



John Salomone  
Town Manager

# TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

## Parks & Recreation Department

Bruce Till  
Superintendent

### NEWINGTON BOARD OF PARKS & RECREATION

TUESDAY, APRIL 7, 2015

Conference Room #2,

BOARD MEETING @ 7:30 pm

SPECIAL MEETING

### AGENDA

1. Call to order
2. Roll call
3. Public participation
4. Approval of minutes December 9, 2014
5. Correspondence/Communications/Reports
  - Monthly Report - January
  - Monthly Report – February
6. Old Business
  - Chapel Update
  - CIP Budget Update
  - Building Committee Update
  - Extravaganza Update
7. New Business
  - RFP – Churchill Park
  - Churchill Pool
8. Public participation
9. Any Other Matters to Come Before This Board
10. Adjournment

**NEWINGTON PARKS & RECREATION  
BOARD OF DIRECTORS  
TUESDAY, December 9, 2014**

**I. CALL TO ORDER**

Don Woods called the meeting to order at 7:30 pm

**II. ROLL CALL**

Board: Eileen Francolino, Mary Udice, Ed Marchion, Jen Win-Johnson, Don Woods, Kathy Zolad, Bill DeBlasio

Board Members Absent: Robert Fresen, Ken Leggo, Richard Khentigan

Staff: Superintendent Bruce Till

**III. APPROVAL OF THE MINUTES OF October 14, 2014**

**Eileen Francolino made a motion to approve the minutes of the October 14, 2014 meeting. Kathy Zolad seconded the motion. The motion passed with a 7-0 vote.**

**IV. PUBLIC PARTICIPATION:**

NONE

**V. CORRESPONDENCE/COMMUNICATIONS/REPORTS**

The new brochure has gone out for the winter programs. Basketball season, meeting with the coaches getting them ready for the opening of the season, the enrollment number is over 500 participants. Holiday program went well, the Holiday lights were turned on, on Sunday. There will be a new member on the Board, Beth Manke.

**VI. OLD BUSINESS**

**Tree Planting:**

After last month's meeting Bruce took the opportunity to speak to Jim Barnicle and the residents of Crestview Drive. A proposal that was put together will be brought to the council for approval. Something will be done about a tree policy throughout town and money will be set aside in the budget this coming year for tree replacements that were on town property. Bruce has gotten certain tree species that have been recommended, everything will be going through the tree warden, Tom Lapierre, he will write off on everything that will be going on. The policy has not been approved as of yet just reviewed by the Town Council but it is being addressed. Don mentioned that he saw the meeting and there was a good exchange between the Council and Mr. Barnicle. They will be replacing the trees on Crestview and grinding the stumps at no cost to the owners.

**MDC Projects:**

The project in the Mill Pond Park area went really well. They did great with the PR and made sure there was a clear understanding of what was going on to the public. There is just some restoration on Brookdale Avenue that needs to be completed to fix some lawn damage done by the vehicles and they will be back to finish that.

### **Chapel:**

This project has been very positive. Parks and Recreation Crew have dug the footing foundation and serving as our own GC for the project. Bruce is using the architects plan with some modifications. Bruce did not accept the bids that came in from the different contractors. He has broken it out and will be doing it in pieces which will bring the project well under budget now. There should be enough money left to replace the shingles on the roof of the existing chapel and everything will match and the crew will also hook up water sewer to it too. Bruce met with several people that had concerns about the design and the landscaping in the children's area how it will affect the area. Bruce talked with them and worked everything out.

## **VII. NEW BUSINESS**

### **Budget:**

Bruce presented the capital budget to the Manager today. He has put in for the Community Center and furnishings like he has done in the past. Focus groups have met and Bruce has distributed the information on that. The building committee still has a lot of options and possibilities to look at for the future Town Hall/Community Center. Bruce put in three proposals for the pools in the CIP. Churchill pool is in need of a new filtration system Bruce is in the process of getting quotes. He has budgeted 25,000 for the filtration. The condition of neighborhood parks, one of the parks close to the New Britain town line is still getting vandalized. Bruce does not want to put any money into that park and may remove the playscape if that continues. Bruce is having a study done with soils, wetlands and boundaries for Churchill Park and looking into a new playscape for Churchill Park because the existing one needs to be updated, Bruce has budgeted \$100,000 for the equipment. Since both of the pools, Churchill and Mill Pond, are beyond their expectancy, Bruce recommends building a new large aquatics facility with a spray park at Mill Pond instead of renovating the old pools. Bruce is looking into a software program that will track field usage and would be very useful for the parks and recreation department; he is just needs to fine one that will easily integrate with the financial and existing computer software.

### **Extras:**

Billy DeBlasio mentioned that little league is looking to build a small batting cage at Clem Lemiere, something they could use year round. Jen Win-Johnson mentioned rebuilding our relationship with the Newington swim team this year to see if they would consider staying in Newington for the summer. Seven programs were cancelled today, December 9<sup>th</sup> 2014 because the gym roof was leaking several areas and it was not safe.

## **VIII. PUBLIC PARTICIPATION:**

None

## **VIII. ADJOURNMENT**

**MOTION: A motion was made by Bill DeBlasio. Kathy Zolad seconded the motion, all were in favor and the meeting was adjourned at 8:30 pm with a 7-0 vote.**

Respectfully submitted,

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Nancy Jay



John Salomone  
Town Manager

# TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

## Parks and Recreation Department

Bruce Till  
Superintendent

### Memorandum

**To:** John Salomone, Town Manager  
**From:** Bruce Till  
**Date:** February 13, 2015  
**Re:** Monthly Report - January 2015

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#### ADMINISTRATION

- Superintendent met with members of the Public Works Committee.
- Superintendent met with union representatives regarding various personnel issues.
- Superintendent met with Lou Jachimowicz involving school projects.
- Superintendent met with staff regarding various work assignments and issues.
- Superintendent met with Town Engineer, Chris Greenlaw, on various projects.
- Superintendent met with Asst. Bldg. Inspector, Richard Smith.
- Superintendent met with the Building Committee and gave a presentation.
- Superintendent submitted Parks & Recreation operating budget to the Town Manager.

#### RECREATION DIVISION

- Most winter programs began in early January, and registration is ongoing. New programs offered for the winter session include a children's sculpture workshop, children's magic workshops, a youth employment education program, winter break program for children and a gentle yoga class for seniors or adults.
- We are currently accepting applications for seasonal summer employment.
- An Open House at Creative Playtime Preschool Program's Open House was held on Thursday, January 15<sup>th</sup>. Six families attended.
- Staff has been communicating with facilitators to secure camp programs for the summer.
- Registration for Creative Playtime Preschool Program for the 2015-2016 school year began on January 27<sup>th</sup> for current families and siblings.
- Preliminary planning has begun for the July 19<sup>th</sup> Extravaganza.
- A 7<sup>th</sup> & 8<sup>th</sup> grade dance was held on January 16<sup>th</sup> with 300 youths in attendance. Two full shopping carts of food were donated to Human Services.
- The information for the 2015 Golf Tournament was mailed to town businesses and last year's Tournament participants and sponsors. M. Lach will be working to secure new sponsors for this year.
- Camp Sunrise Applications are now available on the town website and being accepted through Glastonbury Parks & Recreation beginning February 3. Camp Sunrise is a summer recreational program for special needs children ages 3 to 21 with physical, intellectual, developmental and/or other health impairments. This program serves Newington, Glastonbury, Rocky Hill, Wethersfield and Cromwell.

#### UPCOMING – RECREATION DIVISION

- The Spring Program Guide will be distributed to Newington residents in the March issue of Newington Life, which is scheduled for distribution at the end of February.

24 Hour Program Information (860) 665-8686 Phone: (860) 665-8666 Fax: (860) 665-8739  
parkandrec@newingtonct.gov  
www.newingtonct.gov

- Another Open House at Creative Playtime Preschool Program's Open House is scheduled for Wednesday, February 4<sup>th</sup>.
- Planning will begin shortly for the 2015 Summer Playground program.
- A meeting with representatives from spring youth and adult sports teams and NHS Athletic Director Chris Meyers will be held in February to determine and coordinate field needs.
- A meeting with the Men's Softball Advisory Committee will be held next month to discuss rules and regulations for the upcoming season. The Committee will then meet with representatives from all teams who are planning to participate in the 2015 season.
- Contracts for the fireworks and carnival for the 2015 Extravaganza will be secured in February.

**PARKS & GROUNDS**

- Crew members worked between snow storms removing overgrown brush on Alumni Road.
- Crew members also began pruning the crabapple trees on the town facilities and roadsides.
- Crew members took down the Christmas decorations early in the month and put them in storage.
- Division personnel responded to nine incidents of snow/ice.
- There were 11 interments in Town Cemeteries this month.
- Division personnel were offline a total of 33 days this month.
- Overtime was as follows:

Snow and Ice	508.5 hrs.	\$22,425.00
Cemetery	20 hrs.	\$ 1,672.00
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Total	528.5 hrs.	\$24,097.00



John Salomone  
Town Manager

# TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

## Parks and Recreation Department

Bruce Till  
Superintendent

### Memorandum

**To:** John Salomone  
**From:** Bruce Till  
**Date:** March 13, 2015  
**Re:** Monthly Report – February

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#### ADMINISTRATION

- Superintendent met with members of the Public Works Committee
- Superintendent met with union representatives regarding various personnel issues.
- Superintendent met with Lou Jachimowicz involving school projects.
- Superintendent met with staff regarding various work assignments and issues.
- Superintendent met with Town Engineer, Chris Greenlaw, on various projects.
- Superintendent met with Asst. Bldg. Inspector, Richard Smith.
- Superintendent met with Director of Adm. Services, Jeff Baron, in regards to RFP.
- Superintendent met with Director of Facilities, David Langdon.

#### RECREATION DIVISION

- Creative Playtime Preschool Program hosted its annual Open House on Wednesday, February 4<sup>th</sup>. A total of 8 families attended.
- The Spring 2015 Program Guide was distributed to all Newington residents at the end of February as an insert inside the March issue of Newington Life. New programs include a USTA Play Day, children's painting party and children's sculpture party workshop.
- Registration for the 2015-2016 school years at Creative Playtime Preschool began in the Parks and Recreation office on Tuesday, February 10<sup>th</sup>.
- Planning for the summer playground program is underway. Program dates for the playground program for children in Kindergarten through Grade 7 are Monday, June 22 through Friday, August 7.
- All Extravaganza vendor forms have been revised and posted online, and are expected to be mailed to local businesses, crafters and returning vendors by mid-March.

#### UPCOMING – RECREATION DIVISION

- Resident registration for spring programs will begin on Friday, March 6<sup>th</sup>.
- The Parks and Recreation Department will begin accepting reservations for Churchill Park on Wednesday, March 4<sup>th</sup>.
- Registration for non-residents will begin on Friday, March 20<sup>th</sup>.
- Residents interested in a Community Garden Plot that have not had a plot in the past may do so beginning Thursday, March 26<sup>th</sup> (if plots are available).
- A dance for all 7<sup>th</sup> & 8<sup>th</sup> graders will be held on March 27<sup>th</sup> from 7-10 pm in the Mortensen Community Center.
- Meetings will be held with representatives from Men's & Women's Softball Leagues.
- A meeting will be held with representatives from all Youth organizations that will be utilizing the fields in the spring.

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## **PARKS & GROUNDS**

- Due to the heavy snow storms, crew members spent quite a bit of time after the storms moving snow to clear sightlines and loaders were required to get parking spaces back at the Town Hall and schools.
- During breaks in the weather crew members cleaned and organized our outside storage areas.
- Crew members have begun to bring in the mowing equipment and clean and get ready for the spring.
- The department responded to eight incidents of ice/snow.
- There were 11 interments in Town Cemeteries this month.
- Division personnel were offline a total of 43 days in February.
- Overtime was as follows:

Snow and Ice	903 hrs.	\$31,004.00
Cemetery	60 hrs.	\$ 2,010.00
Total	963 hrs.	\$33,014.00