

**Wallingford Parks & Recreation Department  
Parks & Recreation Commission  
Meeting Minutes for Wednesday, November 9, 2022  
8:00 a.m. at Parks and Recreation Department**

**Commissioners in Attendance:**

Don Crouch, Lars Edeen, Julie Hipp, Steve Rossacci, John Sullivan

**Recreation Commission Members Absent:** none

**Recreation Department Staff Present:** Kenny Michaels, Director of Parks & Recreation

**Special Guests:** none

**Opening Remarks:**

Director Kenny Michaels welcomed everyone and the meeting was called to order @ 8:04 a.m.

**Public Question/Answer Period:**

**Agenda Items:**

**1. New Commissioner Introductions and the Role of the Commission**

Kenny invited everyone to introduce themselves. He provided a brief summary of the role the Recreation Commission and explained that while the Commission's role is advisory only, he views the meetings as a platform to discuss projects and he always welcomes the Commissioner's feedback. As the Director, he is charged with deciding what is best for the Department and to keep projects moving. Kenny added that he looks forward to working with the members of the Commission.

Steve Rossacci commented that he looks forward to working on new agenda items and once addressed, to keep items moving along.

**2. Commission Bylaws**

Don Crouch presented the existing bylaws and explained that some changes may be needed moving forward, in particular the language pertaining to Article 4: Meetings. Changing the meetings from monthly to quarterly was discussed.

### **3. Nomination – Vote on Chairperson and Vice Chairperson**

Kenny noted that he will sit down with the Chairman one week prior to meeting and put together the meeting agenda, to include any input from the other members. The Director's Report will be included with the agenda.

Kenny told the members that John Sullivan had expressed interest in becoming the Chairperson. Lars Edeen made the motion to accept John being named Chairperson; Steve seconded the motion and it was unanimously agreed upon. Don Crouch expressed interest in being named Vice Chairperson. Steve made the motion to accept, John seconded the motion and it was unanimously agreed upon.

### **4. Discussion and Vote on 2023 Meeting Schedule**

It was determined that Wednesday is still the most opportune day of the week for the members to meet. In consideration of meeting dates moving forward, John asked Kenny how the Recreation Department calendar might indicate best dates to meet. Kenny responded that January would be a good place to start, as fall programs have ended and budget preparations are beginning. Dates were chosen for 2023:

January 11, 2023

April 5, 2023

June 14, 2023

November 8, 2023

The Commissioners all felt that a meeting time of 5:30 p.m. would be preferable to the current 8:00 a.m. meeting time. John Sullivan made a motion to accept the proposed new schedule dates and time, which was seconded by Julie Hipp. The vote to accept was unanimous.

### **5. Doolittle Park**

Kenny gave a report on the recent burning of the Playscape at Doolittle Park. The Police and Fire Departments have labeled it as arson and are currently working on the case. The town's Risk Manager is working with HD Segur, the town's insurer to determine when the remaining structure can be removed and replacement cost values.

There was also discussion on the installation of a surveillance camera system at the park. Kenny has been working with the Police and Purchasing Departments in putting together a public bid for the system. John asked about the expected time line and Kenny said they are hoping to have the project completed by the spring. A conversation ensued about the merits of some of the other parks in town, Grand Street, Pire Park and Kendrick Park among them. Potential for improvements, prevention of further vandalism, and the issue of juvenile justice were discussed.

**6. Legacy Garden Ceremony Robert Wallace Park**

Kenny gave an overview and brief history of the Legacy Garden at Robert Wallace Park. He explained that the two most recent inductees, The Wallingford Lions and The Wallingford Rotary Club, have had stones installed however the dedication ceremony has yet to take place. Dedication ceremonies are typically on a Saturday morning, and Kenny suggested they choose a date for early December. Kenny said he will handle sending out invitations. John inquired as to the amount of space remaining at the garden. Steve answered that the original list almost complete; and Kenny commented that some of the organizations are no longer in existence and that there are only six spots left - so that particular project will be nearing its end in the not too distant future.

**Open Discussion:** (2/3 votes required to discuss item)  
No open discussion took place.

**Director's Report: Kenny Michaels**  
(See attached document)

**Next Commission Meeting – Wednesday January 11, 2023 @ 5:30 PM –**

**Meeting Adjourned at:** 9:01 a.m. motion by Steve Rossacci, seconded by Lars Edeen.

Respectfully submitted,

Jen Griswold, Executive Secretary  
Wallingford Parks and Recreation

## **Recreation Commission Director's Report November 9, 2022**

### **Programs/Events:**

- Goblin Gathering Event October 28<sup>th</sup> was a huge success with Public Celebrations. Estimated 1000 people attended the event in front of Town Hall
- Annual 9 & A Chicken Scavenger Hunt will be Friday November 18<sup>th</sup>
- Holiday Stroll with Wallingford Center Inc. Dec. 2<sup>nd</sup>
- Fall Softball League Numbers: Co-Ed 9, Men's 12, Women's 6 - Total: 27 Teams
- Current Weber and Gannon Youth League Registration: Boys 400 Girls 148

### **Projects/Facilities:**

#### Current -

- Mike Barker from Adventure Mas made repairs to the Bertini Park after his June inspection to the Ropes Course total cost \$1473 to be paid out of Facility Revenue.
- Community Lake Shoreline Clearing was done Monday August 22, 2022
- Public Works Repairing Gazebo at Fishbein Park, work began August 1<sup>st</sup>. Work is roughly 60-70% completed. Currently working on cutting the rails for installation. The goal is for it to be completed for the Holiday Stroll.
- Repaired 80 Linear Feet of damaged fencing from overgrowth on the south east side of the Doolittle Playscape in October. The chain link fence now abuts the wooden fence to the south of the playscape, cutting off potential access to the river.
- Tyler Mill Green Trail repair of the bog bridge was completed. Former bog bridge was rotting and was in dire need of repair. This was proposed by Joe Robles who is a mountain biker and resident. The work was designed by Ken Roe who is also a resident and mountain biker. Work was a collaborative effort with Trail Steward Scott Gray.
- Working on bid specs for Doolittle Playscape equipment repairs.
- Working on bid specs for new park signs that are in the 2022-2023 budget
- Public Works has been adding playground surfacing to playgrounds at parks. They used beach sand at Pire, Community Lake, Marcus Cooke. They have installed the playground border ordered in 2020 at the large swings at Wallace Park. They began the install on the tot swings and slide portion. We are awaiting the shipment of additional galvanized stakes to complete the project. Pre-engineered wood fiber surfacing is being used at this site, similar to Doolittle, Kendrick and Grand St.
- Need to discuss with Public Works the line striping in parking lots at parks and playing fields. Most notably West Side Field, Pragemann, Harrison and Community Lake.
- Ball Field Light Inspection this month to check on bulb outages before the Spring/Summer 2023 season

#### Upcoming –

- Bid to complete outfield fencing at West Side Field Softball
- If money or balance remains from WSSB, fabric repairs at dugouts at WS baseball
- Look to extend dugouts at Prag Fields 1-4 using Prag Endowment

**Later in Budget Year –**

- Start of 2023 work with engineering and PW to get bid specs out for new post tension basketball courts at Doolittle (2)
- Send out bid to have gym floor repainted and lined