

**MINUTES OF THE MEETING OF
THE NEWTOWN PARKS AND RECREATION COMMISSION
TOWN HALL SOUTH
APRIL 9, 2013**

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 6:03 pm.

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

Commission Members absent: Yanni Jr.

Staff present: Mangold and Samuelson

Staff absent: Reggiano

Public: Adam Taylor, John O'Leary, Kathryn Simonds, Benay Yaffe, Janice Butler, Billie Cohen, David Hamula, Robert Elias, JP Kitzmiller, Bill Toomey and Kendra Bobowick from the Newtown Bee.

ACCEPTANCE OF MINUTES

(m/s/c Boritz/Brookes) "Motion to accept the minutes of the March 12, 2013 meeting." The motion passed unanimously.

PUBLIC PARTICIPATION

- Adam Taylor, President of Newtown Babe Ruth baseball spoke to the Commission about his frustration with the lack of Communications between the Commission/Department and Babe Ruth Baseball about a new baseball team that was granted a year waiver to play on Newtown's baseball fields. Mr. Taylor was not upset with the new team just that he was not informed. Because of the lack of communication it has cost him and his board time away from planning and scheduling fields for their own organization. Chairman Marks apologized to Mr. Adams. Mr. Taylor explained that Newtown Babe Ruth baseball is down two fields this year one at Sandy Hook Elementary School and one at Watertown. Parks and Recreation does not have Babe Ruth schedules as of yet. Babe Ruth has 675 children registered for its program. Mr. Taylor would like everyone to work together and collaborate better. Chairman Marks suggested that next year we tell Sports groups when they have time on the field and they will then have to fit their schedule around the designated time.
- John O'Leary, Newtown Youth Basketball Association, requested a Special Event put on by Fairfield University that would take place at Treadwell Park. It would be a half-day clinic, which would include baseball, basketball, field hockey, men's and women soccer and possibly tennis. It would encompass use of all the facilities at Treadwell Park on Saturday, May 18th. The event would also include a barbeque. Director Mangold explained to Mr. O'Leary that we have been asked not to hold anymore free events and to not displace already scheduled activities. The fields are booked for the date requested and she suggested that he contact Newtown Youth Academy. The event would need to take place before the college athletes leave/graduate in May. Chairman Marks asked Director Mangold and Donna Benson to look at the schedules again and get back to Mr. O'Leary.

CORRESPONDENCE

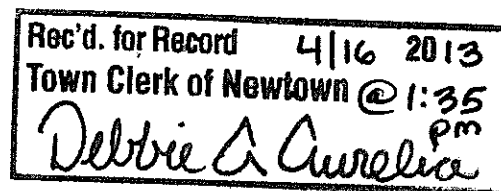
- Tabled

CHAIRMAN'S REPORT

- Tabled

DIRECTOR'S REPORT

- Steve Mitchell, who was instrumental in getting a pedestrian/bike trail installed in Farmington and Canton, has reached out to the Parks and Recreation Trails Committee. The Committee thought it would be great to work with him. There will be a meeting on Monday, April 29th at 7:00 pm at the Municipal Center to discuss a project like this in Newtown. All Commission members are invited to attend this meeting. He would like to get the Commission involved. Rob Sibly from the Land Use Department is also invited to this meeting as well as Joe Hovious from Conservation Commission. Mr. Sibley will not be involved in this meeting as he will be out of the office.
- Stantec – Fairfield Hills Master plan - There will be a meeting this Friday, April 12th with Stantec, Parks and Recreation and George Benson.



- Day Camp – Lou Bergholz sent form Mercy Corp/Nike employed by Edgework Consulting is helping to renew and revise our Summer Day Camp since the 12/14 event. Parks and Recreation will not be running a trauma camp but wishes to be prepared this summer if any issues do arise. The Counselors will receive additional training this year. The Town has received \$20,000.00 for camp scholarships from Nike. Candice Bohr from Newtown Youth and Family Services will assist with mental health providers that will be available for children in need. There will be a meeting next week with Mr. Bergholz, Director Mangold, Assistant Director Reggiano, our new intern and returning site directors. We want to make sure the camps are safe and fun.
- Director Mangold renewed the security agreement with Securitas for this season at Eichler's Cove Marina and includes the extra week that the facility will be open. So far 53 of the slips have been rented.
- Kevin's Community Center rents Dickinson Park Pavilion every year. This year they are requesting a reduced fee for the rental of the pavilion. The fee is \$175.00 this year. The Commission agreed to leave the fee at \$150.00, the same as last year. They will not guarantee that again for next year.

ASSISTANT DIRECTOR OF PARKS – PARKS AND FIELD REPORT

- See attached report.
- Assistant Director Samuelson told the Commission that we are over budget on the pool house project at Treadwell Park. There were items that came up during the renovation that had to be dealt with in order to proceed. (The ceiling fell down when the ceiling lights were removed, the whole building needed to be repainted after the vandalism from last year, the original flooring was hard to clean and was abrasive, new non-slip vinyl flooring will be installed and a misinterpretation from the contractor with the roof). He will get the Commission the details of the overage so they can decide to use surcharge money or make cuts to the project next month. The phone system at Treadwell was failing as well as the lighting computer control – the best solution was to go with fiber optics to both the garage and pool house buildings at a cost of \$6,000 per year. Analog lines were \$11,000.00 per year.
- Assistant Director Samuelson explained that he has worked two years with the Security Committee on security projects for our facilities. After 12/14 the School Board updated their current security system at the high school. They adopted a new one that was not the one that was planned for. This system is more expensive upfront.
- Last summer the irrigation vault at the High School was hit by lightning it, was repaired out of grounds maintenance. Then it flooded - twice. Assistant Director Samuelson found out that the secondary road drains into the vault. Morganti built a berm and it flooded again. Assistant Director Samuelson has sent everything to Finance Director, Bob Tait; if it is not fixed there will be no grass at the high school fields. The cost is \$30,000.00.
- The Police department wants to hike the trails from Treadwell Park to Sandy Hook Elementary School. They want access taken away to Sandy Hook School thru these trails.
- Treadwell Turf Field - Assistant Director Samuelson showed the Commission a sample of the new artificial turf he would like to install this summer. This is a heavy-duty turf through the CREC Contract. This would bring the project in at \$75,000.00 - \$80,000.00 under budget. Field Turf would like to donate the lines for the field. Lines would be for soccer, football and skeleton for boy's lacrosse. The town would provide the stone. Chairman Marks would like to see more samples, any product under the CREC Contract. This would be a \$405,000.00 – \$410,000.00 project. This project does not have to go to bid since it will be paid for by Surcharge monies. Assistant Director Samuelson would like to add security lighting to the project putting more light in the park. This would be LED lighting at 1/10 the cost. The lights there now have a 25-year warranty and we added an additional 5 years and we have three years left to the warranty. There is an audit being done for the lighting needs.
- 26 donated Zelkova trees will be planted around the sidewalk at Treadwell Park in memory of all who died at Sandy Hook Elementary School. All Parks and Recreation has to do is remove the stumps of the old trees that will be removed.
- The Victory Garden will begin soon and it will have a new donated fence.

ASSISTANT DIRECTOR OF RECREATION – RECREATION REPORT

- None

OLD BUSINESS

1. DICKINSON WETLAND EDUCATION CENTER – BILLIE COHEN

- Billie Cohen presented her design to the Commission. The wetland could be done in sections and boardwalks could be added as we go along. The butterfly gardens could be planted closer to where the playground is because of the funding that has come in - in memory of the Sandy Hook School victims. The playground could begin in August/September if the funds for it go through with the budget. Ms. Cohen suggests a second stream be day lighted for the children to play in, this would keep them out of the trout stream. Grant opportunities

would probably be available for day lighting the second stream. The Nature Conservatory is involved with this project as well. When this does become a live project we will have to make sure all necessary Town departments are aware and have given their approval. Rob Sibley and George Benson have both been contacted. Phase One would not be between Memorial Day and Labor Day, the playground and the stream would be done first. Any materials that are not used could be used to build the mounds for the Butterfly Garden.

- Next month the Commission will decide when to do appropriate signage for the project. Ms. Cohen suggests two signs – one for each entrance to the park. Ms. Cohen is eager to get the word out about the project. Director Mangold told Ms. Cohen that she would bring the plans with her to the Earth Day event that will be held on April 27th. Ms Cohen is welcome to attend the event.
- Commissioner Brookes asked who would be writing these grants. Initially, there will be a small sub-committee that will increase as people get interested in the project, this will help move the project along. They can go through the offers of assistance and donations to see what should be allocated to Parks and Recreation. Ms. Cohen also has a list of donations for this project that she has been collecting.

2. DOG PARK UPDATE – PARK AND BARK COMMITTEE

- Kathryn Simonds, Benay Yaffe and Janice Butler were all present representing the Park and Bark Dog Park Committee. Ms. Simonds invited the Commissioners to the Strutt Your Mutt event that will be held on May 18th at Fairfield Hills. The cost is \$5.00 per dog. At this event they would like to heighten the awareness of the off leash dog park that is coming. They are looking forward to a Fall 2013 opening and are anxious to get started. They would like to incorporate a ground-breaking event into the Strutt Your Mutt event. There is a pile of debris from the building of the Animal Shelter that would need to be removed. Assistant Director Samuelson stated that the debris will be removed by the end of May /June by Mountain View Landscaping and that the contractor is scheduled between July 1st and July 15th. Ms. Simonds asked the Commission that they be included in the layout and the grading of the project. The Committee has been involved with the planning of the park. They would like to see the site plan showing the grading and easement for the property. They are claiming that they have had no input on how to disperse the areas of the park. Assistant Director Samuelson told Ms. Simonds that they have a site plan from the vendor. Chairman Marks told Ms. Simonds to email him if she needed to.
- A preliminary set of rules for the dog park was handed out to the Commission distributed and assembled by Park and Bark. The Commission will review and then vote on the rules before the park opens. Chairman Marks suggested a temporary plaque first with the rules on it in case they find they need to be changed once the park opens. Then a permanent plaque can be made. Director Mangold will send the rules on to the insurance company for review and approval to make sure the Town is protected. The Commission will review the rules at the May or June meeting. The park will be peer policed. The rules will be placed on the Parks and Recreation website and in the Newtown Bee before the park opens.

3. NEWTOWN YOUTH BASKETBALL ASSOCIATION

- David Hamula has put in a request to extend the basketball season for High School age students and possibly Middle school students from April thru June. They have between 100 – 150 children boys/girls interested in playing. The kids have set up Facebook pages. They are requesting time at the high school. The Commission discussed a one year waiver if approved and that if NYBA was canceled out of the gym because of a school event or any reason that they would not be able to make up that night or expect Parks and Recreation to find them another place to play. There would be no playoffs; this would just be for the kids to play. They gym would just be used for games, boys and girls leagues. Chairman Marks told Mr. Hamula that going forward they need to plan ahead. Director Mangold and Assistant Director will help to Coordinate with the times. The Commission figured 15 teams – 6 games a night, 8-12 games a week. One and one half nights - two nights needed.

m/s/c: Barczak/Crick Owen) “Motion to approve a one year waiver for Newtown Youth Basketball Association and to provide the high school gym for their league from April 2013 – June 2013. If NYBA is cancelled out of the high school for any reason no make-up games will be played.” The motion passed unanimously.

4. SPECIAL EVENTS/TOURNAMENT REQUEST

(m/s/c Barczak/DiNicola) “Motion to approve all Tournament requests received as of April 9, 2013.” The motion passed unanimously.

- The Parks crew line and groom the fields before a tournament once a day in the morning. Then the sports group takes care of it the rest of the day. Newtown Babe Ruth Softball has requested the services of the Parks crew during their tournament and has agreed to the additional fee that will be charged for this service.

5. SURCHARGE DISCUSSION

- Tabled

6. REPORT BY COMMISSION AD HOC MEMORIAL GIFT COMMITTEE

- The Donation Policy has been revised at the suggestion of the Commission.
- Director Mangold met with Elizabeth Rallo and Tom Kelleher from GE. She explained what and how we do things at Parks and Recreation. This included the Naming Policy and the Gift Giving Policy. They will be helping the town upload all donation information on the Aid Matrix system. Ms. Rallo will be helping with events and will be inputting donation information into the Aid Matrix program. After all information is compiled we will receive a report from Aid Matrix. Mr. Kelleher will be helping with financial donations. This process will be in place for one year. Hopefully we will have information by the end of the summer. Once we receive the report then the Ad Hoc Committee will once again be involved. Director Mangold will get information for Assistant Director Samuelson on whether the donation of services is tax deductible. Chairman Marks suggested that they speak to their own accountants.

7. OTHER

- None

NEW BUSINESS

1. OUTLAWS BASE BALL CLUB – FIELD REQUEST

- The Outlaw Baseball Club had made a request for field time. The Commission took no action on this request. The Commission will discuss at the next meeting.

2. OTHER

- We have a gentleman, Mark Sigrist, who is trying to raise money for twenty-six benches to be donated to the Town. The Commission would like to make sure that the full cost for purchase (retail), installation and 8 years of maintenance is included in this donation.
- Director Mangold asked the Commission to keep in mind a 7-ton granite Memorial that was made in Maine after 12/14. This may come the way of the Parks and Recreation Department.

(m/s/c: Barczak/Brookes) “Motion to adjourn.” The motion passed unanimously.

The meeting ended at 8:53 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: April 8, 2013

RE: Monthly park update and field report

Mid spring conditions have appeared overnight and we are in full swing. Our fields opened this week as dry conditions have persisted.

We have hired three new staff members and anticipate using all of the great talents they will bring to our department. Ernie Started this week and is a Newtown resident with a class A CDL driver's license who comes to us with a wealth of military experience. Ernie is very well rounded and detail oriented.

The other maintainer, Will, and mechanic Kyle both start on Monday the 15th.

The following is a highlight of items completed this past month, aside from our normal day to day tasks.

- Staff has moved into FFH Maintenance facility for daily operations.
- Pruning walking trails.
- Cemetery tree clean up.
- Interior of Treadwell maintenance has been painted and bathroom renovated in preparation for camp use this summer.
- Fairfield Hills campus spring cleaning.
- Spring field prep and lining.
- Pool house interior IT wiring complete.
- Stage removal at FFH.
- Entrance gate at Orchard Hill.
- Lake Lillinoah dock in for fishing season.
- Open park bathrooms.
- Drain line complete at Oakview field

Items we have started/continued work on:

- Oakview field grading.

- Interior set up at FFH maintenance.
- Build employee parking area at FFH shop.
- Start up irrigation systems.
- Pool House renovation ongoing. Interior painted, Exterior lighting installed, heat and a/c functioning, flooring next.
- Seasonal clean up at schools and parks
- Continue on PeeWee 1 retaining wall when weather allows.
- Old maintenance fence and sign removal at Treadwell Park.

On the horizon:

- Sign installation for “High Meadow” field
- Replace road fencing at Liberty with concrete fence.
- Tree planting at Oakview, and Treadwell Park.
- Interior painting at FFH shop.
- Treadwell Turf
- NHS field lighting.

Staff:

- 767 hours of vacation/sick/personal/injury hours were used out of 1920 potential work hours in November. This represents a 40% loss in workforce or 3.99 employees per day.