

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

January 13, 2015

The Parks and Recreation Commission held a regular meeting on Tuesday, January 13, 2015 in the conference room located at 3 Main Street in Newtown, CT.

The meeting was called to order by Chairman Edward Marks at 6:13 pm.

Present: Chairman Edward Marks, Tom DiNicola, and Warren Spencer.

Absent: Patrick Barczak, PJ Yochum, Vincent Yanni, and Maureen Crick Owen

Staff Present: Amy Mangold and RoseAnn Reggiano

Staff Absent: Carl Samuelson

Public: Patrick McCleary and GERALYN HOERAUF

Acceptance of Minutes:

The December minutes were tabled until next month as there was not a quorum to make any motions.

Public Participation:

Patrick McCleary, Newtown Babe Ruth Softball Board Member, Newtown, CT

Mr. McCleary made inquiries regarding the field scheduling and waiver requirements for the spring season. Chairman Marks stated that the commission will provide more information regarding these issues at the February meeting. It was noted that there would be changes to the residency requirements and field rules but that these were not finalized yet.

GERALYN HOERAUF, Diversified Project Management Inc, Senior Project Manager

Ms. Hoerauf came to the meeting to introduce herself to the Parks & Recreation commission. She is a Senior Project Manager for Diversified

Project Management Inc., the company that has been retained by the Town of Newtown to act as the town's representative throughout the design and construction of the Community Center. They are working closely with the Public Building and Site Commission. They are assigned the task of ensuring that the project progresses on schedule and within budget. Diversified Project Management Inc. has also worked on the Sandy Hook School construction project.

Correspondence:

No correspondence reported this month.

Chairman's Report:

Community Center:

Chairman Marks and Director Mangold will have their second meeting with Diversified Project Management Inc. on Thursday. The pool consultant is expected to attend this meeting. Assistant Director Reggiano and Director Mangold are working on a wish list for the Community Center space so that the designers can incorporate as much as they can into the design. They will meet every two weeks. Diversified Project Management Inc. is also meeting with the Senior Center group to get their input. The design teams wants the two sections of the Community Center to fit together.

The design for the Community Center will be a standalone building but with the possibility for expansion in the future. They hope to have a graphic for the public by the time a referendum is held.

Director's Report:

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Staff Position:

Director Mangold reported that the department has hired a new staff member. Jennifer Arnold started yesterday, January 12, and is a good fit for the department. She has good customer service skill.

They are also in the process of hiring a new part-time secretary and expect that position to start on January 26th.

Fairfield Hills:

Director Mangold stated that the department is purchasing a third liner for the Fairfield Hills Ice Rink. The liners cost \$ 350 each. The tears in the liner

are occurring because people are attempting to use the rink when the ice is not frozen. They are ignoring the DO NOT SKATE signs. Director Mangold mentioned that this will be the last liner for the season. Fencing has been placed around the rink to help deter skaters when the ice is not frozen.

Adult Soccer Group:

There is an adult soccer program run by the Parks & Recreation Department at NYA, Newtown Youth Academy. It is a drop in program. The Department is having an issue with getting the group to pay for the use of the facilities. Assistant Director Reggiano stated that she told the group that they had until the end of January to come up with a plan to alleviate this issue.

A possible solution to the issue was discussed. NYA may collect money at the door. This would take it out of Parks & Recreation Department hands. Director Mangold said it is a possible solution but was concerned that it takes away the control of the rental space from the Department and is concerned that the adult group could lose the time in the future if controlled by NYA. Director Mangold will work with the group to try to find a solution that works best for their needs and that is fiscally responsible for the Parks and Recreation Department.

At this time the cost of rental of the turf is \$225 an hour. The turf rates went up to \$300 an hour but Director Mangold stated the guidelines in the contract regarding price increases may not have been followed. She will review the contract.

Assistant Director of Recreation Report:

Programs:

Preparations are being done for the Spring and Summer program. Summer application deadlines will be March 13.

Ice Skating Party:

The event will be held on February 6th at Fairfield Hills and Dickinson Park. The Parks & Recreation Department is partnering with Ben's Lighthouse. There will be ice bowling, painting in the snow and building lighthouses out of snow, thanks to the partnership. The big surprise will be Lucy the Polar Bear which is a mechanical animal that can be ridden by both adults and children. There will also be hot cocoa served.

Assistant Director of Parks and Fields Report:

Assistant Director Samuelson was unable to attend the meeting and no report was given.

Old Business:

Field Rules and Non Resident Fees:

This is a continuing item. An update is expected at the February Commission meeting.

2015-2016 Budget:

The proposed budget was reviewed by Selectman Llodra and Finance Director Tait. There were several changes suggested to the proposed capital portion of the budget. The initial budget was proposed for \$196,700.

Selectman Llodra suggested that instead of purchasing one truck and leasing a second, that it may be better to lease two trucks which would reduce the capital proposal by \$57,500. She realizes that this is not the preferred way to obtain equipment but is okay in a limited fashion.

She also suggested that by passing on the Toro Field Mower option for an early lease to buy option would reduce the capital proposed budget by another \$19,000.

With these savings, the Parks & Recreation Department reviewed the priorities of the capital projects. They added the Fairfield Hills Campus baseball field back into the capital budget at \$50,000. The cost for the field is estimated at \$85,000. The balance will be covered by shared costs with the Softball and Baseball organizations and surcharges on the fields.

With these adjustments, the new capital request total will be \$170,200 which will result in a total budget request of \$2,331,472.

Commissioner's Out and About:

No report given.

New Business:

No new business discussed.

The meeting ended at 6:52 pm.

The next regular meeting is scheduled for Tuesday, February 10, 2015 at 6:00 pm at 3 Main Street in the conference room.

Submitted, Elizabeth Smith, clerk.

**2015-2016 Newtown Parks & Recreation Budget
Capital Spending Approved by P & R Commission 01/13/15**

Capital Requests Presented by Amy Mangold on 11/18/14 **\$795,400.00**
LESS Adjustments Adopted by P & R Commission 12/09/14 & 01/13/15 **-\$625,200.00**

Revised Capital Budget approved by P & R Commission **\$170,200.00**

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	-\$57,500.00	\$17,500.00	5 YR LEASE TO BUY 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	Baseball Field at FFH Campus	\$85,000.00	-\$35,000.00	\$50,000.00	Build field as depicted in FFH master plan to satisfy most urgent need of youth baseball/softball while repurposing existing Liberty baseball field and FFH softball field.
11	Replace Toro 4700 Athletic Field Mower	\$75,000.00	-\$75,000.00	\$0.00	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 \$\$.
12	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.
13	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.
14	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.
15	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.

<u>Priority</u>	<u>Capital Request</u>	<u>Proposed Budget</u>	<u>Removed/Reduction</u>	<u>Revised Budget</u>	<u>Description</u>
16	Water Skid Tank	\$8,000.00	-\$8,000.00	\$0.00	Portable tank used for watering, washing, irrigation & concrete.
17	Bobcat Tool Cat	\$48,000.00	-\$48,000.00	\$0.00	Replace 12 year old Bobcat with current version with upgraded hydraulics.
18	Walk Behind Beach Groomer	\$15,000.00	-\$15,000.00	\$0.00	Purchase walk behind beach groomer to clean existing sand.
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	-\$625,200.00	\$170,200.00	

BUDGET SUMMARY 2015-2016

PARKS & RECREATION BUDGET

	2014-15	2015-16	P & R		CHANGE	
	<u>AMENDED</u>	<u>PROPOSED</u>			\$	%
SALARIES & WAGES - FULL TIME	812,717	848,911			36,194	4.45%
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	275,765	275,765			0	0.00%
SOCIAL SECURITY CONTRIBUTIONS	89,598	92,596			2,998	3.35%
RETIREMENT CONTRIBUTIONS	40,436	45,121			4,685	11.59%
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%
GROUND MAINTENANCE	130,220	136,731			6,511	5.00%
CAPITAL	166,500	170,200	*		3,700	2.22%
UTILITIES	2,268,383	2,331,472	*		63,089	2.78%

* Reflects capital plan based on discussions with Pat Llodra 01/06/15.

* New budget reflecting Wage/Benefit changes by Bob Tait & capital changes per discussion with Pat Llodra.