



AGENDA
Waterford Recreation and Park Commission Meeting
Tuesday, May 23rd, 2023 @ 4:30 P.M.
Waterford Community Center

- Call to order
- Establish a Quorum
- Approval of meeting minutes -Meeting Minutes April 25th, 2023
- Public Comments
- Correspondence
- Other Correspondence
 - Summer Music Concerts line up
- Staff Reports
 - Director – Ryan McNamara
 - Program Coordinator – Tim Cieplik
- Committee Reports
 - Nominating
 - Personnel
 - Youth Sports Council
 - Long Range Planning
 - Policies/procedures
- Representative Reports
 - Board of Education
 - Board of Finance
 - Historical Society
 - O'Neill Theater
 - Senior Services
- Properties
- Old Business
- New Business
- Adjournment

Respectfully submitted,
Eileen Sullivan, Office Coordinator
Recreation and Parks Commission



Waterford Recreation and Parks Commission
April 25th, 2023 – 4:30 pm
Waterford Community Center

The Recreation and Parks Commission held a regular scheduled meeting on April 25th, 2023 at the Community Center. Meeting was called to order at 4:30 p.m. by Director Ryan McNamara and a quorum was established.

Members in attendance: M. Chiappone, R. Erricson, J. Gregg, E. Murphy, T. Santos, N. Scheiber

Members Absent: K. Hall, L. Beaney

Staff: Director R. McNamara, Program Coordinator T. Cieplik and Office Coordinator E. Sullivan

Guests: Robert Tuneski, Board of Finance Liaison

Approval of Meeting Minutes:

Motion #1: Made by R. Erricson and seconded by E. Murphy to approve the minutes of the March 28th regular meeting.
 So voted 6-0

Correspondence:

- Director R. McNamara read an email from Steve Elci notifying him that he will no longer be serving on the Commission due to his work schedule change.
- Drafts Letters to the Board of Selectman in regards to capital improvement projects. Our court surfaces are in bad shape. Currently we have funding for Town Hall and Leary Park basketball repairs – funds in there do not have enough to cover the repairs required. Still money in there for irrigation and Vets. Requesting that we move the funds back to irrigation and then add it to basketball courts to get them done (strictly basketball courts only). We are looking roughly at \$128,000 for both courts to be done.
Motion #2: Made by R. Erricson and seconded by N. Scheiber to move the funds back into irrigation.
 So voted 6-0
- Letter to the Waterford Beach fee schedule to the RTM to discuss the resident rate for the full time government out of town employees.

STAFF REPORTS:

Director R. McNamara – 88% right now due to the payout for the previous director. R. McNamara spoke with First Selectman about this and he has assured him to put the money back in. Will be in front of the RTM May 8th at 7 pm for the final meeting on the budget. Civic triangle project still waiting to hear from Planning Director, J. Mullins. Bids went back out for the dredging project as none came in because that didn't meet the qualifications. Waterford Beach Garage – Anchor still has this and still working on the design. Pleasure Beach access walk has to get a plan together from Lenard - Haley Ward is the new name as they were bought out. J. Erricson is working on it and will run about \$6,000.00 which will give us an approved plan and will need to go thru zoning still. Priority safety needs to be squared away. Gatehouse connectivity is going thru and we will be able to accept cards at the beach. Eagle Scout looking to do a pollinator project at Stegner Park – 8x15 box with education information what the different plants do. Bids are out for food trucks for the summer concert series. Bathrooms are in at the beach. Installing 25 new knockout roses at Jordan Parkhouse with Nick from Supreme Pizza. Fixed asset list is mandated by the finance office and we have updated it.

Program Coordinator T. Cieplik – Very busy with renting/space requests. AEDs at Spera and LL south - \$2,000 in grants total for both is about \$4,500 for both and the co-sponsored groups are paying the difference and fundraising. Lockable and call 911 they will give a code to unlock. Mark from Waterford Ambulance will do some training on it. Summer booklet has been sent to The Day and should be sent out in a few weeks. Summer hires are in full swing. We are setting up interviews and need 20 plus lifeguards and 25 playground staff to hire. Gatehouse is all done. Pool is 90% used. Vets field looking at our own softball program Men's 35+ Wooden Bat League.

Easter Egg Hunt event about 150 kids was a great success – B. Rossi was the Easter Bunny and did a wonderful job. Spike Ball is another program for adults in the summer we are looking to offer and get some sponsors to support it. Youth 3v2 basketball is ready to launch and Mikey Buscetto will help run this. Cactus Jack will be doing a summer basketball program at the high school gym 2 days a week. Farmers market starting with first one this Saturday, March 29th outside in the parking lot here in the circle area near Friendship School. If it rains we will move it inside the community center. Little League south situation - T. Cieplik is working with the sports council and L. Beaney to set up meeting to discuss the options and then it can brought to the commission.

Committee Reports:

- Nominating – meeting last month and all were filled
- Personnel – Seasonal employees coming thru. We are setting up interviews and onboarding
- Youth Sports Council – none
- Long Range Planning – J. Gregg - R. McNamara will forward the long range plan to look over and discuss.
- Policies and procedures – E. Murphy and T. Santos – R. McNamara will send information to look at and discuss.

Representative Reports:

- Board of Ed – None
- Board of Finance – Withheld money from Rec and Park and also \$4,000 from Board of Ed
- Historical Society – Park and Rec helped out the Blacksmith Shop - we moved some old tractors and gave assistance.
- O’Neil Theater – Art in Waterford is going to be at the Eugene O’Neil this year
- Senior Services –E. Sullivan, T. Cieplik and R. McNamara helped out the evening of Dancing with the Stars

Old Business:

- None

New Business:

- Civic triangle has pickle ball proposal – grass area pavilion with 2-4 courts in the area where the driveway to the maintenance shop is. R. McNamara expressed one court to be an exercise court for classes or outdoor workout area. Learn is planning to propose room at Southwest and could possibly do pickle ball courts also. This will all have to be in review so we do not saturate town with pickle ball courts.
N. Scheiber left the meeting at 5:15 pm

Adjournment:

Motion #3: Made by R. Erricson and seconded by E. Murphy to adjourn the meeting. So voted 5-0. Meeting adjourned at 5:25 pm

Respectfully submitted,
Eileen Sullivan, Office Coordinator
Recreation and Parks Commission

**TOWN OF WATERFORD RECREATION & PARKS
PRESENTS**

**free
SUMMER
Concerts
2023
WEDNESDAY EVENINGS**

Where: Waterford Beach Park
From: 6:00pm - 8:00pm unless noted

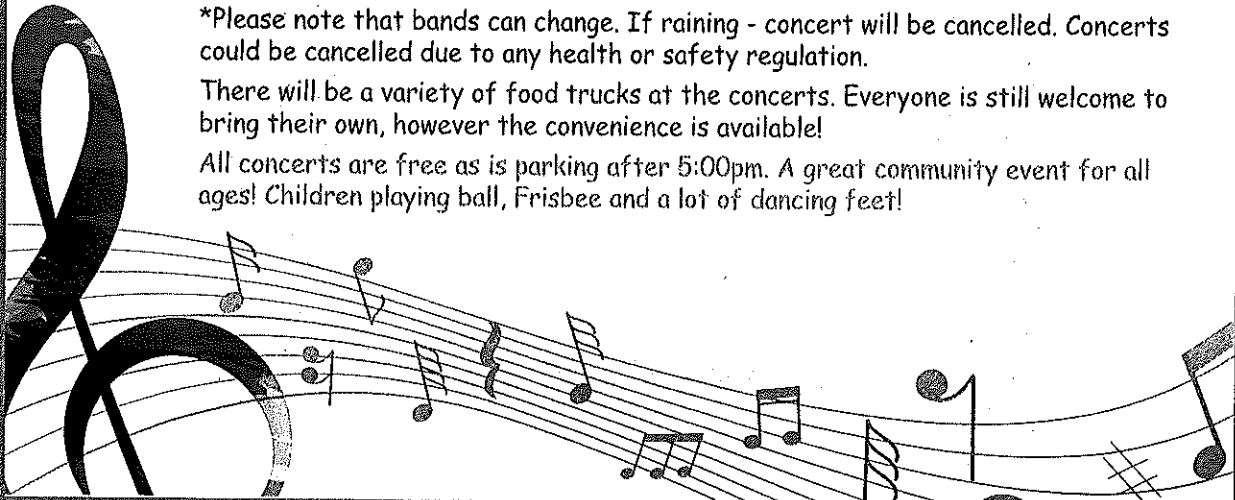
Bring a chair and/or a blanket and enjoy a great evening out. Family friendly concert series. **PLEASE NO PETS AT WATERFORD BEACH DURING THE SUMMER SEASON AND THIS INCLUDES CONCERTS UNLESS SERVICE ANIMALS!**

| | |
|-----------------|-------------------------------------|
| June 21, 2023: | Community Band |
| June 28, 2023 | FUSION |
| July 5, 2023 | Carl Franklin Band |
| July 12, 2023 | Azalea Drive |
| July 19, 2023 | Mystic Dead |
| July 26, 2023 | Soul Sound Review |
| August 2, 2023 | Sugar |
| August 9, 2023 | Branded |
| August 16, 2023 | FUSION |
| August 23, 2023 | Tim Fiorvanti Orchestra Symphony |

*Please note that bands can change. If raining - concert will be cancelled. Concerts could be cancelled due to any health or safety regulation.

There will be a variety of food trucks at the concerts. Everyone is still welcome to bring their own, however the convenience is available!

All concerts are free as is parking after 5:00pm. A great community event for all ages! Children playing ball, Frisbee and a lot of dancing feet!



WATERFORD RECREATION AND PARKS COMMISSION
DIRECTOR – MAY 2023 REPORT

➤ **Reporting**

Current budget expenditures: \$1,345,764 or 95% of the \$1,429,235 budget: transfers will need to occur for continued line operations. Transfers noted as requested. Retirements and maintenance of vehicles were large factors for shortages.

General Fund revenues: Reports currently show a collection of \$196,433.

Special Revenue: revenues currently stand at approx.. \$35,000

➤ **Projects**

Capital Improvements

Civic Triangle Project: Review bids and options for primary goals of the committee. Dredging and accessibility remain top two projects. If the boardwalk requires separation of phases, the path through the wetlands would be prioritized over the open concrete path towards the library. Consideration was given that the R&P Maintenance staff could potentially assist in the labor and costs for the accessible concrete portion with the recent experience at Waterford Beach Park walkways.

Board of Finance approved the request to consolidate irrigation projects into basketball court surface repairs. I believe there is support for post tension concrete in future requests for tennis courts, etc.

Awaiting design plan for WBP Garage from Anchor Engineering – no update to report.

The plan for the PB access walk was recently submitted and being reviewed by the Environmental Planner and appropriate staff. Once details are agreed upon, the work will go out to bid.

The tennis courts in town are in desperate need of repair. I will work with the Finance Office to review options in accelerating the process for review and approval. The recent crack repairs did not work as expected and the courts are literally falling apart. Lack of attention and repair approval will lead to closure of the courts.

I will be revising the Capital Improvement Plan to re-identify our priorities in park projects and amenities.

➤ **Items**

- Continued updates and improvements to the Web Page
- BOE installed the 240V plug for our summer concert series at the request of the sound technician to eliminate multiple cords/wires.
- Civic Triangle Pickleball Courts – separate funding allows for the project to advance and committee approved a two court set up to allow for expansion of additional courts or other active recreation space.
- Summer music concession bid is being reviewed by Finance Office before posting, to include food trucks and an alcohol vendor.
- CBYD has been contacted for the Eagle Scout Pollinator garden at Stenger Farm sign on Clark Lane.
- STRSTH Pumpout Boat Event on May 23 in Mago-State Boat Launch

- Discussion with town staff regarding posting of signs on properties and utility poles
- Moving forward with GGA for the filling of the Assistant Director position.
- Received Hamler Bench – install in next few weeks

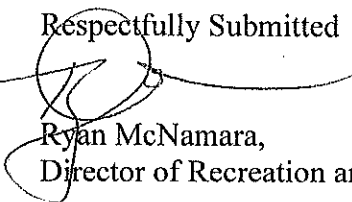
➤ **Maintenance:**

- Athletic field maintenance and spring season prep for all Town and BOE fields
- Town and BOE fertilization program
- Food pick up and deliveries for YSB/Senior Services
- Garden bed maintenance
 - 45 Red knockout roses along the split rail at JPH
 - 15 Autumn Fire Sedum JPH sign garden
 - 10 Nepta walker mint JPH sign garden
 - 4 Karl Foster grasses JPH sign garden
- Equipment maintenance and prep for spring/summer
- Mowing and trimming of all Town and BOE properties is in full gear.
- Arborist has identified 12 trees at WBP to be removed. Coordinating with PW Director Schneider
- Mago Point improvements: removal of two old light poles, garden bed maintenance, and painted electrical box.
- Condo Association abutting the Community Center has a large number of ash trees on the property line that are becoming increasingly hazardous. A request has been sent to PW Director Schneider for assistance in handling the trees or direction with a contact to require the condo association to properly remove them.
- The underwater pond aerators are installed. The main fountain aerator is installed but continues to bog down and draw too much power, flipping the breaker switch. We will continue to monitor and test.
- Assistance with Art In Waterford transport of materials from Historical Society to Oniel, Library 100th Celebration, plant sale coordination, etc.
- Beach operations and installation of bathrooms-LG chairs – trash cans –etc.

➤ **Approvals/Notice**

- Logo Design
- Request to Board of Selectman – BOF – RTM to return the \$98,000 back to the 1000 series for balancing of the FY'23 budget. The funds were taken out of the operating budget to cover the payout of a retired employee. Those funds were taken into account when adjusting the maintenance staffing with the Foreman position returning and subsequent promotions within the maintenance staff. Funds from this line were also transferred to assist with covering unanticipated maintenance of vehicle costs.
- Senior Citizen Beach Fee Discussion
- Recreation/Facilities & Community Center committees to meet on Friendship School utilization potential

Respectfully Submitted


Ryan McNamara,
Director of Recreation and Parks

Commission Report

Waterford Recreation and Parks

Program Coordinator Tim Cieplik

May 26th 2023

Ongoing

- Fields
 - Continual daily updates on spring high school field/game changes
 - EB softball rental on Vets
 - Little League, softball, Babe Ruth, American Legion, lacrosse requests
- Social media
 - May Water Safety Month
 - 15+ posts on water safety
 - Teacher appreciation week
 - Dogs on leash/clean up after your dog
 - Waterford Farmers Market
 - Hiring for staff
- Updating Gatehouse procedure book
- Working with town departments on the August 12th Waterford Parade

Events at the Community Center

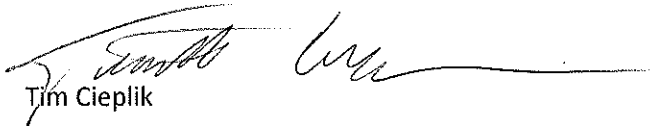
- Indoor farmers market
- Supporting the library's 100th anniversary
- Art show
- Eagle Scout Event
- Orchestra Concert
- Friendship School Family Day event
- Community Band Concerts
- Thames River Garden Club

Summer plan update

- Playground
 - Quaker Hill
 - Oswegatchie
 - Great Neck
- Staffing
 - Gatehouse 5 returners/3 new
 - Interviews/HR packets/training complete
 - Gatehouse opens May 27

- Lifeguards
 - Still looking for a few more lifeguards
 - Finished certification course
 - Competing with state beaches and higher pay rate
 - Working on another certification option for June
- Playground 13 returners/7 new
 - 9/10 volunteers
 - 4 Transitional Program helpers
 - Interviews/offers complete
 - Training Monday June 9th
- Swim aids
 - Final group being hired

Respectfully submitted,



Tim Cieplik