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**Wilton Parks and Recreation Commission**  
**April 19, 2016**

Present: Chairman Mark Ketley, Commissioners Joe Burke, Sarah Gioffre, Jennifer Kendra, Kevin O'Brien, Parks and Recreation director Steve Pierce. The meeting was called to order at 7:30 pm.

**Minutes**

Joe Burke made a motion to approve the minutes of the March 9, 2016 meeting. Jennifer Kendra seconded the motion. Motion passed 4-0.

**Comstock Update:**

Steve Pierce reported that the asphalt is down on the outdoor basketball court at Comstock. In approximately 2 weeks surface will be complete and equipment installed. The front lot is complete and sealing of the side lot will be done soon as well, all in preparation for the May 18th Community Open House to officially unveil the renovated Comstock Community Center. The event will run from 10:00am to 2:00pm with opportunities for residents to get tours of the facility. There will be an official welcome and brief announcements made at 1:00.

**Parks and Grounds Report**

Two issues of damage to town field was shared:

1. The Miller Driscoll upper baseball field incurred damage from the Winter Carnival event. P&R directed Carnival reps that structures were not allowed on grass areas but were placed there even after reminders were sent one week prior to the event.
2. A youth lacrosse tournament hosted by the Wilton Lacrosse Association resulted in lines being painted on the turf that were not approved.

For both incidents, grounds crew will assess damages and cost of repairs, inclusive of materials and staff time. A letter from the Commission along with a bill for repairs will be charged to each organization.

Commissioners discussed need for more overt communication of rules and regulations around facility usage and responsibility. Steve to draft a document for Commission

review. Elements of this document will be added to all field usage contracts. To further increase communication and compliance, the Commission discussed bringing back the mandatory annual meeting for all organizations who use town facilities that are under the management of Parks & Recreation was discussed. This is inclusive of all groups and orgs from PTA to Youth Leagues to Minks to Sinks.

Email from Sarah Gioffre was read and responded to. Details of the email included the following items to be addressed by P&R:

1. Clean-up around fields of unused equipment such as goals in woods, unmarked bins and other items. Discussed sending out a communication to identify owners, devising a plan for clean-up, storage and disposal based on responses. If equipment is not claimed, P&R will dispose of it.
2. Wooden bleachers at HS tennis courts and freshmen baseball field in bad condition. Looking into options to replace, repair or remove. Commissioner Ketley made a motion to approve tennis boosters request to fund new bleachers. Seconded by Commissioner O'Brien. Specific equipment to be pre-approved by Steve Pierce. Vote passed 6-0.
3. Dumpsters will be removed from Comstock back lot
4. Port-o-potties at various sites to be relocating away from main entrances and high traffic areas. Associations are financing them – P&R to direct placement.
5. Large containers at Middlebrook are owned by Children's Theater and PGP - P&Z responsibility not P&R
6. DPW site at Allen's discussed clearing or moving for better aesthetics driving onto property
7. Orange fencing at Allen's and Ambler to be tidied by P&R crew
8. Gilbert & Bennet is not P&R but Steve will check with Pat, as old playground should be removed
9. Stadium work out area is already on work list. 2 broken pieces of equipment. Manufacturer scheduled to inspect. New parts are on order
10. Garbage & Recycling – remains an issue of time and budget to keep up with usage. More discussion to be had at a future meeting.

### **Recreation Report**

Steve Pierce reported that the dates for 3 concerts and 3 movies at Merwin Meadows to be announced mid May.

Commission is waiting for town vote before going forward with Merwin renovation plans. First Selectman is reviewing the RFP draft

Merwin is open to the public until school is out. At that point, fee system will commence. Staff is currently being hired for the summer

The Town of Wilton received AEDs from Norwalk Hospital, replacing the 8 WLA units. 22 in total were provided for various sites – schools, HS sports complex and other sites. AED's are battery operated with a 3 year life. P&R is responsible to check status of batteries and paddles on-going.



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### **New Business**

1. Review P&R Manual – Commissioner Jennifer Kendra made a motion to approve w changes, seconded by Commissioner Kevin O’Brien, approved 5-0.
2. Ice Rink – Westport rink was purchased and run privately, goes on longshore tennis courts, with Zamboni. Town controls fees and time on the rink, residents get discount, operator maintains... Estimated costs to run and operate is \$250K. Does not include installation. Cost prohibitive. Discussed ice skating at other natural town sites:
  - Merwin – concern about moving water and never low enough to maintain proper ice thickness.
  - Kent Pond and Horseshoe pond to be considered
3. Middlebrook turf lighting - Jeff Siegel representing Wilton Youth Football, requested Commission’s support of proposed new lighting plan for approved Middlebrook turf field. There is a temporary plan for fall 2016 season and permanent plan for new field. Mr. Siegel shared that First Selectman Vanderslice and Planning and Town Planner Nerney have seen the plan. P&R Commission Chair Mark Ketley requested official presentation by WFB legal representative and vendor, Musco lighting to be scheduled.

### **Public Comment**

Dave Cote on issue of garbage and recycling suggested a “carry in, carry out” policy that has been working at M/D. Suggested putting the recycling challenge in the hands of school group volunteers.

Sarah Gioffre made a motion to adjourn the meeting. Commissioner Joe Burke seconded the motion. The motion passed 5-0. The Parks and Recreation meeting adjourned at 9:06 pm.

Respectfully submitted,

Jennifer Kendra  
Commissioner