

Town of Newtown, CT

3 Primrose St, Newtown, CT

THESE MINUTES ARE SUBJECT OF THE APPROVAL BY THE PARKS AND RECREATION COMMISSION.

October 14, 2014

The Parks and Recreation Commission held a regular meeting on Tuesday, October 14, 2014 in the conference room of the Town Hall South located at 3 Main Street in Newtown, CT.

The meeting was called to order by Chairman Edward Marks at 6:00 pm.

Present: Chairman Edward Marks, PJ Yochum, Jan Brookes, Patrick Barczak, Maureen Crick Owen, Vincent Yanni and Tom Dinicola.

Absent: none

Staff Present: Amy Mangold, Carl Samuelson, RoseAnn Reggiano

Public: Andy Clure, Jen Markham Penrod, Pat McCleary, Jennifer Cebry, David Brooker, Laura Lerman, and Kendra Bobowick (The Newtown Bee)

Acceptance of Minutes:

Jan Brookes made a motion to accept the minutes of the August 12, 2014 meeting minutes as presented. Patrick Barczak seconded the motion which was carried unanimously.

Jan Brookes made a motion to accept the minutes of the September 9, 2014 meeting as presented. Vincent Yanni seconded the motion which was carried unanimously.

Public Participation:

Andy Clure, 24 Winton Farm Road, Newtown, CT

Mr. Clure attended the September meeting of the Commission. He had some concerns regarding the softball association in town regarding the process of choosing the girls for teams and the exclusion of Newtown residents for out of town players. Mr. Clure asked for any follow-up information since last month.

Chairman Ed Marks stated that he had a discussion with the softball association regarding their tryout process. It appears that they are not following their own by-laws in that regard. He also discussed the topic of residency percentages on teams. The last topic discussed was opening up of the softball association to more volunteers.

The topic of the 80% residency requirement was mentioned since Mr. Clure voiced his concerns regarding that topic last month. Right now the rule is based on the league as a whole but that may change to a per team rule. If that happens, then waivers will have to be given if a team can not comply. The Parks & Recreation Commission would grant the waiver if there is a compelling reason for not meeting the requirement.

Mr. Clure asked if what his recourse is if he feels that the softball organization does not appear to make any changes. Chairman Marks stated that he should file the form he previously received with Director Mangold.

Jen Markham Penrod, 10 Lafayette Trail, Newtown, CT

Ms. Penrod is a coach and the director of the U6 division of the Newtown Softball Babe Ruth league. The U6 division has 28 girls which formed two teams for fall ball. The teams practice Wednesday or Friday night with games on Saturday from three to five. They are presently using Middle Gate field.

She stated that the Middle Gate field is a mess. There are pieces of broken glass, dog feces, rocks and mosquitoes everywhere. She also feels that the indented areas near the pitcher's mound and the batter's box are safety hazards. There are also branches that hang over the bleachers that need to be cut back.

Assistant Director Samuelson clarified that Middle Gate field is under the Board of Education umbrella. While he is supposed to maintain it, the Board of Education dictates when his crew can be on the field to maintain it. Due to the enhanced security at the schools, his crew can only work on the field one hour a week before school is in session. This makes it difficult to maintain the field on a regular basis especially if it rains or the crew has to clean up from other events in town. He also stated that he has requested that the backstop be replaced but to no avail. The Board of Education also dictates when the field is open for use. The field can be used two hours per day on a limited basis.

Director Marks stated that the Parks and Recreation Commission has determined that Middle Gate field is difficult to maintain and not a viable field for use. There is not much they can do in the long term to make it a usable field.

At this time, Chairman Marks stated that the most logical solution would be to move the U6 practices and games to a more suitable field for the fall as the fields are underused at this time of year. It may pose a problem in the spring.

Assistant Director Samuelson requested Pat McCleary to change some of the games for the older girls to Treadwell Park fields for softball in the spring and use Fairfield Hills fields for the younger girls.

After a brief discussion between the Commission members and Mr. McCleary, it was decided that Ms. Penrod and Mr. McCleary would work out the details as to which field would work best for the U6 teams.

Chairman Marks also suggested to Mr. McCleary that having a field coordinator who reports issues to the Commission may be a good solution for the future. The coordinator would be able to work with all the teams and report back to the Commission if there is an issue that needs to be addressed.

Correspondence:

There was no correspondence presented this month.

Chairman's Report:

Update on Complaint by Mr. Warek (Sept meeting):

Chairman Marks discussed his research and handling of the complaint last month by Mr. Richard Warek. There were two issues at hand. The first issue was that Mr. Warek felt that the town should use only state certified umpires. Chairman Marks spoke with the state commissioner of Babe Ruth who stated that the National Babe Ruth rules state that umpires must be Babe Ruth certified. The towns are not compelled to use state certified umpires. The state commissioner responded that Newtown is in compliance with the rules.

The second issue at hand was that Mr. Warek felt that his complaint to the Newtown Babe Ruth organization was not address regarding his inability to work as an umpire in town. Chairman Marks spoke to the head of the Newtown Babe Ruth organization and was told that Mr. Warek was given ample time to discuss his issue with the Board. The scheduling of the umpires is done by a volunteer and that there is no malice toward Mr. Warek in that process. The umpire coordinator spoke to Director Mangold and said that they tried to work with Mr. Warek. They attempted to schedule games with him and he responded that he was unavailable for fall ball. After speaking with other umpires and members of the board of Newtown Babe Ruth, Chairman Marks concluded that Mr. Warek prefers to work only certain games.

With all the information at hand, Chairman Marks spoke with Mr. Warek and reiterated his findings. At this time, the Parks & Recreation Commission has addressed these issues.

Community Center:

The interview committee has narrowed the number of architect/engineering firms to two candidates. One firm has extensive experience in designing senior centers, while the other has more experience designing pools. The final interview will be conducted tomorrow. The committee also has narrowed the field to three candidates for the construction company to be used. They will be interviewed on Friday. The interview committee has questions prepared in advance for the interviews. Selectman Llodra will make the final decisions and then start the process for appropriations.

The building will be 10,000 square feet with a senior center and an indoor aquatic center. The average cost of projects similar in scope come in around \$350.00 per square foot. However, the community center has been allocated \$ 228.00 per

square foot. There is work being done on a grant agreement with GE, also GE is donating funds for the project.

Chairman Marks believes that the Parks and Recreation Commission members should be able to have hard hat tours during the building of the center.

Non-Profits:

Chairman Marks said that all non-profits should be subject to an independent audit of their financial books every two years which should be paid for by the organization. This should be added to the Parks & Recreation guidelines.

Newtown Softball:

Selectman Llodra met with Newtown Softball organization regarding the complaints the Commission received last month. She gave them her recommendations. She reiterated the 80% participation rule and also that they need to follow their own by-laws.

Director's Report:

Director's Report:

Fairfield Hills Stage II:

The design for Phase II of the trail project by Stantec has just come in. There are just a few small tweaks that need to be made to the design near the garage. Director Mangold will forward the design to the Commission members, if requested. She plans to present the project to the Fairfield Hills Authority at the October 27th meeting which begins at 7:00.

New IT Director:

The town has just hired Al Miles as the new IT director. He has updated the Rec Trac system. He is also working with Assistant Director Samuelson regarding updating security at various locations in town.

26 Bench Project:

Janis from Barco has the final draft for the benches plaques. She has sent it to the Parks & Recreation Department for review. Eleven families have requested a particular location for their memorial bench. These will take priority for installation.

Assistant Director of Recreation Report:

Dog Park:

The kiosk has been completed at the Dog Park. The Parks & Recreation Department will control the postings at the kiosk as it is locked. There will be a box at the site where business cards can be dropped for review. Other potential postings can be brought to the office for review.

The drainage is expected to be completed by spring. The Public Works Department is in charge of the drainage and paving that needs to be completed.

Assistant Director Ruggiano was at the park on Sunday night and felt that it was the busiest she has seen it. There were about twenty-five dogs at the park when

she was there. Some dog owners were disappointed that the splash area was shut off for the season but she explained that it is a seasonal treat.

The Halloween event at the dog park will be held on Saturday, October 18th, between 11:00 and 1:00. Dr. Berube from Newtown Veterinary Specialists will speak at noon.

Fall Program:

The fall program is available to residents. The numbers for registrations are lower due to the fact that programs were out late. The Board of Education e-mailed the programs to parents of the students in town. The Parks & Recreation Department has copies and were able to reduce the number printed. Work has begun on the winter program.

Swim Lessons:

Swim lessons have begun. They started last Saturday.

Halloween Events:

Assistant Director Ruggiano stated that there will be two events for Halloween. On October 23rd, there is an event for children eight years and younger. This event will be held at Dickinson from 4:30 to 6:15. The second event will be held on Friday, October 24th, for grades five and six. This event will take place at the Teen Center.

Assistant Director Ruggiano also mentioned that the Rec Trac software has been updated. She is working on updating the web page with links to various organizations. Chairman Marks suggested that a link be placed for field use rules.

She also mentioned that the Parks & Recreation Department is partnering with the Newtown Cultural Arts Commission.

Assistant Director of Parks and Fields Report:

Treadwell Park:

The vandalism at the pool house was repaired. However, it was vandalized again.

Solar:

The solar on the maintenance garage is almost complete. It will feed the grid and the town will get a credit for the amount the solar provides.

Docks:

The docks are in the process of being pulled out of the water at Eichler's Cove Marina.

Tier 4 Project:

Forty-eight people attended the event.

Old Business:

Field Rules and Non Resident Fees:

Assistant Director Samuelson discussed his findings regarding a new set of field rules. He is not ready with a full report but discussed categories of use. He submitted a first draft of scheduling categories where organizations with 100% Newtown participation, categories A & B, have preference over those with less than 100%. There was also a light discussion on the fee schedule which will be looked at further at a future meeting. He stated that other towns with similar demographics to Newtown charge between \$100 and \$300 per hour use for fields for categories C, D, and E.

There was much discussion among the commission members regarding the 80% participation rule now in place. Presently, the 80% rule is by league or organization in total. The commission discussed the option on changing the rule to a per team percentage. There was also discussion on when to make the change since some teams are formed months before they start play. If the teams are not able to comply, they would need to obtain a waiver from the commission. There would need to be a compelling reason that they were not able to make the 80% rule. The change is intended to give Newtown residents the opportunity to play sports in their town and not lose a position to an out of town resident. There was some discussion as to who is considered a resident.

Mr. Yanni inquired about the process if a team or organization purposefully circumvents the rules. Chairman Marks and Assistant Director Samuelson stated that there are fines in place and they can be denied access to the fields. There appears that some organizations or teams have used the fields without permission. Assistant Director Samuelson said that some towns actually have motion activated cameras on their fields. They are reviewed and fines handed out accordingly.

Commission members inquired about collecting of fees and were told that the scheduling software the Park & Recreation Department has could be used for that purpose as it does now for the billing of lighting use.

Motion:

Vincent Yanni made a motion to institute an 80% residency participation rule by team with the present fee schedule starting January 1, 2015. This motion was seconded by Jan Brookes and was carried unanimously.

Dog Park Update:

Please see Assistant Director-Recreation report above.

Commissioner's Out and About:

Mr. Yanni mentioned that he stopped by the Danbury skate park which is located between the ice rink and the train station. He felt that the Danbury park is smaller than the Newtown skate park which was built with materials that will hold up longer.

Ms. Brookes stated that she ran into a realtor while she was out and about. The realtor stated that the Newtown Parks & Recreation department is great and that she mentions that to her clients.

Tennis Court Update:

The base preparation is completed. The retaining wall is half done. Assistant Director Samuelson stated that he is having trouble obtaining more block. He purchased all the block he could locally. The supplier he used can only make one block a day because he has only one form. He is obtaining more from Coldstone, NY. He intends to pour concrete next week and has ordered trees for the front area. A garden will be planted near the courts. He will be splitting grasses at Treadwell and plant them at Dickinson.

New Business:

Newtown Cultural Arts Commission

Laura Lerman, 55 Main Street, Newtown, CT- Chairperson

Jennifer Cebry, 12 Scudder Road, Newtown, CT- Vice Chairperson

David Brooker, PO Box 4, Hawleyville, CT- Project Leader

Mr. Brooker showed the commission a petal that Newtown children decorated at their event. The petal is part of a flower that will be 14 foot across when put together. The Newtown Cultural Arts Commission came to the meeting to get ideas on where the flower could be placed on a permanent basis. They want the children to be able see their work completed.

The best scenario would be to mount it to a wall as it weighs as much as five pieces of plywood. Preferably, a place high enough to avoid vandalism would be ideal. Mr. Brooker said the flower is not suitable for a moving exhibit. When he asked people at the event where it should be placed, many told him to check with the Park & Recreation Commission. Some ideas that were mentioned by Mr. Brooker and the Commission members were: the maintenance garage, the band shell roof, on the police station and the pavilion to name a few.

Chairman Marks suggested that the Cultural Arts Commission and the Parks and Recreation Commissions both come up with a list of ten top sites to choose from. He appointed Director Mangold as point person on this project.

Director Mangold thanked the Newtown Cultural Arts Commission for taking on the project. She said the kids had so much fun participating in the painting of the petals.

Budget:

Director Mangold handed out a budget timetable. A completed budget is due to the Finance Director on December 5 which comes just before the Commission's December meeting. She will draft a budget by November's Commission meeting which can be discussed then. The Finance Director will meet with the Parks &

Recreation department after the December Commission meeting to review the budget.

Director Mangold was concerned about the funding for the social worker at camp. The presence of the social worker at camp this year was very successful. The funding for this was provided by a DOJ grant that ended. The cost for the seven week position would be approximately \$10,000. She is hoping the Sandy Hook Community Foundation may be able assist in funding the position. She is also fact finding to see if security would still be needed at the camp next year or if there was any funding left over from this year.

Resignation:

This was the last Commission meeting that Jan Brookes will attend. She had to resign for personal reasons. She enjoyed working with the Commission members and is grateful for the experience. She felt satisfaction on positively moving the town forward.

Chairman Marks stated that he was glad to have had Ms. Brookes work on the Commission. He commented that she helped move the town forward especially at Dickinson Park. He thanked her for her time and service.

Motion

Adjournment:

Vincent Yanni made a motion to adjourn the meeting at 8:28 pm. This motion was seconded by Patrick Barczak which was carried unanimously.

The next regular meeting will occur not on Tuesday, November 11, 2014 as this is Veteran's Day and all Town Offices are closed. The next meeting is scheduled for Wednesday, November 12, 2014 at 6:00 pm at 3 Main Street in the conference room.

Submitted, Elizabeth Smith, clerk.



TOWN OF NEWTOWN
OFFICE OF THE FINANCE DIRECTOR

2015 - 2016

BUDGET TIMETABLE

October 08, 2014	Departments Receive Budget Instructions.
December 05, 2014	Completed Budget Forms to the Finance Director.
December / January 2015	First Selectman/Finance Director budget review with departments
January, 2015	Departments meet with Board of Selectmen.
February 9, 2015	Board of Selectmen submit Budget to the Board of Finance (no later than the 14 th)
February 19, 2015 (Thursday)	Board of Finance holds a public hearing on the Board of Selectmen and Board of Education proposed Budgets (no later than March 7 th). (Publish 5 days prior to hearing: 2/13/15)
March 11, 2015	Board of Finance submit Budget to the Legislative Council(no later than March 14 th).
March 18, 2015 (Wednesday)	Legislative Council holds a Public Hearing on the Proposed Board of Finance Recommended Budget(no later than March 28th). (Publish 5 days prior to hearing: 3/13/15)
April 8, 2015	Legislative Council Adopts Budget (no later than second Wednesday in April)
April 28, 2015 (Tuesday)	The Annual Budget Referendum (4 th Tuesday of April) (Publish 4/10/15)

DRAFT

User Organization Categories:

These categories place non-school/non-Park and Recreation organizations into scheduling categories that are listed in the following priority use levels.

Category A

- Newtown Non-Profit Youth organization
 - 100% Newtown Residents
 - Youth Legacy Organization
 - Games and Practices only, priority does not trump special events.

Category B

- Newtown Non-Profit Adult organization
 - 100% “Newtown residents” (see definition)
 - Adult Legacy Organization
 - Game Schedules, priority does not trump special events

Category C

- Newtown Non-Profit Youth or Adult organization
 - Less than 100% Newtown Residents.
 - Regional teams based in Newtown (Club, Premier, AAU)

Category D

- Non-Newtown based regional teams
- Non-Newtown based non-profit

Category E

- Tournaments
- Special Events
- Any organization not listed in prior categories

Fee Structure

	Grass no lights	Grass lights	Turf no lights	Turf lights	Other no lights	Other lights
Category A	\$25 pp/ps	\$25 pp/ps	\$25 pp/ps	\$25 pp/ps	\$25 pp/ps	\$25 pp/ps
Category B	\$25 pp/ps	\$25 pp/ps	\$25 pp/ps	\$25 pp/ps	\$25 pp/ps	\$25 pp/ps
Category C						
Category D						
Category E						

Inclement Weather:

The High School and Middle School decisions on field use are made midday, directly by the High School Athletic Director. This decision may differ from the one made later in the day for community groups, based on the weather at that time. Park and Recreation does not get notified



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: October 14, 2014

RE: Monthly park update and field report

Fall is here with all of the seasonal beauty and tasks. Daily mowing routines turn into leaf blowing and seasonal clean ups. Fall sports and nightly lighting are in full swing and other seasonal duties are ongoing. During the past month we have completed or begun work on the following:

- Vandalism repair at Treadwell Pool House..AGAIN.
- Hosted Tier 4 Emission Training Event.
- Fall fertilizer applications.
- Gator Pit realignment at Treadwell Park complete.
- Treadwell Pools winterized.
- Treadwell tennis court base preparation complete.

Items we have started/continued work on:

- Retaining wall construction at Treadwell Park
- Parking lot reconfiguration.
- Kiddie Pool plastering.
- Daily leaf blowing and seasonal pruning.
- Dickinson Funspace II planting plan.
- Dog Park preparation for Howl-O-Ween event.
- Dock Removal at Eichlers and Lillinoah
- Athletic field aerating and seeding

Staff:

- 184 hours of vacation/sick/personal/injury/discipline hours were used out of 1920 potential work hours in the past month. This represents a 9.75% loss in workforce or 1 employee per day.