

Torrington Parks and Recreation Commission  
Minutes of September 1, 2010 Meeting

Chairperson Patricia Fairchild called to order a regular meeting of the Parks and Recreation Commission at 6:05 P.M. on Wednesday, September 1, 2010 at the Coe Memorial Park Civic Center. In attendance were Vice-Chairperson Fran Ducotey, Secretary Dan Lovallo, Commissioner Jim Pescatore, Superintendent of Parks and Recreation Brett Simmons, and Recreation Director Donna Winn.

On a motion by Jim Pescatore with a second by Dan Lovallo, the Commission voted unanimously to approve the minutes of the August 4, 2010 meeting.

**Citizen's Comments**

None.

**Correspondence**

The following correspondence was reviewed:

- Thank you note from Lisa Basso, the slogan contest winner
- Thank you letter sent out to Dominick Collucci who donated tee shirts for the Titan's games and other Parks and Recreation special events
- Letter from the Civil Air Patrol announcing the change of commanders from Paul Rowan to David Hull
- The cover letter sent out with the draft Field Use Policy

**Facility Use**

- Rick DallaValle addressed the Commission concerning a facility request to hold a concert to raise money, food, and awareness for the hungry in Torrington. Various types of music will be presented and a hot dog cart would be on site for the convenience of those in attendance. Fire and police coverage will be addressed, and all copies of permits and a map of the layout for the event will be submitted. On a motion by Dan Lovallo with a second by Fran Ducotey, the Commission voted unanimously to approve the request from the Friendly Hands Food Bank to hold a concert at Coe Memorial Park on October 2, 2010, pending receipt of insurance and any other necessary documentation.
- Request from the Model Railroaders regarding use of the Armory December 3-5 for their train show. Following discussion, a motion to

approve the request was made by Dan Lovallo, seconded by Fran DuCotey, and approved unanimously.

- Upon a motion by Dan Lovallo, with a second by Jim Pescatore, the Commission voted unanimously to approve the Little League request for use of the Oak Avenue and West Torrington fields for practices, with no lights.
- A facility request from Heidi Kirchofer from Matica for use of the Coe Memorial Park Civic Center for practice and to do some activities for the Parks and Recreation Department in exchange for rent was reviewed. Ms. Kirchofer has also offered to hold a circus class for children, the proceeds from which would go to the Department as well. Following discussion, a motion to table the request until more information could be obtained was made by Jim Pescatore, seconded by Dan Lovallo, and approved unanimously.
- Upon a motion by Fran DuCotey, with a second by Jim Pescatore, the Commission voted unanimously to approve the use of electric planes at Alvord and Bishop Donnelly fields pending no organized activities in the field.

### **Program Updates**

- The pool will not be open for Labor Day due to lifeguard unavailability.
- The Fall/Winter brochure has been completed and will be sent to the printers shortly. The brochure was also sent out to the newspapers and WZBG. New programs include Matica circus classes and ice skating lessons from the International Skating Center. Hockey is also being discussed.
- Ms. Winn suggested holding an event at the Warner Theatre where past IDOL singers would perform in a benefit concert for Christmas Village. A meeting to discuss Christmas Village will be held on Tuesday, September 14, at 8:30 a.m.
- The summer concert series went well, with good attendance. Inclement weather impacted only one concert, which was held inside the Coe Civic Center.
- Ms. Winn reported on the success of the recent Idol contest and praised Carolyn Anderson, a summer employee, for her work on both the Idol and Fall/Winter brochures. First place winners for the Idol contest were Brianna Engle and Aubrey Van Allen. Brittany Decker, Miss Connecticut, made a guest appearance at the finals.

## **Softball Updates**

- Allen Odell will be coordinating the Men's Fall Softball League.
- The women's play offs have ended, and the men's are underway.
- Mr. Simmons reported that 13 bats have broken this season. The majority of the bats broke early in the season, when temperatures might have been a contributing factor. In addition, it was noted that the bats were intended for personal use, not for league play. A wrap-up meeting for softball will be scheduled.

## **Capital Budget Updates**

- Mr. Simmons referenced the Armory Renovations Tracking sheet and stated that the design of the gymnasium ventilation system has been completed. Pelletier Mechanical will be the contractor for the installation of the new system, which will include two exhaust fan, two louvers, and four paddle fans. Mr. Simmons commented that insulation would be the way to totally enhance the gymnasium; this will be looked at in the future due to the cost involved. The gymnasium schedule has been blocked off to allow for the ventilation system installation, which is scheduled to take two to three weeks to complete.
- With regard to the redesign of the entrance steps, Mr. Simmons announced that approval to proceed with that project has been received. The Parks Department will be doing some digging, with Engineering Department staff on-hand, to allow for inspection of the current foundation. Plans call for the landing to be left intact and all of the steps to be replaced. Additional steps will be added as necessary to comply with building codes. New hand rails as well as a conduit to allow for future outside lighting will also be installed. Mr. Simmons stated that he would also be working on obtaining a unit cost for repointing of the Armory front façade.
- Mr. Simmons reported that all of the 2009-2010 capital funds were closed out and allocated to other projects. Installation of a 3-bay swing set at Ruwet is on the agenda for the upcoming week; then work to install the playground equipment at Burrville will be done. Work at Oak Avenue will begin following completion of the Burrville playground renovation. Mr. Simmons commented that the Parks Department is feeling the impact of the loss of one employee through Public Works layoffs as well as the return of the seasonal workers back to school. Ms. Fairchild expressed her praise for Mr. Simmons, stating that all that had been accomplished and what was planned was impressive.

- With regard to current year capital improvement projects, Mr. Simmons explained that the new roof management program with Tremco would determine some other capital fund spending. One such project would be work on the front roof of the Armory. Mr. Simmons commented that Tremco's preventative maintenance system (CAD program) would be an annual program to benefit the Parks Department over the long run. Tremco will also be looking at the roofs at the Oak Avenue, Veteran's, and Winthrop Street facilities.
- Other current year capital expenditures have included replacement of water heaters at Fuessenich Park, removal of a deteriorating ceiling at the Winthrop Street barn, and the purchase of a 20' storage unit for use at Alvord Park.
- Another current year capital expenditure will be the purchase of an upgraded lift gate for one of the newly purchased pick-ups, a cost which will not be covered under the vehicle replacement plan.
- Other capital expenditures being considered include dugouts, either chain-link or pre-fab, and a four-season utility vehicle.

### **Facility Updates**

Mr. Simmons stated that a meeting will be scheduled with Kim Deep to discuss their interests in the West Torrington infield, especially in light of the fact that the field needs to be renovated, the sod removed, and the field regraded. With the new fee schedule in place, funds will be specifically dedicated for the purpose of field renovation. Mr. Simmons reported that Fuessenich Park is also in need of renovation to correct the drainage problems, high spots, and irrigation issues; and recommended that the Commission obtain the services of an outside company to complete a design for the Park that addresses these issues and which would give an idea for the costs involved. Following discussion, a motion to get a request out for a bid proposal to look at Fuessenich Park for possible renovations was made by Dan Lovallo, seconded by Fran DuCotey, and approved unanimously.

Work continues with lining of fields, playscape projects, painting of picnic tables, and closing/covering the Besse Pool. In addition, the Parks Department will redo the roof on the Besse Pump House.

### **Coe Memorial Park Updates**

Discussion was held regarding the motion approved by the Coe Memorial Park Advisory Committee to meet the day prior to the Parks and Recreation Commission at Coe Memorial Park. The past history of the Committee's meetings was reviewed. Ms. Fairchild stated that she would recommend that the

Committee continue to meet prior to the Commission meeting at the Armory, but that the meeting be started 15 minutes earlier. Following discussion, a motion was made by Dan Lovallo that the Commission, as a whole, go down to City Hall and speak with the Mayor about the situation and allow him to make a decision. This motion was seconded by Jim Pescatore and approved unanimously. It was suggested that Mr. Simmons and Jerry Rollett, Public Works Director, be at this meeting also. The Commission agreed that Ms. Fairchild and Mr. Simmons should speak with Mr. Rollett prior to the meeting with Mayor Bingham.

### **Old Business**

Mr. Simmons announced that the proposed Field Use Policy was mailed out to all existing organizations that use the fields. Some questions have already been raised, specifically with regard to first priority users. Mr. Simmons advised the Commission to read that portion of the document prior to the meeting.

Stipend applications have been received from five of the seven organizations receiving stipends in the past; PAL and Mickey Mantle did not respond. A sub-committee meeting will be scheduled to review the stipend requests.

### **New Business**

None

### **Other Business**

None

### **Adjournment**

A motion to adjourn was made by Jim Pescatore, seconded by Fran Ducotey, and approved unanimously at 7:42 p.m.

Respectfully submitted,

Lynn Rategan  
Parks Department Secretary