Once plans are received they will be reviewed with the previous contractor to have an understanding what can be accomplished with the original funds secured for the project.
- I am still not having any luck with Hinding representatives in regards to post tension quotes for town wide tennis court repairs/replacements. I have quotes from the basketball courts for post tension that I may be able to estimate, but I am hoping once the season slows down, they will have reps able to meet and discuss our plans.
- Basketball bid specs are complete and delivered to the Purchasing Agent for review
- Civic Triangle project plans look to begin around 8/14 with contractor mobilization and set up.
- Waterford Beach Park Design Plan (attached) and comments

Projects being considered for next CIP plan:

- Barry Farm Trail system – potential grants, Army Corp
- Leary Park Improvements – irrigation, playground, courts, emergency access roads
- Stenger Farm Bathrooms – potential fitness circuit, splash pad-water feature area
- WBP entertainment – portable staging
- WBP Pavilion grounds
- Automated gate for WBP gatehouse

➤ **Items**

- Thank you to staff, Hilary, Eileen, and Tim for all their hard work learning the operations, providing new solutions, and carrying the extra weight while we fill the Assistant Director position. We are also fortunate to have Courtney Dishaw and Jen Leblanc helping in the office this summer. We truly would not have survived without them!
- Big Belly Assessment for solar compacting trash cans. First Selectman is working with Economic Development Commission with the Alcohol Nip Beautification Fund. Our maintenance staff has almost completed the data collecting for the assessment.
- Community Center HVAC software improvements are in the final phase of approvals. Recently passed BOF on 7/18
- Contacted the First Selectman and GGA Union president on moving forward with the Assistant Director position being filled. Personnel committee, please review and make any necessary edits to the job description for BOS and Personnel Review Board approvals.
- Continued updates and improvements to the Web Page
- Two benches still on our schedule to install: Turner Memorial benches at Mago Point. Working with family now to get installed. Funding has been secured since 2021.

- Volunteers installed new lines at Leary Park for pickleball. This will help move the users from the back court we plan to renovate.
- The Annual Report will be requested soon. Staff will compile data from this past fiscal year and illustrate our accomplishments and changes. If there is anything that the Commission would like addressed or highlighted, please let us know.
- Goshen Fireman Fair is on August 4th and 5th . We help support with picnic tables and trash receptacles
- Waterford Parade is August 12th
- Save The River Save The Hills Regatta on August 12th – Ceremony for Fred Grimsey
- Department Head Meeting: LED sign at QH Green
- Participated in “48 hours of kindness”- donating to the Community Baby Diaper Drive

➤ **Maintenance:**

- Senior/ADA Celebration on July 26, 2023 at Waterford Beach Park
- Maintenance has been keeping up with elementary school playgrounds, beach operations, town wide and BOE athletic fields, mowing and trimming, watering & garden work etc. We are constantly in need of additional help with the assignments and assistance we take on for other departments and the growth of our pollinator and aesthetic gardens surrounding the schools and town properties.
- Athletic field maintenance and spring season prep for all Town and BOE fields
- Food pick up and deliveries for YSB/Senior Services
- Equipment maintenance
- Welcome back Gabriel Madrid, whom was on leave for knee surgery. We were fortunate to only lose Gabe for just over a month.
- Helped set up the event for recognizing Jody Nazarchyk at the WHS softball field
- Assisted Senior Services with tent set up for Senior Night at the Concert
- The duck pond was last treated on 7/14. We will have one more performed before the parade on 8/12. Considering the start of the project in the park, that should be our last one of the season.

➤ **Approvals/Notice**

- Commission roles, vacancies: Board of Selectman Meeting
- AD job description Review

Respectfully Submitted

Ryan McNamara,
Director of Recreation and Parks

Ongoing

- Fall Brochure
 - Major undertaking for all of July and back to June
 - Should hit mailboxes August 15th
 - For programs starting in September
- Dog Park project
 - 1st meeting is being set
 - 103 responses!!!
 - Many people looking to support the effort
 - Great ideas and energy from citizens
- Co-Sponsored Youth Sports
 - Setting meeting this week for late July/August
 - Many new board members and changes from many sports
 - 1st meeting
 - General overview about what the Council is
 - Meet and greet
 - Request for members to lead this forward
- Fields/Maintenance
 - 5 nights a week + use of VETS field
 - Much use on Lisa Deidrick softball
 - Leary Baseball has been very busy this summer
 - Town Hall basketball courts are being used and need complete update
 - WHS Baseball Field has hosted 20+ games
 - Supporting little League with edging and fertilization programs
 - Supporting Soccer with trees parking lot
 - Major effort put in for Jody Nazarchyk memorial event
 - Waterford Beach Park storm challenges
 - Trees and debris washing up on both beaches
 - Pleasure beach closed 7/19 for high levels of bacteria
- Summer Programming
 - 3v2 youth basketball
 - Successful but depends on #'s involved
 - Youth Tennis
 - Coaches doing a great job
 - Several programs are maxed out
 - Some programs did not run due to low enrollment
- Summer Concert Series –Very successful
 - Waterford Community Band 500
 - Fusion 1100
 - Franklin Brother Band 900

- Azelia Drive 1000
- Mystic Dead #'s TBD

With McNamara's changes for concerts, food truck layout, sound tech, upgraded bands and an increase push on social media has really given the Recreation and Park department a lot of positive "press" in town. Slowly been working with town departments and Fire/Police to improve parking, signage and safety for each concert. Thank you to Smitty Beals for his leadership and energy supporting the concerts.

- Waterford Parade August 12th
 - Jordan Green
 - Food Trucks
 - Orchestra
 - Climbing wall
 - Boy Scouts
 - Historic buildings open
 - Community Center
 - Farmers Market
 - Bathrooms
 - Parking
 - Library
 - Viewing platform for Veterans and VIP's
 - Start at High School and end at Baptist Church
 - Trash cans put out
 - Chairs and staging arranged
 - Picnic Tables set up
 - Mowing and trimming days before to beautify the area

Summer

- Total summer staff and volunteers: 90+
- Playground Registration
 - Quaker Hill 58
 - Oswegatchie 58
 - Great Neck 128
 - Total 244 (+33 from 2022)
 - Water day
 - Talent show
 - Science
 -
- Staffing
 - Gatehouse/Lifeguard/Playground
 - All at good levels but need to watch end of August when some go back to school and work
 - Midseason employ appraisals
- Swimming pool/beach

- No major issues or incidents but lots of scratches and band aids

Planning for

- **Concerts**
 - 7/26 Soul Sound Review
 - 8/2 SUGAR
 - 8/9 Branded
 - 8/16 FUSION
 - 8/23 Tim Fiorvanti Jazz Orchestra
- Harvest Fest October 7th
- Pearl Harbor Day Memorial Masters Run December 3rd
- Tree lightings Early December
- NEW Bright lights and spirited nights. Town wide holiday decorating contest

Respectfully submitted,

Tim Cieplik