

**MINUTES OF THE MEETING OF  
THE NEWTOWN PARKS AND RECREATION COMMISSION  
TOWN HALL SOUTH  
SEPTEMBER 11, 2012**

These minutes are subject to approval by the Newtown Parks and Recreation Commission.

**1. CALL TO ORDER**

Chairman Marks called the meeting to order at 6:05 pm.

Commission Members present: Marks, Brookes, Crick Owen, Boritz, and Barczak

Commission Members absent: Yanni Jr. and DiNicola

Staff present: Mangold and Samuelson

Staff absent: Reggiano

Public: Adam Taylor, 6 Chimney Swift Dr, Sandy Hook and Jim Bauer, 7 Bridle Path Trail, Newtown

**ACCEPTANCE OF MINUTES**

Tabled until October meeting.

**PUBLIC PARTICIPATION**

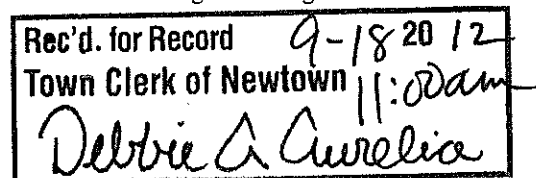
- Adam Taylor, 6 Chimney Swift Drive, Sandy Hook. Mr. Taylor came to the meeting to introduce himself to the Commission as the Interim President of Babe Ruth Baseball; he will have this position for the next 30 days when Babe Ruth will vote in the new officers. Mr. Taylor is running unopposed for President. Chairman Marks, Director Mangold and Mr. Taylor have been in contact to go over some issues and procedures for the teams. Chairman Marks would like to make sure that there is balance between all teams. Chairman Marks and Director Mangold are comfortable with the structure for the fall season. Mr. Taylor asked Assistant Director Samuelson if they could meet so that they can better collaborate with him and be proactive for planning in the spring.
- Jim Bauer, 7 Bridle Path Trail, Newtown. Mr. Bauer is the current President of Newtown Lacrosse. Mr. Bauer discussed the issue of allocating field time reserved for Newtown Lacrosse to the high school for Captain's practices, which is not allowed. Mr. Bauer has read the Field Use Requirements. Chairman Marks explained that Parks and Recreation has had some problems with approved Sports Organizations giving time out to unapproved organizations. Mr. Bauer will try and have the By-Laws changed to include students from 12<sup>th</sup> grade down to 1<sup>st</sup>. This way all players will be covered under Lacrosse's insurance. Chairman Marks suggested that they have a High School Drop-In Lacrosse, perhaps off-season, similar to Newtown Youth Basketball's Senior League. Each player has to registrar and pays a fee to participate which would cover the surcharge fee. Mr. Bauer didn't think it would be a problem to get coaches if needed. Assistant Director Samuelson suggested that Mr. Bauer check with the High School Athletic Director, Gregg Simon to see if they can have high school players play on Treadwell or Tilson Fields(considered home fields for the high school team) it could affect play by the CIAC rules. Mr. Bauer agreed that the Drop-In suggestion could work. Chairman Marks explained that a registration form would be completed and that surcharge be paid to Parks and Recreation. (\$20.00 per resident and \$40.00 per non-resident.) Chairman Marks would like to see the change in their by-laws brought back to the Commission for review.

**CORRESPONDENCE**

None

**CHAIRMAN'S REPORT**

- Chairman Marks and Director Mangold are working on fees with First Selectman Llodra because the department is not making enough money to cover The Newtown Youth Academy lease payments. Chairman Marks and Director Mangold attended a meeting with The Commission on Aging and explained to them where Parks and Recreation is in the process for a Community Center. He suggested to them that they put forth their own request for the CIP and that they move independent of Parks and Recreation for a year. Our CIP request does not include the seniors. Chairman Marks reported that the Commission on Aging is ready to move forward. Both Commissions' need to review their Needs Assessment for a Community Center.
- The Board of Education approved the lighting project for the High School Field at their August meeting.



## **DIRECTOR'S REPORT**

- Director Mangold, Assistant Director Samuelson and Operations Supervisor, John Moore have been conducting employee evaluations, first with each Park Ranger before they were done for the season and now with the Parks crew. First Selectman Llodra reviews the evaluations with Director Mangold as part of her own evaluation.
- Director Mangold, Assistant Director Samuelson, Operations Supervisor Moore and Administrative Assistant, Deborah Denzel will be attending a seminar tomorrow on "The Nuts and Bolts of Supervising".
- The private party held down at Eichler's Cove Beach went well. There was no negative feedback from anyone.

## **ASSISTANT DIRECTOR OF PARKS – PARKS AND FIELD REPORT**

- See attached report.
- Chris Dennis, who runs Men's Weeknight Softball, has passed away. He was killed in a construction accident. Mr. Dennis took care of the financial needs of the league. He ran all finances thru his personal account. He had not yet paid for the lights or surcharge for the league this year. We have no paperwork from him or current rosters. All his money will be in probate now. Rick Kasbarian might take over the league. The Commission agreed to send a bill for the lights, since we know how much that is. We cannot bill for surcharge since there are no rosters. It will be very important for whoever runs this league next that they attend Field Use Meetings and comply with the rules.
- Oakview Field is progressing very well. The trees along Oakview Road have all been removed by recommendation of the Tree Warden. Twelve new trees will be planted in their place. The rocks at the field may be able to be used at the Dickinson Park Stream project. They should be able to seed next week. There is an update on the project on the Town Website that Assistant Director Samuelson updates every Wednesday.
- The Pee Wee Fields are coming along.
- The fiber has been lit up to the Maintenance Garage. Fiber has been installed at Dickinson Park for future use.
- The Treadwell Pool house was vandalized – the building as well as the handicapped chair lift was painted over.
- The outdoor lighting at the Maintenance Garage is up and working.
- Employee absences have been consistent with 1 – 1.5 people per day.

## **ASSISTANT DIRECTOR OF RECREATION REPORT**

- None

## **OLD BUSINESS**

### **1. DICKINSON PARK PLAYGROUND**

- See CIP Update

### **2. CAPITAL IMPORVEMENT PLAN (CIP) UPDATE**

- Chairman Marks, Director Mangold and Assistant Director Samuelson attended a meeting with the First Selectman and the Finance Director as well as other department heads and Commissioners to discuss the spending moratorium. The plan is to have no more than a 10% debt cap with the goal being 9%. There is also a special revenue fund, where money will be deposited every year for regularly scheduled projects. This money will just accrue until there is enough to pay for the specific project it is earmarked for. Parks and Recreation will make suggestions on items to be added to this fund (total cost under \$500,000.00 and 10 years away). The Commission will go through projects in a ten year plan to consider if the funding should come from the CIP list, the Operating Budget or the Surcharge account and prioritize them. The Commission worked off a list that Director Mangold put together with help from Chairman Marks; Commissioner Boritz suggested that they possibly work the list on a calendar. The Commission then put all items in a prioritized list which Director Mangold and Chairman Marks will review with the First Selectman on Monday. One benchmark for the list was the safety concern with each project. The Commission discussed next spring/summer might be the last season for Funspace at Dickinson Park due to safety concerns. At which time the playground will be taken down. Assistant Director informed the Commission that the concrete pool deck at Treadwell will need to be replaced. There are cracks and rust which could compromise the pool. The kiddie pool will need to be replastered next year. It will cost \$12,000 – \$15,000 for an engineer study for the pool.
- The question was asked whose CIP does the Fairfield Hills trail go into.
- Eichler's Cove funds will pay for the infrastructure for the gate (and swipe equipment) and camera at Eichler's Cove.
- The Commission agreed to add three pavilions to the CIP list. (Eichler's Cove, Lake Lillinonah and the Alpine Road Park.) There is a 99 year lease with First Light for the boat launch at Lake Lillinonah. We own 2 or 3 acres. Assistant Director Samuelson explained that there may be grants available to replace the dock and add a

pavilion but then the property would have to be open to the general public. As far as the Alpine park, Parks and Recreation would like to meet with the neighbors to see what they would like to see in the park.

**3. OTHER**

- None

**NEW BUSINESS**

**1. SPORTS ITEMS- TREADWELL PADDING, MIDDLE SCHOOL GOAL POST AND WATERTOWN SHED**

- None

**2. SURCHARGE MEMO**

- See attached memo. All members received a copy via email of the Surcharge Memo sent out to all sports groups.

The meeting ended at 8:21 pm.

Respectfully submitted by,  
Donna Benson  
Clerk



## TOWN OF NEWTOWN

### PARKS AND RECREATION DEPARTMENT

#### PARKS AND FIELDS REPORT

**TO:** Newtown Parks and Recreation Commission,  
Amy Mangold, Director

**FROM:** Carl Samuelson, Assistant Director – Parks

**DATE:** September 11, 2012

**RE:** Monthly park update and field report

Fall seems to be approaching fast and our facilities are in full operation. Fall sports are now in full swing and the pool is now closed for the season.

We have lost all of our seasonal staff which puts greater demand on our full timers for daily tasks however things are going well.

The following is a highlight of items completed this past month, aside from our normal day to day tasks of mowing, cleaning and grooming at our facilities:

- All fields layed out and lined for fall sports.
- Oakview road apron and topsoil lifts are complete.
- Treadwell pool closed for season.
- Concrete fence at Liberty parking lot installed.
- Conduit for internet at Dickinson installed.
- K-8 skinned fields all weeded
- Electrical work and landscaping completed at bandshell.
- Fall fertilization of all fields.
- Activated fiber optic at FFH maintenance building.
- Overseeding of all athletic fields.
- Graffiti removal at Treadwell pool house.
- Filled and seeded depressions at Taylor Field
- Subgrade material and topsoil hauling to PeeWee #1 complete.
- Exterior building lights complete and functioning at FFH maintenance building.

Items we have started/continued work on:

- Oakview tree planting and final surface grading.
- Phone system install at FFH shop.
- Lightning detection horn station installation at Liberty.
- Band shell construction going well, structure fram is complete, electric is complete, roof and lighting remain.

On the horizon:

- Invasive removal and overseeding at NHS baseball.
- Sign installation for “High Meadow” field
- Sign installation at Dickinson Park and maintenance garage.
- Treadwell pool building renovations.
- Replace road fencing at Liberty with concrete fence.
- Winterize seasonal facilities and remove docks.

Staff:

- 152 hours of vacation/sick/personal/injury hours were used out of 1362 potential work hours. This represents a 11.5% loss in workforce or 1.2 employees per day.

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CARL SAMUELSON  
ASSISTANT DIRECTOR, PARKS

## TOWN OF NEWTOWN

### PARKS AND RECREATION DEPARTMENT

#### MEMORANDUM

**TO:** All Sports Organizations

**FROM:** Carl Samuelson, Assistant Director - Parks

**DATE:** August 29, 2012

**RE:** Field time allocation and surcharges

This memo is to serve as a reminder and notice that under NO CIRCUMSTANCES shall a sports group host any camp, clinic, training session, special or registered event without prior approval from the Parks and Recreation Department.

All clinics and camps are subject to surcharge and need to be administrated to verify full accountability and submission of surcharge fees. These fees are due on or before such camp or clinic takes place.

Similarly under no circumstances shall a sports group sublet, allocate or trade any of its field time to another organization or school team without approval from the Parks and Recreation Department. This includes booking time for travel teams, premier teams, adult leagues, captains practices, school teams, or swapping of time between organizations.

Regular seasonal surcharge payments are due two weeks after the start of your season. Most groups are starting September 4<sup>th</sup>, which makes surcharge payments due no later than September 18, 2012.

Failure to comply with the above will result in the immediate imposition of a \$500.00 fine and loss of field use privileges until such fines are paid.