

Town of Newtown, CT

3 Primrose St, Newtown, CT

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

December 9, 2014

The Parks and Recreation Commission held a regular meeting on Tuesday, December 9, 2014 in the conference room located at 3 Main Street in Newtown, CT.

The meeting was called to order by Chairman Edward Marks at 6:07 pm.

Present: Chairman Edward Marks, PJ Yochum, Tom DiNicola, and Warren Spencer. Vincent Yanni arrived after the meeting began.

Absent: Patrick Barczak and Maureen Crick Owen

Staff Present: Amy Mangold and Carl Samuelson

Staff Absent: RoseAnn Reggiano

Public: none

Acceptance of Minutes:

PJ Yochum made a motion to accept the minutes of the November 18, 2014 meeting minutes with the following adjustment. Warren Spencer seconded the motion which was carried unanimously. The following adjustment was made to the minutes:

Under New Business, Budget, the fifth paragraph, first sentence should read: We are requesting a 5% increase in the ground maintenance line item.

The motion was carried unanimously.

Public Participation:

There was no public participation this evening.

Correspondence:

There were several pieces of correspondence to the Parks & Recreation Department which was shared by Director Mangold.

The Department received an e-mail from Bob Geckle, a member of the Booth Library Board. He thanked the department for their efforts in clearing snow for the annual Turkey Trot.

Director Mangold shared a letter that will appear in the Newtown Bee from Nunnawauk Meadows. The purpose of the letter is to thank all the volunteers who helped in the Victory Garden in some fashion.

An e-mail was received from John Vouros. He was disappointed in the luminaries this year. Director Mangold sent back a reply stating that the attempt to light luminaries with glow sticks did not have the desired effect. It also rained that night and the candles probably would have gone out too. He also attached a picture of a playground with people sitting on the ground, essentially hinting that benches are needed.

A letter of thanks was received from Alec Beauchemin. He was the recipient of the Lee Davenson Memorial Scholarship. He is now attending Dickenson College. The scholarship is supported by the Rooster Run.

Chairman's Report:

Community Center:

Chairman Marks mentioned that Selectman Llodra had hoped to attend this meeting. She invited the architect/engineering firm, Quisenberry Arcari Architects to meet with the Parks & Recreation Commission. Unfortunately, they were not able to attend this meeting but Selectman Llodra will try to arrange for attendance at the January meeting.

Oversight of this project was given to Geralyn Hoerauf from Diversified Project Management who works on large projects in town.

Director's Report:

Director's Report:

Staff Position:

Director Mangold reported that the department has received many applications for the new full time secretary position. The interview committee is in the process of narrowing the pool to eight or nine possibilities. These candidates will be called in for interviews next week. The goal is to have the position filled in January.

Partnerships:

Kelly Paredes, the new executive director of Ben's Lighthouse, was looking for ways to continue their momentum. She consulted with Director Mangold and Assistant Director Reggiano. They have agreed to partner with the Parks & Recreation Department's Ice Skating Party. They will add several stations/activities to the event. Details will be available in the Winter Preview.

Fairfield Hills:

There will be a workshop meeting to discuss the proposed amendment to the Fairfield Hills design district zoning regulations which will include limited residential apartments above commercial uses. The meeting will be held on December 11, 7pm, at the Reed Intermediate School Library. It will be attended by the Planning and Zoning Commission, the Economic Development Commission, and the Fairfield Hills Authority. There are new members on the boards and it was suggested that the Parks & Recreation Commission may want to attend or discuss their vision for this area with the commissions.

Assistant Director of Recreation Report:

Breakfast with Santa:

This event was held on December 6th.

Assistant Reggiano was unable to attend tonight's meeting.

Assistant Director of Parks and Fields Report:

Treadwell Park:

Winterizing is almost complete. Director Samuelson was able to obtain 17 donated trees from Planter's Choice. The savings equates to about \$6000.00. The department will be planting them as soon as possible. Retaining wall construction continues. The curbing is just waiting on the weather. The water-line will be fed as was suggested from the new Sandy Hook School. The line will have a sub-meter for the park.

Maintenance Garage:

The award letter for HVAC was submitted. It will take 2 - 3 weeks for the heating components to arrive but Assistant Director Samuelson anticipates the project to start by the first of the year.

Other Activities:

Oakview Field boxwood trees have been wrapped with burlap to protect them from road salt. Work on the Christmas displays, leaf clean up, plowing and snow removal, feed fertilizer applications, snow mold fungicide applications, and anti-desiccants spraying has been going on. Winterizing and fall clean-ups are almost completed.

Old Business:

Field Rules and Non Resident Fees:

This is a continuing item. No update at this time.

2015-2016 Budget:

A proposed budget was completed by Chairman Marks and Director Mangold and submitted to Selectman Llodra. She asked the Parks & Recreation Department to go back and look at the capital portion of the budget as she could not support the capital budget. The Parks & Recreation Department's capital budget in 2006, 2007, and 2008 was over \$300,000. The budget has been cut substantially since then. Finance Director Tait suggested that the Commission explore lease to buy options over outright buying new trucks and equipment. Assistant Director Samuelson further researched these options. The difference between a purchase versus a lease is that the purchase amount shows in one year while the lease will show over several years. If you have several leases, your capital budget will have line items that cannot be taken out and the department will be obligated for several years to come.

There was much discussion regarding the priorities of the capital budget. The department does not have the proper equipment to clear snow around the new ambulance garage. And are they responsible to clear the old garage area? The Fairfield Hills area has more sidewalks to clear. The new Sandy Hook School will require more manpower than the old school because of the retaining walls. There will be no place to put the snow so that it will have to be hauled away. There was also discussion as to whether some of these locations are actually the responsibility of the Parks & Recreation Department and not the Board of Education or Public Works Department. The Parks & Recreation Department may not be able to accomplish all of these tasks if they are not supported in the budget. Snow plowing is not part of the core function of the Parks & Recreation Department. The Board of Education may have to contract out the clearing of the schools.

Assistant Director Samuelson researched the average life cycles of vehicles and some equipment. Comparing Newtown Parks & Recreation vehicles to several sources, his analysis showed that the department's life cycle on several vehicles have gone well beyond these thresholds. He discussed the

vehicles and equipment in the fleet. There are several that are in poor condition and others in fair condition. The department has put a considerable amount of money into some of the older equipment this past year to keep them on the road. There also has been down time which causes issues in getting the job done and wasted manpower.

There was discussion regarding the priority of the proposed capital projects on the initial budget submitted. Although a new baseball field at FFH campus was the number one priority, the Commission decided to remove it since it was a large dollar amount and could not be supported. There was some discussion regarding the lightning detection system expansion project and whether removing it puts the town at a greater liability risk since some fields have them and others do not. Although Selectman Llodra supported the idea of a pocket park study, there is no funding for it.

After a lengthy discussion, the Parks & Recreation Commission decided to adjust the capital budget to \$196,700, which includes about \$24,000 in capital projects. They decided to request the purchase one new truck to replace a 2004 dump truck and lease another to replace a 2003 pick-up. They will also lease a field mower. The other items in the capital budget were an existing lease, a seeder, a mower which is a shared expense, and some smaller equipment. The capital projects include Phase I for permanent recycling containers, access control infrastructure and Phase II of the portable toilet landscaping.

The proposed budget is attached.

Motion:

Tom DiNicola proposed a motion to submit the amended budget of \$2,352,819 to the Board of Selectman. This motion was seconded by PJ Yochum. It was carried unanimously.

Jet Ski Fees:

Vincent Yanni did some research regarding jet ski fees in surrounding areas. He determined that the proposed fees from last month for jet ski slip rentals was on the high side as Newtown was intending to charge the same amount as a small boat slip. After a discussion regarding the fees, the Parks & Recreation Commission decided to adjust the fees for the new slips to be installed this year at Eichler's Cove Marina.

Motion:

PJ Yochum made a motion to set the fee for a standard jet ski slip at \$900 for residents and \$1000 for non-residents as long as they fit in

the slip, otherwise they will have to go into a small boat slip and pay the boat rate. This motion was seconded by Warren Spencer.

Vincent Yanni also suggested that the Parks & Recreation Department make the Coast Guard official float plans available at the marina for boaters. Another suggestion was that the boating rules be put up as a link on the Parks & Recreation Department's website.

There was discussion on a possible DEP boat survey being held at one of the boat launch sites.

Commissioner's Out and About:

Although Jan Brookes retired from the Parks & Recreation Commission at the October meeting, she was at the breakfast with Santa. She and Suzanne Davenport are recreating a quilt that was lost two years ago. Children were asked to create a square for the quilt depicting something they were thankful or grateful for. Thirty quilt blocks were created. Maureen Crick Owen also volunteered to help at this event.

Treadwell Tennis Court update:

See Assistant Director of Parks Report.

Newtown Cultural Arts Commission: Flower Project:

No update available this meeting.

New Business:

No new business discussed.

Motion:

Adjournment:

Vincent Yanni made a motion to adjourn the meeting at 7:55 pm. This motion was seconded by PJ Yochum which was carried unanimously.

The next regular meeting is scheduled for Tuesday, January 13, 2014 at 6:00 pm at 3 Main Street in the conference room.

Submitted, Elizabeth Smith, clerk.

BUDGET SUMMARY 2015-2016

PARKS & RECREATION BUDGET

	2014-15	2015-16	CHANGE	
	<u>AMENDED</u>	<u>P & R PROPOSED</u>	<u>\$</u>	<u>%</u>
SALARIES & WAGES - FULL TIME	812,717	844,824	32,107	3.95%
SALARIES & WAGES - PART TIME	40,938	40,938	0	0.00%
SALARIES & WAGES - SEASONAL	264,275	264,275	0	0.00%
SALARIES & WAGES - OVERTIME	53,282	56,282	3,000	5.63%
GROUP INSURANCE	275,045	275,045	0	0.00%
SOCIAL SECURITY CONTRIBUTIONS	89,598	92,283	2,685	3.00%
RETIREMENT CONTRIBUTIONS	40,436	45,089	4,653	11.51%
OTHER EMPLOYEE BENEFITS	12,650	12,650	0	0.00%
CONTRACTUAL SERVICES	287,400	292,400	5,000	1.74%
DUES, TRAVEL & EDUCATION	10,975	10,975	0	0.00%
GENERAL SUPPLIES	11,000	11,000	0	0.00%
SIGNS	7,000	7,000	0	0.00%
POOL SUPPLIES	32,342	32,342	0	0.00%
GENERAL MAINTENANCE SUPPLIES	33,285	34,285	1,000	3.00%
GROUNDS MAINTENANCE	130,220	136,731	6,511	5.00%
CAPITAL	166,500	196,700 *	30,200	18.14%
UTILITIES	2,267,663	2,352,819 *	85,156	3.76%

*Reflects capital plan approved by P & R Commission 12/09/14.

*Budget submission approved by P & R Commission 12/09/14

**2015-2016 Newtown Parks & Recreation Budget
Capital Spending Approved by P & R Commission 12/09/14**

Capital Requests Presented by Amy Mangold on 11/18/14 **\$795,400.00**
LESS Reductions Adopted by P & R Commission 12/09/14 **-\$598,700.00**

Revised Capital Budget approved by P & R Commission **\$196,700.00**

Priority	Capital Request	Proposed Budget	Removed/Reduction	Revised Budget	Description
1	Toro 5910 Lease	\$21,500.00	\$0.00	\$21,500.00	Annual lease payment for 16 foot mower.
2	Replace 2004 Ford F350 Dump	\$75,000.00	\$0.00	\$75,000.00	3rd Request - Heavy Duty 1.5 ton four wheel drive to replace existing vehicle that is unreliable. So worn only used as back up.
3	Redexim Speed Seeder	\$19,200.00	\$0.00	\$19,200.00	Machine will replace 1979 Rodgers inoperable disc seeder that we can no long obtain parts for.
4	Replace 2003 Chevrolet k2500 Pickup	\$75,000.00	-\$57,500.00	\$17,500.00	5 YR LEASE TO BUY 4th Request - HD 1.5 ton 4-wheel drive truck with trailer/tow/plow package to replace oldest deteriorating, unreliable truck (Cab/chassis \$48K, Body \$14K, Plow \$7K, Misc \$3K - total \$72K)
5	Ventrac Brush Mower	\$29,200.00	-\$14,200.00	\$15,000.00	Cost share with Land Use: Cut steep slopes and meadows that are only cut a few times per yr. Mower will replace broken Kubota.
6	Cut off Saw/Weed Eaters/Back Pack Blowers	\$5,000.00	\$0.00	\$5,000.00	Replacements for old units beyond repair (daily-use equipment).
7	Phase 1 for permanent recycling containers	\$8,000.00	\$0.00	\$8,000.00	Phase 1 of plan to purchase permanent recycling containers for all park facilities.
8	Access Control Infrastructure	\$12,500.00	\$0.00	\$12,500.00	ID Systems, software, Key fobs, hardware, readers, training, camera, card printer.
9	Portable Toilet Landscaping Phase II	\$4,000.00	\$0.00	\$4,000.00	to complete landscaping around Dickinson and Liberty portable toilets.
10	Replace Toro 4700 Athletic Field Mower	\$75,000.00	-\$56,000.00	\$19,000.00	Purchase or lease mower for the most used mower in dept. Cuts all athletic fields 2 to3 x per week. Early trade could save lease \$\$.
11	Replace 2003 F550w/ Dump Truck	\$75,000.00	-\$75,000.00	\$0.00	2nd Request - Heavy duty 1.5 ton four wheel drive truck to replace existing vehicle that is becoming unreliable.
12	Toro Dingo or Similar Trencher	\$35,000.00	-\$35,000.00	\$0.00	Needed trencher and post hole auger system. Unit would expedite conduit and post installs. Compact unit for working in tight spaces.
13	Replace 3020 Infield Pro	\$24,500.00	-\$24,500.00	\$0.00	Replace 1st of 3 aging grooming machines used daily to groom baseball/softball fields. 1999 unit is on 2nd engine and 3500+ hrs.
14	Verti Cut Attachment - Versa Vac Leaf Loader	\$8,500.00	-\$8,500.00	\$0.00	Attachment to leaf vacuum - used in seasonal thatching/clean-up.
15	Water Skid Tank	\$8,000.00	-\$8,000.00	\$0.00	Portable tank used for watering, washing, irrigation & concrete.

<u>Priority</u>	<u>Capital Request</u>	<u>Proposed Budget</u>	<u>Removed/Reduction</u>	<u>Revised Budget</u>	<u>Description</u>
16	Bobcat Tool Cat	\$48,000.00	-\$48,000.00	\$0.00	Replace 12 year old Bobcat with current version with upgraded hydraulics.
17	Walk Behind Beach Groomer	\$15,000.00	-\$15,000.00	\$0.00	Purchase walk behind beach groomer to clean existing sand.
18	New Baseball Field at FFH Campus	\$85,000.00	-\$85,000.00	\$0.00	Build field as depicted in FFH master plan to satisfy most urgent need of youth baseball/softball while repurposing existing FFH softball field.
19	Lightning Detection System Expansion	\$12,000.00	-\$12,000.00	\$0.00	Walnut Tree, Oakview, Glander & Watertown strobes & alarms
20	Watertown Field 2 Renovation	\$30,000.00	-\$30,000.00	\$0.00	Renovate second of three youth fields at FFH Watertown location.
21	Skatepark Maintenance & Expansion	\$60,000.00	-\$60,000.00	\$0.00	Routine maintenance expense and installation of new quarterpipe feature.
22	Pocket Park Study	\$30,000.00	-\$30,000.00	\$0.00	Study to access needs, location & equipment for possible pocket parks in Newtown (particularly Hawleyville & Dodgingtown areas).
23	Snow Pusher	\$10,000.00	-\$10,000.00	\$0.00	Attachment to skid steer or loader; provides for quicker snow plowing & stacking.
24	Sidewalk Snow Plow for FFH Campus	\$30,000.00	-\$30,000.00	\$0.00	New Request for snow removal equipment to keep up with increased department demands on the FFH campus.
	Total	\$795,400.00	-\$598,700.00	\$196,700.00	