



**Waterford Recreation and Parks Commission**  
**October 28<sup>th</sup>, 2025 @ 4:30 pm**  
**Eugene O'Neill**

The Recreation and Parks Commission held a regular scheduled meeting on October 28<sup>th</sup>, 2025 at the Eugene O'Neill located in Waterford. The meeting was called to order at 4:35 p.m. by Commission Chair, E. Murphy and a quorum was established.

Members in attendance: E. Murphy, M. Sheehan, N. Scheiber, B. Kyne, T. Stino, T. Santos

Members Absent: R. Erricson, M. Chiappone, T. Burrows

Staff: R. McNamara, T. Cieplik, N. Clack, E. Sullivan

Guest: B. Tuneski (Finance Liaison)

Approval of Meeting Minutes:

**Motion** by B. Kyne and seconded by E. Murphy to approve the September 23<sup>rd</sup>, 2025 meeting minutes.

**Vote: 3-0-2 Motion: Approved**

Public Comment:

None

Correspondence:

Mary White sent a thank you card for her summer employment at the gatehouse and the appreciation of the gift cards to staff. A letter of appreciation written to the committee Chairman was received from Paul Eccard for the help the Recreation and Parks Staff provided to make his event special.

Staff Reports:

R. McNamara, Director - Introduced the new Program Coordinator, Nolan Clack, to the commission. Civic triangle projects are ongoing. The pads at Vets field for bleachers, benches and trashcans have been poured. The Director is in the process of researching a lift for tree damage and hazards within the parks. Civic Triangle Playground Pavilion funding has been approved and will be put in during the spring. Alex Seltzer completed his Eagle Scout project and has built and delivered 3 new handicap accessible picnic tables around the AHJ Park. Free standing message boards will be installed with one at Leary and one at Civic Triangle. We will be able to advertise and get new communication out to the community. We will be getting a lot more information out through our social media about who we are, platforms and what we do, and current projects we are working on. The Leary AED is being installed just waiting on the back plate and another one has been purchased to go in Vets area near the children's playground. We thank the Board of Education and Public Works crew for helping us at little league north and little league south installing scoreboards. The Assistant Director and Program Coordinator are currently looking at the data in the national metrics. The annual report is in progress.

T. Cieplik, Assistant Director - Upcoming special events were discussed and are very busy over the next few months. Youth Basketball is one of our largest programs and needing to utilize all 7 gyms. Clark Lane Swim Team is also looking to use more time at the pool so there is a lot of scheduling. The Trestle program in the elementary gyms is beginning so there is a lot of shifting things around to make sure we have space. We now have five AED's at the fields and the park foreman does check the AED's and reports to the Safety Committee.

Committee Reports:

Personnel - Need to look at the wage increases that are expected

Youth Sports Council - Meeting will be held on November 18<sup>th</sup> (T. Stino and E. Murphy will attend)

Long Range Planning - Working on Playground quotes - Leary Phase II plan quote came in 6K over but waiting to see what other design quote comes in at.

Policies and Procedures - Ongoing

Representative Reports:

Board of Education - B. Kyne attended and there was an inquiry of the pool policies which was sent to T. Cieplik that stated there were no changes to be made.

Board of Finance - FY26 Meeting schedule has been approved and working on balancing some accounts

Historical Society: Have been meeting at the community center - Inside of Nevins cottage needs to be updated and has been recently winterized.

O'Neill Theater - Commission meeting being held there for the October meeting - Very nice

Senior Services - N. Scheiber has been receiving the minutes

Old Business:

Bench donations for the Community Center area -R. McNamara will put together the guidelines.

Non-Profit Fee Waiver - R. McNamara working on a consistent process for everyone to use. This is only used for

non-profit fee waivers with step by step criteria. Limit to 6 years. Need to revisit some type of hold for rentals for damage.

New Business:

A **motion** was made by T. Santos and seconded by N. Scheiber to move the November 25, 2025 regular scheduled commission meeting to December 9<sup>th</sup>, 2025, contingent upon a quorum otherwise December 2<sup>nd</sup>, 2025 will be the new date.

**Vote: 5-0-0 Motion: Approved**

The 2026 regular scheduled Commission meeting dates were discussed. **Motion** by T. Stino and seconded by B. Kyne to approve the meeting dates contingent upon the November 24, 2026 date being moved to December 8, 2026.

**Vote: 5-0-0 Motion: Approved**

Adjournment:

**Motion** by T. Stino and seconded by B. Tuneski to adjourn the meeting at 5:30 pm.

**Vote: 5-0-0 Motion: Approved**

Respectfully submitted,

Eileen Sullivan  
Office Coordinator

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