

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

The Parks and Recreation Commission held a regular meeting on Tuesday, December 13, 2016 in the conference room located at 3 Main Street in Newtown, CT.

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

Present: Edward Marks, Patrick Barczak, Maureen Crick Owen, Linda Hess, Warren Spencer, PJ Yochum.

Absent: Vincent Yanni, Jr.

Staff Present: Amy Mangold, Carl Samuelson

Staff Absent: RoseAnn Reggiano

Public: none.

Public Participation: none.

Acceptance of Minutes

Commissioner PJ Yochum moved to accept the minutes of October 11, 2016. Commissioner Spencer seconded. Commissioner Crick Owen noted a correction under the Chairman's report: *the minimum project size is \$285,000 and some of the items are close.* This was in regards to CIP projects that made the list but were not part of the CIP. Additionally, under the Assistant Director report, in the first sentence, the words "a booth" should be deleted. All in favor of the amended minutes.

Commissioner Spencer moved to accept the minutes of November 8, 2016. Commissioner Yochum seconded. Mr. Marks clarified the last sentence on page one to be "during the discussion the Commission was advised of three additional projects which Mr. Samuelson included with his prioritized list:" All in favor of the amended minutes.

Old Business

- **Budget:** A maintainer position has been added to the budget, representing an increase. The commission reviewed the proposed budget, editing typographical errors and highlighting certain areas. The question of where certain campus related costs would fall was discussed. Staff has taken advantage of local training but would like to consider attending a national conference. Grounds maintenance cost include grass seed, pesticides and fertilizer. Ms. Mangold recommended keeping capital as is in order to fill the maintainer position. P&R has done a lot to increase efficiencies; some items on Mr. Samuelson's list are due to the increased efficiencies.
- **Community Center Advisory Committee Update:** Director Amy Mangold reported that on Dec. 1 she, Rusty Malik and Kevin MacFarland of Quinsenberry Arcari, Phil Barlow and Mark Fisher of TO Design, LLC and the GERALYN HOERAUF, project manager walked around the proposed site of the Community Center. The anticipated timeline include schematic design approval and a community presentation in March, 2017 with construction expected to begin in early fall. Planning and Zoning and Fairfield Hills Authority approval will need to take place in the spring. Public Building and Site Commission needs cost estimates and cost impacts.
- **Review prioritized list of ideas and projects submitted by commissioners:** The commission discussed and decided to include the following: Toro 5910 Lease, Vehicle Leases, Toro 4700 Lease, 2001 Van replacement, Tractor rental, Lighting detection system expansion, Gates and wall repair at Orchard Hill, Skate Park maintenance & expansion, reducing the skate park request by half. Additionally, Chairman Marks added \$5,500 for schematic feasibility facility plan for the Lake Lillinonah boat launch.
- **Review new P&R surcharge spread sheet:** Chairman Marks would like to add the categories with receipts into next year's spread sheet; there will be a spreadsheet for receipts and a spreadsheet for expenditures which will roll into a summary sheet noting starting balance, what was spent, ending balance and the GL balance; there should be no difference between the spreadsheet and the GL balance. Ms. Mangold said that revenues will be tracked per season.

Rec'd. for Record 12-15 2016
Town Clerk of Newtown 3:20pm
Debbie Aurelia Halstead

New Business

Commissioner Crick Owen moved to add the 2017 calendar of meeting dates to the agenda, for discussion and possible action. Commissioner Barczak seconded. All in favor.

Commissioner Crick Owen moved to accept the 2017 meeting calendar (att.). Commissioner Barczak seconded. All in favor.

Correspondence

None

Chairman’s Report: A special meeting may be called to ratify any budget decisions.

Director’s Report

Amy Mangold, Director of Parks and Recreation: Ms. Mangold reported that all town offices will hold a fifteen minute moment of silence and reflection on 12/14. Fairfield Hills Authority has invited Ms. Mangold and Mr. Samuelson to a meeting relative to the care and custody of the campus and costs involved. The photographer who won the grant for the fruit trail photo exhibit, which is currently on display at the Municipal Center, plans to have a reception. Ms. Mangold will notify the commission of the date. Ms. Mangold thanked Commissioner Barczak for his work encaging the trees on the trail and also thanked the commission for the lunch they provided to the office staff and maintainers to show appreciation.

RoseAnn Reggiano, Assistant Director of Recreation: Ms. Mangold reported in Ms. Reggiano’s absence (att.). Breakfast with Santa was a success. A photographer donated all proceeds, raising \$340 for the camp scholarship. Applications are being accepted for summer jobs.

Carl Samuelson, Assistant Director of Parks: Mr. Samuelson updated the commission on parks and fields (att.) stating Dickinson Park parking lot project went very well. The fence of the back parking lot was removed and needs to be moved closer to the sidewalk or replaced with a natural hedge. Tree work has started at Eichlers Cove. Six boxwood bushes were stolen, out of the ground, at Oakview. Trees were donated by Planters Choice. A new park maintainer has been hired.

Commissioners out and about: no report.

Commissioner Spencer made a motion to adjourn the meeting at 8:10pm. This motion was seconded by Commissioner Barczak, which was carried unanimously.

The next regular meeting is scheduled for Tuesday, January 10, 2017 at 6:00 pm at 3 Main Street, Newtown, CT in the conference room.

Submitted by,

Sue Marcinek, clerk pro tem

Att: 2017 Meeting Calendar; R. Reggiano report; C. Samuelson report;

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PARKS AND RECREATION DEPARTMENT

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2017 MEETING SCHEDULE

All Meetings will be held in the Conference Room at Town Hall South,
3 Main Street, Newtown, CT at 6:00pm

Tuesday, January 10, 2017

Tuesday, February 14, 2017

Tuesday, March 14, 2017

Tuesday, April 11, 2017

Tuesday, May 9, 2017

Tuesday, June 13, 2017

Tuesday, July 11, 2017 – To be held in Explores Room, 3 Main Street, Newtown, CT at 6:00pm.

Tuesday, August 8, 2017

Tuesday, September 12, 2017

Tuesday, October 10, 2017

Tuesday, November 14, 2017

Tuesday, December 12, 2017

Tuesday, January 9, 2018

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**RoseAnn Reggiano
Assistant Director Recreation**

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

FROM: Rose Ann Reggiano, Assistant Director – Recreation

DATE: December 12, 2016

RE: December Monthly Report

Breakfast with Santa on 12/3 was fantastic! There were over 200 people that attend. New this year we had Sandy Schill Photography taking picture with Santa and all proceeds were donated to our camp scholarship. We raised \$340.00. Thank you to Maureen Crick for helping us out. Next year we need to look at getting more donations from other sources.

Amy and I are planning a new event called a Food Truck Festival planned for June 17th.

All applications for summer jobs have been mailed out. Applications are online and will close on March 9th, 2017.

I'm working on spring and summer programs and events. Brochure should be out by March 1st.

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CARL SAMUELSON
ASSISTANT DIRECTOR, PARKS

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: December 12, 2016

RE: Monthly park update and field report

Some final winter prep continues as the first flakes of the season have already fallen.

Dickinson Park: the front parking lot has been completed, only some curb backfilling remains. The binder course has been completed on the back lot, as has much of the sidewalk. The weather will dictate how much more work can be completed this year.

Treadwell Park: Things have been quiet here as all of the nets are down and put away for the winter. Some interior touch up work will take place over the winter keeping things fresh and in good repair.
The planting bed work and stone has been completed.

Orchard Hill: No new news here.

Lake Lillinonah: We graded the ramp area prior to the water level being restored. We will be good until next fall here.

Fairfield Hills: Things on campus are fully winterized and put to bed. We are looking forward to completing some of the tree pruning we started last year.
We have received some tree donations from Planters Choice, some of which will be planted on the campus as weather allows.

Glander Fields: Glander 3 is in decent shape for its age. We have applied snow mold materials here and will be spraying wintergreen here soon. Some work will continue over the winter as weather allows but we are mostly waiting for the grass to mature at this point.

Liberty Fields: Fields here are quiet for the winter. The meadows will be cut as soon as the ground is frozen and some fencing repairs will take place.

Oakview: Snow mold treatment has been applied. Winter green pigment will follow in the next week or so.

Tilson Field: No new news here.

Treadwell Soccer/Softball: The softball field has recovered nicely and only a few leaves remain for the end of the year. Softball is done here and only soccer is still using fields.

Walnut Tree: Things are quiet for the winter here. We will be removing some perimeter brush and invasive plant material over the winter.

Eichlers Cove Marina: Tree work has begun for the parking lot expansion. Some of the drainage materials has begun to arrive as well. Retaining wall work should start here in the next week or two.

NHS Fields: Snow mold fungicides have been applied here. Things will remain fairly quiet here until spring. We will dormant seed here if conditions allow in the next few weeks.

Dog Park: Winterization was completed and all is quiet for the winter.

Staff:

- 270 hours of vacation/sick/personal/injury/discipline hours were used out of 2160 potential work hours in the past month. This represents a 12.5% loss in workforce.