

Wallingford Parks & Recreation Department
Parks & Recreation Commission
Meeting Minutes for Wednesday, January 11, 2023
5:30 p.m. at the Parks and Recreation Department

Chairman Sullivan called the meeting to order at 5:30 p.m.

Pledge of Allegiance

Roll Call

Members Present: John Sullivan, Don Crouch and Lars Edeen,
Members Absent: Julie Hipp, Steve Rossacci

Others Present: Kenny Michaels, Parks & Recreation Director

Public Question & Answer Period: None

Special Guests: None

Agenda Items:

1. Recreation Commission By-Laws – Don Crouch

Lars Edeen made a motion to approve the amended By-Laws. Don Crouch seconded the motion. The motion was approved unanimously.

The By-Laws will also be sent to Janis Small at the Law Department by Chairman Sullivan for review.

Quorum for this commission will be three commissioners

2. Discussion on the potential of benches honoring past Recreation Commissioners

A letter was sent from John Gawlak.

A former Rec Commissioner reached out to Kenny inquiring about what the policy is to have a bench installed for a retired rec commissioner. John Sullivan asked Kenny to determine who was rewarded with a bench in the past and how many years on the commission they served. Also, what accomplishments and contributions they brought to the town during their term. That data will be used to establish a baseline. There may be other options besides a bench to honor retired rec commissioners. Kenny will research when the first bench was put in.

3. Doolittle Park Cameras Update - Kenny

Kenny met with the Mayor and Sal from Purchasing yesterday. Fine tuning the language for the bids. When the bids were initially put out there, the Chief of police and Kenny were trying to be very specific. It was decided to do a design and build approach instead, and just supply the coverage area. When a company comes in to do a bid, they will come

up with how they will handle it and the cost. Kenny is looking into using ARPA money to pay for this project.

4. Doolittle Park Building Update - Kenny

The last update from Public Works for the Doolittle building was that they were doing environmental testing on the building and waiting on the results before proceeding.

There has been discussion regarding pre-fab concrete restrooms that would be located closer to the playscape between the playscape and the baseball field. Bathrooms with timers on the locks would be looked into. Kenny is concerned if there is an issue with the bathrooms after 3:30 pm during the week, Public Works would be closed and who would tend to the issue.

5. Doolittle Park Damaged Playscape Update - Kenny

The playscape was removed by Public Works. The approval was given by Risk Management to remove the damaged equipment, once they heard from the Insurance Company. The damaged area was filled in with playground surfacing for safety reasons. Risk Management is waiting for the funds from Insurance Company.

6. Community Pool - Kenny

A letter went out on November 28 from the Mayor to various department heads in which ARPA funds would qualify for their department based on projects in the outlines. They asked the towns to submit proposals for projects. Kenny submitted multiple projects and one was for Community Pool. Estimated price 8.5 mil according to the architect.

7. ARPA Project Submittals by Parks and Recreation

Kenny also submitted proposals for the reconstruction of the Community Lake tennis courts and the basketball courts. If they don't get ARPA funds, we need to know so Kenny can plan his 2023/2024 budget accordingly. Pragemann Park reconstruction of the basketball courts was another proposal. Security for Doolittle Park was the fourth project that Kenny requested.

8. Discussion on the West Side Field Softball Scoreboard Removal and Donation to the Wallingford Slow Pitch Softball League.

Kenny was approached by Marc Trangredi who is the President of Wallingford Girls Slow Pitch Softball League (this league plays at Gaylord). There is a scoreboard at West Side Softball Field that has not been used in over 10 years. They asked if the town would donate it to them and they will take care of the removal and take it out and install it at Gaylord. They will handle all the costs of having it removed. Kenny will discuss this with the Mayor, if this is possible. Lars Edeen suggested, if the scoreboard does get donated and the Softball league no longer needs the scoreboard, an agreement with them to donate it elsewhere should be in place. Kenny will ask Marc Tangredi to attend the April Rec Commission meeting.

Chairman Sullivan would possibly like to have a special meeting in March, a week after Kenny meets with the Mayor, regarding his budget and ARPA funds. Kenny will contact Chairman Sullivan when he confirms a date with the Mayor. If anyone has any questions regarding Kenny's Director's report, it can be put on the agenda to the next meeting.

Directors Report: Kenny Michaels - Director
(See attached document)

Next Commission Meeting: Wednesday April 5, 2023 at 5:30 p.m.

Meeting Adjourned at: 6:30 p.m. motion by Lars Edeen, seconded by Don Crouch

Respectfully submitted,

Loriann Ouellette, Senior Clerk
Wallingford Parks and Recreation

Recreation Commission Director's Report January 11, 2023

Programs/Events:

- Holiday Stroll December 2nd with Wallingford Center Inc was a huge success. Estimated close to 2500-3000 people
- **Fall Programs:**
 - 195 Total Activities
 - 24 Canceled Activities
 - 171 Activities Ran
 - 3,052 participants
 - 87% running rate
- Calendar Year 2022 Department did 9,324 Program Registrations / 1008 Facility Rentals
- Winter Program Session Began Monday January 9
- Spring 2023 Brochure scheduled to be out
- Final Weber and Gannon Youth Basketball Numbers: 446 Boys/153 Girls – 599 Total (Up from 588 2021-2022 season) 61 Total Teams
- No Adult Basketball Leagues (Men's or Women's) Not enough interest
- Adult Volleyball League 12 teams same as 2021-2022 season
- Summer Camp Registration to begin in March
- Currently accepting applications for summer playground employment. Interviews to be held in April.
- Saturday December 10th we honored the Rotary and Lions Club as newest members into the Legacy Gardens at Wallace Park

Projects/Facilities:

Current -

- Public Works Completed Repair of the Gazebo at Fishbein Park. Thanks to Don Lanue and Nick Urbano from PW for their work on the project.
- Getting quotes to repair the fence top and posts on the batting cages at Vietnam Veterans Park. Cages used by Wallingford LL
- Working on Bid specs for new park signs that are in the 2022-2023 budget
- Park Portolet Bid sent to purchasing to go out for new vendor as current bid expired.
- 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.
- Completed Ball Field Light Audit end of December. This shows the amount of light bulbs out at each field that need to be repaired. This audit was also sent over to the PW Department so they can coordinate the lift and replacement of bulbs.
 - West Side Baseball - 11 (Need to do West Side SB as winter locks are on the building)
 - Doolittle Park - 2
 - Woodhouse Soccer Field 1 - NONE
 - Community Lake Baseball – NONE
 - Pat Wall – 12

Prag Soccer – 2

Prag Quad Softball Fields – 13

Prag Field #6 – 1

Prag Field #5 – 1

- Met with Engineering Department on January 6th to review plans and bid specifications for basketball court replacement at Doolittle Park. Looking to replace both courts (Henry St. and Wall St) all contingent on cost as the price of post tension concrete courts have gone up significantly.
- Wallingford YMCA Summer Usage of Doolittle. Fee Waiver applied and fee waived. If organization was to be charged the fee would have been \$37,200 based on the park rates.
- Boys and Girls Club Holiday Tournament December 2022 Fee Waiver applied and fee waived. If organization was to be charged the fee would have been \$3635
- Meeting with the Mayor, Scott Gray (Trail Steward) and Mike Miller (Conservation Chair) about the possibility of having the Conservation Trails Committee fall under Parks and Recreation to work with our department directly on improvements and upgrades to the Towns Trail Systems.
- Public Works Completed the playground border and surfacing installation at Wallace Park

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

This Spring –

- Send out bid to have gym floor repainted and lined
- Get cost to expand the dugouts at Prageman Quad Fields 1-4

Wallingford Parks and Recreation Commission By-Laws

Article 1: NAME and AUTHORITY

The name of the Commission shall be known as ***Wallingford Parks and Recreation Commission***.

The Commission shall operate under ordinances established by the authority of the Charter of the Town of Wallingford, CT. Members of the Commission are appointed by the Mayor.

Article 2: RESPONSIBILITIES

The duty of the Commission is to act as an advisory group to the Director of the Parks and Recreation Dept, and perform any other duties that may be deemed necessary in the interest of the Parks and Recreation Dept.

Article 3: MEMBERSHIP/TERM

There shall be five (5) members appointed by the Mayor. The members shall serve a term of three (3) years. For continuity, the terms shall be laddered and run in order so that the terms of all five commissioners do not expire simultaneously. Upon a commissioner's resignation, the Mayor will appoint a replacement commissioner who will serve the remaining term of said commissioner.

Article 4: MEETINGS

Regular scheduled meetings will be held once per quarter on the second Wednesday at 5:30 pm at the Wallingford Park and Recreation Dept, 6 Fairfield Blvd, Wallingford, CT 06492 or another location as determined by the Director with approval of the Chairperson. The meeting schedule will be proposed and voted on at the last scheduled commission meeting prior to the start of the next calendar year. Other official meetings or changes in scheduled meetings may be called or changed however they will require a twenty-four (24) hour notice given to the members of the Commission. A quorum must be present at a meeting or otherwise scheduled meeting in matters requiring a vote.

The public comment period will be a total of 10 minutes of said meeting allotted to them in total to present ideas, ask questions, make suggestions, etc.

Article 4, Section 1: MEETING AGENDA

Members will have the ability to add items to the agenda and must be received by the Commission Secretary 24 hours prior to the meeting and approved by the

Chairperson. A member of the public may request that a topic be placed on the agenda through the Director. If the Director determines that it's appropriate, he/she shall submit it to the Chairperson for his/her approval and it will be placed on an agenda of an appropriate meeting.

Article 4, Section 2: SPECIAL MEETING

A Special Meeting can be requested, reviewed by the Director with approval of the Chairperson and sent to the Town Clerk to post.

Article 4, Section 3: ATTENDANCE

Commissioners are required to attend all meetings and if they can't attend a meeting they must notify the Chairperson of their intended absence. If a Commission member is absent from 50% of meetings in one calendar year, the Commission, at its discretion may recommend to the Mayor the removal of such member from the Commission.

Article 4, Section 4: MINUTES

The Secretary will submit the minutes to all members and the town clerk's office within the 7 (seven) day requirement.

Article 5 – OFFICERS and DUTIES

There shall be a chairperson and vice-chairperson of the Commission and will be voted on by the commissioners.

Chairperson - The committee shall elect from its members a chairperson who shall preside over all meetings. The term of the chairperson should be 2 (two) years. It shall be the duty of the Chairperson to coordinate and oversee the meetings; the chairperson will work with the Director and commissioners to coordinate the agenda.

Vice-Chairperson - The committee shall elect a Vice-Chairperson. The Vice-Chairperson shall assume all duties in the chairperson's absence and would be designated as a candidate to replace said chairperson if they can no longer continue to serve out their term. The term of the vice-chairperson should be 2 (two) years.

Secretary - The commission will have a designated ex-officio secretary, appointed by the Director who will take minutes at all meetings. This person will be a non-voting ex-officio member. The secretary will complete minutes and distribute them to members and the Mayor via email only after they have been

reviewed and approved by the Director and/or Chairperson. The Secretary will send a copy of the proposed agenda to each commission member at least 7 days in advance of the regularly scheduled monthly meeting. A copy of the agenda will be available to the general public at the Department of Park and Recreation. A copy of the Director's Report and any other supportive material which will be referenced at the meeting will also be distributed at this time.

Article 6: PROCEDURE

PARLIAMENTARY PROCEDURE - Robert's Rules of Order and these By-Laws shall generally govern all meetings of the Commission. The adoption of these By-Laws shall be made by motion and shall require an affirmative vote of the majority of the Commission. When adopted these By-Laws will remain in effect unless otherwise determined by the Commission.

Article 7: BY-LAWS NOTICE

These by-laws are available to the public upon request and shall be posted on the Wallingford Parks and Recreation website.

Article 8: BY-LAWS AMENDMENTS

The Commission may amend its bylaws at any regular meeting of the Commission by a majority vote of those present, provided such proposed amendments are circulated in writing to all Commissioners and placed on the meeting agenda.

Amended: 01/11/2023

Amended: 01/13/2021

Amended: 03/11/2020

Amended: 01/14/2015