



**Waterford Recreation and Parks Commission**  
**December 9<sup>th</sup>, 2025 @ 4:30 pm**

The Recreation and Parks Commission held a special meeting on December 9<sup>th</sup>, 2025. The meeting was called to order at 4:32 p.m. by Director R. McNamara and a quorum was established.

Members in attendance: M. Sheehan, N. Scheiber, T. Stino, T. Santos, R. Erricson, M. Chiappone

Members Absent: T. Burrows, B. Kyne, E. Murphy

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

Approval of Meeting Minutes:

**Motion** by N. Scheiber and seconded by R. Erricson to approve the October 28, 2025 meeting minutes.

**Vote: 6-0-0 Motion: Approved**

Public Comment:

L. Wolfey, Waterford Rise, wanted to say thank you for allowing them to use the space and the event they held had a great turnout. Inquiring about the use of the Community Center Foyer to do a collection of non-perishable food for the Waterford Food Bank Saturday, December 20<sup>th</sup> from 8-12.

Motion by M. Chiappone and seconded by N. Scheiber to allow Waterford Rise the use of the foyer to collect food donations for the Waterford Food Bank on December 20<sup>th</sup>, 2025.

**Vote: 6-0-0 Motion: Approved**

Correspondence:

The Recreation and Parks Department received thank you letters from Camel Athletics, Terri Brodeaur, Ann Nolan,

And Ocean Beach Park. Waterford Rise submitted a request for the use of the foyer for a food drive. Waterford Regional Lions requested fees to be waived for the Spring Fling on March 21<sup>st</sup>, 2026.

**Motion** by T. Stino and seconded by R. Erricson to approve the fees be waived for the Waterford Regional Lions Spring Fling contingent upon the forms being filled out appropriately.

**Vote: 6-0-0 Motion: Approved**

Staff Reports:

**R. McNamara, Director** - Civic triangle awaiting quotes for installing a message kiosk near the playground for programs and updates. Pleasure Beach Boardwalk and Stenger Farm Dog Park/Walk access awaiting quotes. Maintenance rented lift for a month to handle a fallen tree on Boston Post Road due to Public Works tree truck was not available. Cost of tree removal vs cost of rental for a month was more cost effective and we were able to help Utility commission clear several tree hazards and also clear around Leary Park. Little League South has approval forms for permits to move forward with the shed replacement. Leary Park Courts are under warranty for the discoloration. AEDs are being installed at Leary and Vets parks. The water meters have all been removed and are being winterized. The Youth Sports Council meeting was successful. Current challenges and checklists for budget submittals and data collection were discussed.

**T. Cieplik, Assistant Director** - Special events are going nicely with Pearl Harbor being well attended on December 7<sup>th</sup> and upcoming plans for weekend of December 12<sup>th</sup> with Waterford and Quaker Hill tree lightings and the Waterford Community Band Holiday Concert. Scheduling of indoor activities for winter time is always a challenge with limited space in schools. Met with R. McNamara and J. Mancini to discuss the scheduling software and how to maximize use properly.

**N. Clack, Program Coordinator** - The winter program booklet went out first week in December. Pearl Harbor Road Race went extremely well. Noted we should put signs out the day before the race so the community is aware it will be going on and plan accordingly. Our social media Facebook has hit one million views this year and the launch of Instagram has 200 followers in 2 weeks. We plan to do more interaction with community highlights such as Youth Services and Youth Sports.

Committee Reports:

Personnel - R. McNamara will be starting the process to bring another fulltime maintainer on in January/February.

Youth Sports Council - Meeting was held and thank you to T. Stino for attending.

Long Range Planning - R. McNamara was able to review for the next five years

Policies and Procedures - Ongoing - Fee waivers to be implemented.

Representative Reports:

Board of Education - No update

Board of Finance - No update

Historical Society: R. McNamara met with the Historical Society to discuss some of the project around the buildings that need to be cleaned up.

O'Neill Theater - 1.5 million donation and grant for improvements and structures. These will come thru Recreation and Park and will be supervised by the building manager at Public Works.

Senior Services - R. McNamara reported that they will be getting new software for their van drivers.

Old Business:

New Business:

A discussion of how the commission would like to proceed with a scholarship in the memory of Thomas Dembek.

There will be four \$500.00 scholarships and 4 applicants that have given public service and completed the application along with other criteria as outlined in the scholarship will be chosen

A **motion** was made by R. Erricson and seconded by T. Stino to have scholarships in the name of Thomas Dembek.

**Vote: 6-0-0 Motion: Approved**

Adjournment:

**Motion** by R. Erricson and seconded by T. Stino to adjourn the meeting at 5:25 pm.

**Vote: 6-0-0 Motion: Approved**

Respectfully submitted,

Eileen Sullivan  
Office Coordinator

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