

**RECREATION AND PARKS COMMISSION MEETING**  
**TUESDAY, NOVEMBER 22, 2011**

**5:00 P.M.**

**AGENDA**

1. **Approval of the October regular meeting minutes as received.**
2. **Comments from the Public:**
3. **CORRESPONDENCE:**
  - a. Request for use of Quaker Hill School
4. **OTHER CORRESPONDENCE:**  
Expenditure/Revenue Reports – Placed on file
5. **STAFF REPORTS:**
6. **COMMITTEE REPORTS:**
  - ~ Recreation Programs (Indoor/Outdoor)
  - ~ Nominating (September)
  - ~ Personnel (as required)
  - ~ Co-Sponsored
  - ~ Long Range Planning
  - ~ Policies/Procedures
7. **REPRESENTATIVE REPORTS:**
  - ~ Senior Citizen “Mural Committee”
  - ~ Board of Education
  - ~ Board of Finance
  - ~ Historical Society
  - ~ O’Neill Theater
  - ~ Senior Services
  - ~ Youth Sports Council
8. **PROPERTIES:**
  - ~ Community Center
  - ~ Stenger Farm
9. **OLD BUSINESS:**
10. **NEW BUSINESS:**
  - ~ 2012-2013 Budget

Respectfully submitted,

Ann Nolan, Secretary  
Recreation and Parks Commission

**RECREATION AND PARKS COMMISSION MEETING  
NOVEMBER 22, 2011**

**DIRECTORS' REPORT**

**BUDGET UPDATE:** As of 10/31/11, expenditures totaled: \$416,288 or 34%. Revenues stand at \$93,396, \$8,299 ahead of last fiscal year.

**BUDGET 2012-1013:** A motion is required to approve a total of \$1,247,494 for the new proposed fiscal year budget. This budget as presented is 10% less than fiscal year 2011-12. The re-organization of our parks maintenance personnel is responsible for the majority of the reduction (contracting out of grounds maintenance at the three elementary schools and CLMS).

**CIP'S: MOTION NEEDED:** Due to weather and other complications, work on the Jordan Mill Park bridge is delayed.

The Waterford Beach Park pavilion project is planned for the spring of 2011, as well as the Leary Park road project.

A motion is required for approval of the capital Improvement Plan for Fiscal Year 2012-2013 as presented.

**MAINTENANCE REPORT:** Routine ground, equipment and building maintenance is ongoing. Please refer to the Assistant Director's report for specific projects. With the current arrangement of only doing athletic field maintenance on school properties, our maintenance crew has been able to accomplish work/projects on park and town properties that we have not been able to regularly get to in the past.

**MISCELLANEOUS:** I would like to cordially invite Commissioners and their families to our upcoming events. I would like to wish the staff and commissioners the best for a safe and happy holiday season.

Respectfully submitted,

Brian W. Flaherty, Director  
Recreation and Parks

WATERFORD RECREATION AND PARKS COMMISSION

June 23, 2010

Mr. Preston Whiteway, Executive Director  
Eugene O'Neill Theater  
317 Great Neck Road  
Waterford, Ct. 06385

At the regular meeting of the Waterford Recreation and Parks Commission, it was mentioned that the representatives of the Commission have not received any notices of any kind lately.

We kindly request that the following members be placed on you mailing list:

Ms. Nan Scheiber  
11 Bestview  
Quaker Hill, Ct. 06375

Mr. Fred Brucoli  
16 Dunbar Road  
Quaker Hill, Ct. 06375

Thank you for your attention to this request.

Sincerely,

John Worobey, Chairman  
Recreation and Parks Commission

JW/an

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WATERFORD RECREATION AND PARKS COMMISSION

June 23, 2010

Ms. Sharon Palmer, Moderator  
Waterford Representative Town Meeting

A discussion was held at the regular monthly meeting of the Waterford Recreation and Parks Commission regarding the prices of beach stickers for Waterford Beach Park.

A motion was made to request the RTM to consider the following price changes:

\$10.00 sticker to \$15.00 for Town residents/tax payers.

\$5.00 for a second sticker of the same family.

\$80.00 for an out of town sticker.

\$5.00 for a Senior Citizen sticker.

If you need further information regarding this request, please call Director Flaherty. Thank you for your consideration to this request.

Sincerely,

John Worobey, Chairman  
Recreation and Parks Commission

Cc: Board of Finance  
Board of Selectmen

JW/an

September 29, 2010

The Waterford Recreation and Parks Commission held their regular meeting on Tuesday, September 29, 2010 and held elections for new officers as follows:

Chairman: Mrs. Stacey Wielachowski  
12 Deborah Street  
Waterford, Ct. 06385

Vice Chairman: Mr. Ed Murphy  
23 Doyle Road  
Waterford, Ct. 06385

If you have any questions or need any information, please call the Recreation and Parks office at 444-5881. Thank you for your attention to this notice.

SIGNED \_\_\_\_\_

M. Ann Nolan, Secretary  
Recreation and Parks Commission

Cc: All Town Departments  
Eugene O'Neill Theater

The Waterford Recreation and Parks Commission held their regular meeting on Tuesday, November 22, 2011 in the Community Center at 5:00 p.m. Chairman Murphy presided.

**MEMBERS IN ATTENDANCE:** Cs. Worobey, Bruccoli, Murphy, Kanabis, Scheiber, Whelan, Gardiner, Erricson

**MEMBERS ABSENT:** C. Wielachowski

**MOTION #1:** Made by C. Whelan, seconded by C. Kanabis, to approve the minutes of the October meeting as received. So voted 8-0.

**CORRESPONDENCE:** All correspondence was placed on file. In addition a letter was read from Mary J. Marcks, who is interested if there is an opening on the Commission. This letter will be sent to the First Selectman.

A request was received from the Quaker Hill Fire Company to use the gym at Quaker Hill school for a basketball program and that the fee for usage be waived.

**MOTION #2:** Made by C. Worobey, seconded by C. Schieber to waiver the fee for the use of Quaker Hill School by the Quaker Hill Fire Company for two (2) nights a month. Motion carried 8-0.

An e-mail was received from a Bob Currier regarding the possibility of a food vendor for the concert series at Waterford Beach Park.

**MOTION #3:** Made by C. Gardiner, seconded by C. Whelan to table this request. Motion carried 8-0.

All revenue and expenditure reports have been placed on file.

**STAFF REPORTS:** All reports are on file. In addition the Director presented the CIP budget and explained each request. A discussion was held.

**MOTION #4:** Made by C. Kanabis, seconded by C. Whelan to accept the CIP budget for 2013 as presented. So voted 8-0.

The Director spoke to the members regarding the 2012-2013 proposed budget. The Chair and Vice Chair are going to review this budget, which will be voted on at the January meeting.

The Program Coordinator reminded the members of the upcoming special events. The Pearl Harbor Road Race on Sunday, December 4<sup>th</sup>, the Town Hall tree lighting on December 6<sup>th</sup> and the Quaker Hill tree lighting on December 13<sup>th</sup>. She still planning on starting swim programs on January 3<sup>rd</sup>.

**COMMITTEE REPORTS:**

~ Program Coordinator reported that the staff from Recreation and Parks and the Youth Services Bureau will be meeting with Superintendent Belair on the proposed "day" camp program next week.

**REPRESENTATIVE REPORTS:**

~ Senior Citizen "Mural Committee" liaison C. Scheiber reported that some tiles have been purchased for the Community Center wall and that information on this project was placed in the fall/spring program booklet.

**NEW BUSINESS:**

The Director received a letter from Craig Powers, Assistant Superintendent, regarding Community Use of Schools. A lengthy discussion was held. No action was taken at this time.

**MOTION #5:** Made by C. Whelan, seconded by C. Kanabis to adjourn. So voted 8-0.

Meeting adjourned at 6:10 p.m.

SIGNED \_\_\_\_\_

Ann Nolan, Secretary  
Recreation and Parks Commission

**STAFF REPORTS:** All reports were placed on file as received. In addition, the Director spoke to the members regarding the proposed Fiscal Year 2012 budget. A discussion was held regarding the maintenance of the Board of Education grounds. The Vice Chair directed the Director to contact the First Selectman, requesting a meeting to be held with the Board of Education regarding this matter. The Director also introduced Steven Reid, a student at Mitchell College, who will be doing his internship in the Department

The Assistant Director reported that the fields at Southwest school will be graded for recreation use of the fields. He requested that a meeting of the Policy/Procedure Committee be held regarding the use of the Community Center.

The Policy/Procedure Committee consists of the Chairman, Cs. Worobey, Scheiber and Kanabis.

The Program Coordinator reported on a meeting that the Board of Education had scheduled, regarding the Community Use of Schools. However, there was no quorum. She also reported on the requests that she is receiving on reservations for fields. The Summer/Fall Program Booklet is being ready to go to print and will be out to the public in May.

**COMMITTEE REPORTS:**

**O'Neill Theater:** The Director attended a meeting with the Selectman and other Town staff members, regarding Phase I of the construction plans at the Theater, as significant funds have been raised. A discussion was held.

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**Community Center:** The Assistant Director reported that the fitness equipment has been serviced and a report on future repairs and or replacements will be forthcoming. He also reported that the many small repairs are being taken care of in the Center.

**OLD BUSINESS:** The Director gave a report on the proposed fishing pier for Mago Point.

**MOTION #3:** Made by C, Kanabis, seconded by C. Worobey to adjourn. So voted 5-0.

Meeting adjourned at 6:30 p.m.

Respectfully submitted,

Ann Nolan, Secretary,  
Recreation and Parks Commission

WATERFORD RECREATION AND PARKS COMMISSION

March 4, 2011

Waterford Dental Health  
177 Boston Post Road  
Waterford, Ct. 06385

TO WHOM IT MAY CONCERN:

Please be advised that the Children's Playground in the Civic Triangle Park is due to open this late spring. We are aware that your business currently utilizes the park's parking lot. Once the playground opens, we anticipate that the limited parking spaces will be needed during the day for playground visitors. Priority will be given to those using the park.

Thank you for your cooperation in this matter. If you have any questions, please feel free to call.

Sincerely,

Brian W. Flaherty, Director  
Recreation and Parks

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**WATERFORD RECREATION AND PARKS COMMISSION**

**SPECIAL MEETING**

**TUESDAY, MAY 10, 2011 – 4:30 P.M.  
COMMUNITY CENTER**

**AGENDA**

- 1. Waterford Beach Maintenance Garage**
- 2. Children’s Playground**
- 3. Concession Stand**

**Respectfully submitted,**

**Ann Nolan, Secretary  
Recreation and Parks Commission**

***WATERFORD RECREATION AND PARKS COMMISSION***

***June 24, 2011***

***Robert Cooper***

***Dear Rob,***

***On behalf of the Recreation and Parks Commission, congratulations on your retirement from the Town of Waterford!***

*It is commendable that you have served the Town a total of twenty-eight (28) years. The Departments' success in providing quality recreational parks and facilities is attributable to your efforts over the years.*

*We wish you the very best in your retirement.*

*Sincerely:*

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*Ed Murphy, Chairman  
Recreation and Parks Commission*

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*Brian W. Flaherty, Director  
Recreation and Parks*

*/an*

The Recreation and Parks Commission held their regular monthly meeting on Tuesday, June 28, 2011 at the Community Center, 5:00 p.m. Vice Chair Murphy presided.

MEMBERS IN ATTENDANCE: Cs. Murphy, Gardiner, Kanabis, Scheiber, Whelan,

MEMBERS ABSENT: Cs. Worobey, Brucoli, Wielachowski

STAFF: Director Flaherty, Assistant Director McNamara, Program Coordinator Kerry Sullivan

**MOTION #1:** Made by C. Kanabis, seconded by C. Whelan to accept the minutes of the May meeting as received. So voted 5-0

There were no Public Comments.

**CORRESPONDENCE:** A thank you letter was received from Cub Scout Pack 36.

**OTHER CORRESPONDENCE:** Expenditure/Revenue reports were placed on file.

**STAFF REPORTS:** All reports were accepted as received and placed on file.

The Director spoke to the members regarding the retirement of the four (4) maintainers and one (1) maintenance foreman. The Department is now working with three (3) full time maintainers and three (3) seasonal workers. A lengthy discussion followed. The Director also spoke regarding additional appropriations. He also advised them of the upcoming school grounds maintenance, which will be contracted out.

**MOTION #2:** Made by C. Whelan, seconded by C. Scheiber to have the Commission request additional appropriations /transfers from the Board of Finance due to contract settlements and retirement packages. Discussion was held. So voted 5-0.

The Assistant Director reported that the maintainers and the seasonal workers are doing a good job with all the extra duties. He also reported that he is working on an Ordinance regarding smoking on out-door town facilities.

A lengthy discussion was held regarding the memorandum for school grounds maintenance between the Board of Education and Recreation and Parks.

The Program Coordinator reported that the summer programs are in full swing as are the Men's' Softball League. She also announced that the Summer Concert Series begin on June 29<sup>th</sup>. Also, the beaches are opened and staffed. Some minor problems have occurred but everything is going good. She said that there will be a working party for the dog park on Thursday evening and hopefully a Girl Scout troop would be in attendance.

**COMMITTEE REPORTS:**

~ Co-sponsored Programs: Marie Kenney is the new president of the Pre-Teen Basketball League. The Youth Football League has been repairing some of their field and has notified the proper departments.

~ C. Scheiber spoke to the members regarding the "mural" proposed for the Community Center. A discussion was held. It was decided that an ad would be placed in our next program booklet.

Having no further business to conduct, the Vice Chair called for a motion to adjourn.

**MOTION #3:** Made by C. Whelan, seconded by C. Kanabis to adjourn. So voted 5-0.

Meeting adjourned at 5:55 p.m.

Respectfully submitted,

Ann Nolan, Secretary  
Recreation and Parks Commission

WATERFORD RECREATION AND PARKS COMMISSION

July 27, 2011

Mr. Daniel Steward, First Selectman  
15 Rope Ferry Road  
Waterford, Ct. 06385

Dear Mr. Steward,

At the Recreation and Parks Commission meeting, held on July 26, 2011, a letter from Mr. Richard S. Erricson, Sr. was received and discussed. Mr. Erricson is interested in filling a vacancy that we have on the commission.

It was decided to recommend that you appoint him to the Commission. Thank you for considering this request.

Sincerely,

Edward F. Murphy, Vice Chairman  
Recreation and Parks Commission

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WATERFORD RECREATION AND PARKS COMMISSION

July 27, 2011

Mrs. Judy Dousis, President  
Waterford Regional Lion Club, District 23C  
P.O. Box 38  
Waterford, Ct. 06385

Dear Judy,

At our Commission meeting held on July 26, 2011, the waiving of the rental fees for use of the Community Center on October 8, 2011 and November 12, 2011, was approved. You will be responsible for paying the building monitor. Please contact Kerry Sullivan regarding the scheduling of the monitor.

Best of luck at your events, and thank you for what you do for the community.

Sincerely,

Edward F. Murphy, Vice Chairman  
Recreation and Parks Commision

EFM/an

Cc: Kerry Sullivan  
File