Mission & Values

- Cheshire Parks & Recreation provides a wide range of recreational and leisure opportunities to enhance the quality of life for all Cheshire residents and promote physical, social and emotional experiences.

- We achieve our mission through our core values of community enrichment, leadership, collaboration, park stewardship, health and wellness, inclusiveness and lifelong learning.
Administrative Overview

- Plan & implement hundreds of recreational programs, services and events throughout the year.
- Serve all ages in response to the needs, desires and interests of the Cheshire residents.
- Coordinate use and rental of:
  - Town and Board of Education fields
  - Parks & Facilities including pavilions and Youth Center
  - Board of Education Indoor Locations
    - Parks & Rec Programs
    - Youth athletic organizations
- Manage parking passes
  - CHS students at Bartlem Park
  - Seasonal resident & nonresident Mixville passes
Oversight & Stewardship

- Harmon Leonard Jr. Youth Center
- Community Pool (separate budget fund)
  - Community Pool is not included in the General Fund
- 330+ acres of town parks / recreation areas
- Board of Education athletic fields
- 1,500+ acres of open space
- Bartlem South Master Plan Committee
- Parks & Recreation Commission
Harmon Leonard Jr. Youth Center

- Home of Cheshire Parks & Recreation Administrative Offices
- 1,100 ft² of offices (offices reorganized Spring 2020)
- 3,700 ft² of activity space
  - Also available for rentals
  - Limited programming and rentals June-October because no a/c
- 6 tennis courts with lights
  - Home of Parks & Rec. Tennis Lessons & Programs
  - Cheshire High School Tennis Teams’ Home Court
- Outdoor sand volleyball court
- Outdoor basketball court (reconstructed Spring 2020)
- Electronic Community Signboard
- Emergency Shelter for less than 50 people
Basketball Court Reconstruction
Bartlem Park

- Year round indoor pool - the Cheshire Community Pool
- Various ballfields: rectangular multipurpose fields, softball & baseball diamonds
  - Frequently reserved for athletic events
  - CHS Freshman Soccer, Baseball and Lacrosse Home Fields
- Skate Park
- Community Garden
  - Sign rehabbed by Eagle Scout this past winter
- Boundless playground - Kids in Motion
  - Upgrades in progress
  - Picnic Area
Bartlem Park

- Pavilion
  - Available for rentals
  - Home of Therapeutic Camp “TR Camp”
- 2 Storage/Maintenance Garages
- Concession Stand - not currently functional
  - CYB giving up use pending agreement with Town
- Master Plan Development in progress
  - Incorporates recently acquired 10 acre parcel formerly Chapman Farm
  - Property currently has 1 mile trail comprised of millings
- Youth Services’ Yellow House is on the grounds
- Host to several large events throughout the year
  - Chamber of Commerce Fall Festival
  - Athletic Tournaments
  - Summer Concerts
  - Carnivals
  - And more
Community Garden Sign Rehabilitation
Eagle Scout Project - January 2020

Original Sign

Rehabilitated Sign
Kids in Motion Playground Upgrades

Meetings with co-chairpersons: Gabrielle Tougas and Nina Vienese

- Fencing
- New Sign

- Equipment - coming May/June 2020
- Surfacing - coming May/June 2020
Farmington Canal Linear Park

- Section of the Farmington Canal Heritage Trail (FCHT)
  - Entire trail runs from New Haven to Northampton, MA
- 7 mile paved trail runs the length of Cheshire North to South
  - Accessible
  - Hiking
  - Biking
- Lock 12 Historical Site
- Numerous memorial benches
- Several Parking lots to give users choice of entry points
- 3 Restroom Facilities along trail
  - Lock 12 Bathrooms recently renovated
- CT Trail Census counter location
  - Staff checks functionality and assists with calibration counts
Cheshire Park

- Pavilion (available for rentals) constructed by Cheshire Jaycees
- Sand volleyball court
- Playground
- Storage Garage (Bays for Parks & Rec and Youth Sport Organizations)
- Restrooms recently renovated
- Accessibility upgrades completed
- Ballfields
  - 3 diamonds - 1 with lights
    - Eversource lighting upgrades to happen late spring - summer 2020
    - Backstops upgraded Fall 2019
  - Convert outfields into practice fields for football in the fall
- Hiking Trails
  - Wooded trail system “Ruth C. Burke Trail”
  - CHS Cross Country Team Home Trail
- Basketball, Tennis & Pickleball
  - Courts currently under renovation/construction anticipated completion: June 1
  - 3 tennis courts & 6 pickleball courts
Cheshire Park Ball Fields

Field 1

Field 2

Field 3
Cheshire Park Court Renovations

Preparing the Tennis & Pickleball Areas for Paving

Basketball Court is paved and goal posts are set!
Mixville Recreation Area

- 2 Pavilions
  - Large can host gatherings over 100 people
  - Small has a capacity of 50 people
- Playground
- Restrooms recently renovated - Summer 2019
  - FY 2020 revenue was down due to the ongoing construction & temporary facilities
- Basketball Court
- Hiking Trails
  - Wooded trail system
- Home to:
  - Mixville Adventure Camp
  - Steve Horvath Memorial Fishing Derby
  - Mixville Muck Run
Mixville Recreation Area

- Lower Pond
  - “Sandy” beach area
  - Roped swim area
  - Lifeguards on duty to supervise campers only
- Upper pond
  - Fishing
  - Boating for campers & Parks & Rec. programs
- New multipurpose field with small parking area
  - Cleared with Rugby in mind to alleviate scheduling strains
  - Parking only accessible during athletic practices
Mixville Challenges & Opportunities

- Swim at your own risk facility = no rule enforcement
  - Swimmers outside of swim area & unsafe flotation devices are just a few concerns
- Gatehouse is in disrepair
  - Building is sinking, needs security enhancements - major concerns
- Gate attendant is the only staff person on site during the weekends
- Future Plans:
  - Disc golf course
  - Low ropes adventure course
  - New beach sand
  - Sand in the volleyball court
  - Park pass management system
  - Construction of Shelter & Storage Area
    - Indoor portion of pavilion was demolished in 2017
    - No storage for Public Works or Camps
    - No safe area for campers during storms or other emergencies
Quinnipiac Recreation Area

- 7 multipurpose rectangular fields
  - Typically only used for soccer
  - Home of Special Olympic Soccer every spring
- Concession Stand with attached storage area
  - Operated by Cheshire Soccer Club
  - Inspected by Chesprocott, Building Dept. & Fire Marshall
    - First inspection completed in Summer 2019
- Restrooms
- Playground
- Roller Rink
- Pavilion (available for rental)
- Hiking Trails
McNamara American Legion Field & Recreation Area

- Playground
- 4 Baseball Diamonds
- Basketball Court
  - Currently being renovated
- Upgrades in progress
  - Fencing completed Fall 2019
  - Restroom renovation completed Fall 2019
  - Field electrical & irrigation work to be completed this year
Temporary/Intermittent/Part Time Staff

Number of Employees

- Volleyball: 5
- Building Supervisors: 4
- Therapeutic Coordinator: 32
- Adult Fitness: 12
- Program Assistants: 35
- Other Instructors: 5
- Men's Basketball League*: 1

Percent of Budget Line

- Volleyball: 27%
- Building Supervisors: 1%
- Therapeutic Coordinator: 5%
- Adult Fitness: 12%
- Program Assistants: 27%
- Other Instructors: 1%
- Men's Basketball League & Summer Sport Camp Staff are paid from Exchange Accounts

*Men’s Basketball League & Summer Sport Camp Staff are paid from Exchange Accounts
Program Coordinator Needed Full Time

Not enough hours to move Department forward or even maintain the status quo

“My experience in Cheshire has been brief. Having an opportunity to come in at the middle of spring in 2019 to present and experience each season, it’s my professional opinion this department has been operating in a personnel deficit and trying to stay above ground. The workload is plentiful and diverse. Staff struggles to meet self imposed deadlines to meet the volume and attention required to operate a first rate Municipal Parks & Recreation Department.” John Gawlak, Director

Day to day operations, seasonal program management, summer programming and camps management, special event management and indoor/outdoor facility reservation coordination with Board of Education and recruiting staff, processing, training and scheduling to be building supervisors for all Cheshire groups requesting facilities.

Community recreation programming requires a lot of planning 4-5 months into the future while simultaneously managing the current season.

Justification requires at least 3 major areas: decreased costs, increased productivity efficiencies & increased revenues

The additional 16 hours per week will provide at least immediately 2 of the 3 above criteria.

Ease & support staff vacation & sick leave - currently strain

Part Time
19 hours/week
$30,351 annual salary
No benefits

Full Time
35 hours/week
$47,524 annual salary
Plus Benefits
State mandates are increasing
  - Staff Trainings
  - Concussion and Sexual Assault Training for Coaches

Projects are put on hold
  - Challenging to keep up with Best Practices when understaffed

Wasted time and inefficiencies due to Program Supervisor needing to overlap all duties of Program Coordinator to ensure residents needs are met and programs run smoothly
  - Program Changes are often required at the last minute
    - Inclement Weather
    - Facility Closures
## Comparable Data on Recreation Staff

<table>
<thead>
<tr>
<th>Town (Population)</th>
<th>Mgmt./Prog.</th>
<th>Director</th>
<th>Asst. Director</th>
<th>Rec. Supervisor</th>
<th>Program Coordinator</th>
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<tbody>
<tr>
<td>Branford (29,000)</td>
<td>4</td>
<td>$108,000</td>
<td>$70,000</td>
<td>$58,600</td>
<td>$53,795</td>
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<td>Farmington (25,000)</td>
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<td>$110,000</td>
<td>N/A</td>
<td>$70,531-$90,000</td>
<td>$49,000-$54,000</td>
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<td>Glastonbury (34,677)</td>
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<td>$96,000-$129,000</td>
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<td>$68,000-$92,000</td>
<td>$56,000-$70,000</td>
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<td>Guilford (22,000)</td>
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<td>$119,000</td>
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<td>$42,000</td>
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<tr>
<td>Mansfield (26,543)</td>
<td>6</td>
<td>$121,876</td>
<td>$75,000-$94,000</td>
<td>$64,000-$75,000 (2 staff)</td>
<td>$70,000 - $65,000 (2 staff)</td>
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<td>$61,614</td>
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<td>Newtown (27,865)</td>
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<td>Trumbull (31,000)</td>
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<td>Cheshire (29,000)</td>
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<td>$95,232</td>
<td>N/A</td>
<td>$69,815</td>
<td>$25,559 (part time)</td>
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Accomplishments

- Instituted open forums for all adult and youth athletic leagues
  - To equitably distribute fields & create master schedule
  - Encompassed all Town and BOE fields for spring & summer
  - July forums will encompass athletics from August into November

- Created master event schedule for 2020
  - Spread out large events
  - Ensure compliance with safety & maintenance needs
<table>
<thead>
<tr>
<th>Day</th>
<th>Bart BB D1</th>
<th>Bart BB D4</th>
<th>Bart SB D2</th>
<th>Bart SB D3</th>
<th>CP D1</th>
<th>CP D2</th>
<th>CP D3</th>
<th>MP D1</th>
<th>MP D2</th>
<th>MP D3</th>
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<tr>
<td>Monday</td>
<td>CHS FR BB</td>
<td>Q2BB 3/19-20</td>
<td>CHS BB 3/26</td>
<td>CHS BB 3/26</td>
<td>CHS BS</td>
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<td>Saturday</td>
<td>CHS FR BB</td>
<td>CYBS 8a-2p</td>
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<td>Flames</td>
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</tbody>
</table>

NOTE: CIAC.org for Alerts High School Game Changes
PLEASE REFER TO TOURNAMENT SPECIAL EVENT CALENDAR FOR ADDITIONAL INFO ON FIELD USE

CHS FR Baseball B D1 Prac M-F 2-30-4-30p Sat 8a-10a Home Games: Bart D1 4/6,11/4,17,4/24,5/4,5/11,5/15
CHS Girls JV Lacrosse B M4 Home Games 4/6,4/8,4/20,5/4,5/11,5/15
Mens Adult SB M-F Apr to July 7-4p-11p Cheshire Park July-Aug 8-4p start Sundays Dool and Cheshire Park 11a-8p
Womens Adult SM M/W CHS Varsity/JV Field- Dool on Men Dodd on Wed
Wildcots SB Tues/Thurs CHS Varsity/JV Field- Bartlem 02/3 on Wed
Flames SB Dodd Sun-Tues, Thurs-Sat- CHS Varsity/JV Fri-Sun
Legion Baseball 19U Team only
Q Club SB prac Mar 16-Apr 20 2 home games Mar 22 8:30am-1pm Bart D3 April 5 11a-4-30p Bart D3

DODD SCHOOL CONCERT DATES?
<table>
<thead>
<tr>
<th>Date</th>
<th>Facility Request</th>
<th>Name of Organization</th>
<th>Event</th>
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<tbody>
<tr>
<td>14-Mar</td>
<td>Linear Trail/Roads</td>
<td>Hartford Marathon Foundation</td>
<td>O'Shenanigan's Road Race</td>
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<tr>
<td>28-Mar</td>
<td>Bartlem parking</td>
<td>Cheshire Chamber Commerce</td>
<td>Home Health Garden Show and Healthy Walk</td>
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<tr>
<td>18-Apr</td>
<td>Bartlem D1</td>
<td>CHS Baseball Parents Assoc</td>
<td>Baseball Clinic</td>
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<tr>
<td>26-Apr</td>
<td>CHS/Linear Trail</td>
<td>Ion Bank</td>
<td>Half Marathon/5K</td>
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<tr>
<td>2-May</td>
<td>Bartlem Parking</td>
<td>Cheshire Kiwanis Club</td>
<td>Bicycle Safety Rodeo</td>
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<td>3-May</td>
<td>lot/MB</td>
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<td>CHS MS WAIC</td>
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<tr>
<td>15-16-17 May</td>
<td>CHS Turf/Track</td>
<td>Cheshire HS</td>
<td>CDOG May Qualifier/LC CDOG May Dist</td>
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<tr>
<td>16-May</td>
<td>Cheshire Pool</td>
<td>YMCA</td>
<td>Angelman Syndrome Walk 7a-1p</td>
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<td>30-May</td>
<td>CHS Turf/Track</td>
<td>CIAC</td>
<td>CIAK Kids Marathon 8a-noon</td>
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<td>7-Jun</td>
<td>Linear Trail/Cornwall sec</td>
<td>Healthy Coalition/Trail of Hope</td>
<td>Trail Dedication</td>
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<tr>
<td>6-7 Jun</td>
<td>Quinnipiac Park</td>
<td>Cheshire Youth Soccer</td>
<td>Boys Soccer Tournament</td>
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<td>CHS ALL Fields</td>
<td>Cheshire Boys Youth Lax</td>
<td>Youth Tournament</td>
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<tr>
<td>5-6-7 Jun</td>
<td>Cheshire Pool</td>
<td>YMCA</td>
<td>CDOG June Qualifier/LC CDOG June Dist</td>
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<td>13-Jun</td>
<td>Quinnipiac Park</td>
<td>MidState Rugby</td>
<td>Tournament</td>
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<td>13-Jun</td>
<td>Norton School/Linear Tr</td>
<td>MDA</td>
<td>Robert Held Mem 5K</td>
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<td>13-Jun</td>
<td>Bartlem Parking</td>
<td>Team 203 CT Lacrosse</td>
<td>CT Cup Girls Tournament</td>
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<td>14-Jun</td>
<td>lot/MB</td>
<td>Cheshire Girls Youth Lax</td>
<td>Girls Ram Jam</td>
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<td>19-21 Jun</td>
<td>Bart/CHS SB/CP1,2,3</td>
<td>Cheshire Flames</td>
<td>Flames USASB Invitational</td>
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<td>20-21 Jun</td>
<td>Bart M2-M7</td>
<td>Team 203 CT Lacrosse</td>
<td>CT Cup Boys Tournament</td>
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<td>20-21 Jun</td>
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<td>CJSA South Central District</td>
<td>U9-U15 Rec Tournament</td>
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<td>9-11 Jul</td>
<td>All Bartlem</td>
<td>Cheshire Chamber Commerce</td>
<td>Summer Carnival</td>
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<td>17-18 Jul</td>
<td>CHS HS SB VJ/V</td>
<td>USA Elite of Cheshire</td>
<td>Northern Exposure Tournament</td>
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<td>17 Jul</td>
<td>Cheshire Pool</td>
<td>YMCA</td>
<td>LC CDOG Regionals</td>
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<td>24-26 Jul</td>
<td>Bart/CHS SB/CP1,2,3</td>
<td>Cheshire Flames</td>
<td>CVFL Tournament</td>
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<tr>
<td>17,24,31 Jul</td>
<td>M1,2,3 All Bartlem</td>
<td>Cheshire Park &amp; Rec</td>
<td>Bartlem Beats Concert Series</td>
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<tr>
<td>7-Aug</td>
<td>**</td>
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</table>
Migrated to fully hosted RecTrac

- Recreation Management Software
- Manage registrations, passes, reservations and finances
  - Every transaction at Artsplace, Community Pool and Recreation Office goes through RecTrac
- Emails are no longer processed by Town email servers
  - Allows greater flexibility to communicate with customers
- Reduced the burden on the Town’s physical hardware and IT contracted services
- Software is frequently updated
  - Updates are applied automatically
- Change was supported/approved by APEX and Town Manager
Reinstituted Direct Mailing for Brochures

- Reinstituted direct mailing of Seasonal Brochure
  - Last mailed to full brochure to all residents for Summer 2010
    - Tried no brochure and had to try to resurrect programs by mailing a postcard Fall 2010
    - Tried mailing abbreviated trifold brochure from Winter 2011-Spring 2012
  - Began inserting in Cheshire Citizen for Summer 2012
    - Feedback was frequently “We didn’t see it - we just toss the ads/whole paper in the recycling”
    - Switched to inserting in Cheshire Herald
  - Cheshire Herald Subscriptions have declined (currently less than 4,000 subscribers)
    - Our reach has greatly diminished
- Direct Mailing goes to almost 11,000 households
  - Increases our reach by almost 300% - more participants!
  - Entices sponsors - added value by reaching more potential customers
    - Will seek sponsors to offset cost
- Updated physical presence of brochure
  - New design with glossy cover
Consolidated several of our Summer Day Camps into Mixville Adventure Camp
  Reduced overall staffing and now have flexibility to shift staff as enrollment dictates
  Extended Camp Hours now available for all ages
Relaunched Adult Fitness Classes in January 2020
Added new programs every season
Partner with local businesses to offer exciting new programs
- Rebranded the Summer Concert Series
  - PowerStation was the awarded the bid
    - RFP in January 2020
  - Stageline Showmobile instead of stage with rigging
    - Greater opportunity to showcase concert sponsors
Sign Upgrades approx. $11,000

Donated by John G. Martin Foundation!
Donation coordinated by Frank M. Loehmann, Jr.
Public Gathering Permit

- Investigate with Police, Fire, Public Works & Town Manager
- Would supplement not replace existing Facility Permit process
- Considerations include:
  - Traffic
  - public safety
  - property maintenance
  - Collection of Certificate of Insurance
  - Setting of Appropriate Fees to offset costs
- Using Town of Simsbury’s Permit as a template
  - Supplied by Town Manager, Sean Kimball
  - Make adjustments to suit Cheshire’s unique characteristics
Facility Fees & Expenses

- Create Special Fund for Facilities
  - Field & facility rental income
  - Maintenance & Maintainer expenses
  - Public Works supplies maintenance with no way to recoup the cost
  - User fees (not tax dollars) would be available for park improvements
  - Surplus would go to the General Fund at the end of each fiscal year

- Raise Facility Fees for Commercial and Nonresident groups
  - Current charge is only $25/hour
    - Surrounding towns charge much more - that’s why they come to Cheshire!
    - Example - Wallingford’s fee equates to $66/hour
  - Maintainer costs $65/hour
    - Many large events need one (or more) for the duration of the event
    - Even if no Maintainer on duty during event, extra time is required to prepare for event, clean up after event and restore fields to good condition.
  - Worst case scenario is field is available for residents to use and/or field rests and costs less to maintain
Master Plan for Bartlem Park (South)

- Began with Public Engagement to determine residents’ wants and needs
  - Survey rolled out at Fall Festival 2019
  - Meetings with Stakeholders - Neighbors, Sport Groups, Board of Ed
  - Committee worked with Weston & Sampson to create drafts of the Master Plan
- Determined use patterns of various groups
- Completed town-wide field inventory
  - Inventory shows there is the space to play when including fields located at the schools
  - School fields need work to make them desirable for practices and occasional games
- As the pandemic hit we were about to have a public unveiling of the options
Working on the Options
Skate Park Improvements Needed

- On hold until the Master Plan is approved & finalized
  - Some versions include relocating the Skate Park within Bartlem Park
- Michelle Piccerillo has a student group interested in making enhancements
- Original vendor inspected and provided quotes
  - Needed repairs estimated at $18,000
  - Additions and repairs estimated at approximately $30,000
Skate Park
Other Business

- Review of Ordinances
  - Commission will review ordinances - last revised in 1995
  - Recommendations to Town Council will be forthcoming

- Port o lets at school fields
  - Many programs use school fields with no place to go to the restroom
New Special Events under Consideration

- 3-on-3 Outdoor Basketball Tournament
- Tennis Tournament
- Family Field Day
- Halloween Event at Mixville
- Thanksgiving Event
- Santa Hotline
- Earth Day Event 2021
- And more!
COVID-19 Pandemic Impacts on FY 2020

- Loss of Revenue - currently only $192,783
  - No Spring Programs
  - No Rentals March 13 - May 31 (or longer)
  - Truncated Bartlem Parking Pass Sales
  - Delayed Summer Camp & Summer Program Registrations
  - Delayed Mixville Pass Purchases
  - Delayed Facility Rentals (Pavilions & Youth Center)
  - Cancelled Tournaments

- Savings
  - Memorial Day Parade Cancelled
  - Minimal Part-Time Staff Expenditures
  - No consumable supplies purchased for Spring Programs
COVID-19 Pandemic
Summer 2020 Impact

- Variable & Uncertain
  - Will seek guidance and follow recommendations from CDC & Chesprocott
- Cancellation of Summer Programs & Camps?
  - Reduced Revenue & Reduced Expense
  - Parents challenged if work resumes and child care not available
- Cancellation of Bartlem Beats Concert Series?
  - Reduced Expenses
- Prohibition on Rentals of Pavilions and Youth Center?
- Suspension of selling Mixville Parking Passes?

- Might reduce some costs
  - Temporary Part Time Staff
  - Camp Supplies
  - Summer Concert Expenses
Working from Home

- Regular Full & Part Time Staff
  - Director
  - Assistant to the Director
  - Secretary
  - Program Supervisor
  - Program Coordinator (part time)
- Intermittent & Temporary Part Time Staff
  - Therapeutic Coordinator
  - Camp Directors
Director - John Gawlak

- Recreation Commission meeting May 6 and Directors Report for April/May
- Budget construction/preparation FY20-21
- Produce Bid specs for mobile food concessions in lieu of past practice
- Produce Public Gathering Permit to aid the coordination of public events and peer review with other town departments
- Review and recommend changes to Parks & Recreation ordinances last revised 1995 to review with Commission for eventual Council sub committee review.
- Coordinate Bartlem Playground equipment and surfacing improvements coming up 4 more weeks until delivery and eventual installation
- Coordinate Youth Center, Cheshire Park, MacNamara Park basketball court reconstruction project- paving begins Friday April 17
- Coordinate Cheshire Park Tennis/pickle ball court reconstruction project
- Remain in contact with all youth adult sport groups and the use of fields/planning for post closures and coordination of modified offerings and managing the Special Event/Tournament calendar for 2020 through September going forward
- Planning with staff summer programming, camp offerings and decisions on park/youth center rentals once prohibitions are lifted
- Coordinate the winter blitz project currently going on at Youth Center
- Continue pursuing the use of upper Mixville as a field space for Rugby with Planning Dept.
- Manage staff their projects and routine work needs.
- Manage park and facility closures.
Program Supervisor - Elizabeth Mayne

- Routine work:
  - Responding to emails and phone calls.
  - Viewing/attending Town Council, Budget and Commission meetings or reading minutes as applicable.
  - Compile spreadsheet of all program refunds required due to spring program cancellations.
  - Keeping in touch with part time employees to let them know the status of programs (instructors) and shifts (building supervisors).
  - Research and develop new programs and enhance existing programs.
  - Start entering data for Fall into RecTrac
  - Start preparing paperwork for summer hires & rehires
  - Communicate with gardeners on start up
  - Assist Program Coordinator with review of camp materials
Program Supervisor - continued

- Complete To-Do List* Items:
  - Analyze basketball survey results, meet with staff and implement changes
  - Update Seasonal Brochure Template
  - Redesign of our WebTrac presence: includes new splash page, changes to layout of other pages, editing of facility information and uploading of documents
  - Reclassify activities and sections within RecTrac to make searching easier for the customers.
  - Redesign look of RecTrac to make it more user friendly for the staff.
  - Build Parks & Rec. pages on new Town Website: Includes Pool & Therapeutic
  - Create comprehensive departmental staff manual.
  - Complete NAYS certification work online.
  - Collaborate on departmental survey, then enter data into SurveyMonkey and release

*Some of these items have been on the “To-Do List” for years. Hopefully, the lack of supervising current programs will allow time to finally check most if not all of them off.
Program Coordinator* - Tim Weed

- Develop new Special Events
- Develop new Tournaments - 3 on 3 Basketball and/or Tennis
- Complete National Alliance of Youth Sports Certification
- Respond to emails and phone calls
- Communicate with current and prospective instructors
- Assist with cancellation and rescheduling of events due to pandemic
- Communicate with current and prospective vendors
- Manage Social Media Accounts
  - Post COVID-19 activities offered remotely and at no charge
  - Build interest in future programs
- Attend virtual Staff Meetings
- Study best practices of the field to ensure Cheshire is on par with industry standards

*Part Time
Program Coordinator* - continued

- Summer Camp 2020
  - Conduct Interviews
    - Counselors
    - Lifeguards
    - CITs
  - Onsite Entertainment acquisition
  - Field Trip scheduling
    - Private vendors
    - Coordination with town pool
  - Transportation scheduling
  - Camp Staff Handbook revisions
  - Parent Handbook Revision

- Virtual Hikes

*Part Time
Monitor both personal and Recreation email box and reply as needed
Using *67, returning phone calls from home when needed
Virtual desktop allows access to all files and all programs
Parade has been cancelled and I have sent groups emails. Will follow up with phone calls
Research pending households to avoid duplicates - approve when appropriate or sent account
Process program registrations, refunds, transfers
Process pavilion, facility and field rentals, cancellations, date transfers and send confirmations to renters
Update current website and/or Facebook as requested
Keep Signboard updated
Enter Webtrac and RecTrac credit card deposits and submit to Tax Office via email
Enter payroll and submit to Finance via email
Enter Purchase Orders & Process Invoices
Assistant to the Director - continued

- Attend Zoom staff meetings
- View Town Council meetings
- Munis, Rectrac, or other research as requested.
- Assist other staff members as needed
- Secretarial services for Parks & Recreation Commission
  - Current commission clerk does not have capability to connect to Zoom meetings, so I will be doing this until meetings can be held face to face.
- Memorial benches - receive requests, order bench after commission approval, collect funds and work with Public Works on installation
- Assist with admin responsibilities for the Pool after 4/17 until a new Head Desk Attendant is hired. This would include, but isn’t limited to, entering purchase orders, processing invoices, processing registrations, and processing refunds.
- Provide daily report of work completed to Director
Assistant to the Director - continued

- Projects
  - Clean up duplicate households (a large and involved project that we’ve needed to do but haven’t been able to put aside the time)
  - Overhaul of Webtrac splash page (working closely with Elizabeth)
  - Build Parks & Rec pages on new Town website
  - Provide input and ideas for new special events/activities
  - Complete “how to” documents that explain office processes and procedures, how to use the telephone (transferring calls, voicemail, etc) and technical information pertaining entering information into RecTrac.
  - Other projects as requested
Secretary- Kathy Forenza

- Keep the iPhone and take care of any calls that come in
  - Office calls have been re-routed to iPhone
- Monitor the Recreation email box and answer questions or forward emails to the appropriate people
- Check the mail slot a couple of times a week
- Handle the Mixville and Youth Center rentals
- Process any registrations that come into the office
- Handle any further program/facility refunds
- Do the Town Hall mail run once a week
Therapeutic Coordinator* - Barbara Costello

- Continue with Zoom activities 1x per week to keep clientele engaged in TR
- Develop summer program with special instructors
- Continue seeking out mentors for camp and interviewing them
- Work on special events for fall
- Develop fall TR programs for brochure
- Look into grants for Summer Camp
- Communicate with the school as needs change for the upcoming camps
- Participate in staff meetings
- Finalize TR Staff manual
- Address all emails
- Develop intern expectations

*Part Time
Temporary/Intermittent/Part Time Staff

- Aquatics Director
  - Pool Coordinator
  - Head Desk Attendant
  - Facility Technician
    - Head Lifeguard
      - Desk Attendants
        - Lifeguards
        - Water Safety Instructors
Cheshire Community Pool
Temporary/Intermittent/Part Time Staff
$262,078

Employees by Job

- Custodial: 31
- Desk Attendant: 4
- Lifeguard*: 1
- Instructors & Coaches: 12

Percent of Budget Line

- Custodial: 63%
- Lifeguard*: 14%
- Instructors & Coaches: 18%
- Desk Attendant: 5%

*Lifeguard includes Supervisors
What we do . . .

- Recreational Swimming
  - Inflatables
  - Climbing Wall
- Lap Swimming
- Swim Lessons
- Fitness Classes
- Lifeguard and Water Safety Instructor Classes
- Home of the CHS Swim Teams
- Rentals
  - Birthday Parties
  - Diving
  - SCUBA
  - YMCA Swim Team
  - Underwater Hockey
Lifeguarding isn’t easy!

- On average Community Pool lifeguards perform 2 water rescues every week!
- Pay a minimum of $200 just to get certified for the job
- Must recertify every two years
- Participate in weekly & monthly in-service trainings to stay on top of skills
- Responsible for people’s lives every day they come to work
- First Responders
  - Always ready to act. May need to save a life at any minute or
    - Care for minor cut
    - Prevent an injury by enforcing a rule
    - Perform CPR
  - Always need to be on high alert
- Base pay for lifeguards needs to be at least $2.00 higher than minimum wage
  - Gaylord Lifeguards start at $15.00/hour
  - Waterbury Recreation Lifeguards start at $14.00/hour
Recent Capital Improvements

- Inflatables (2018)
- Climbing Wall (2018)
- Bleachers (2018)
- Garage / Storage Area (2019)
- Lane Lines (2019)
  - Should last at least 10 years, possibly longer - no longer exposed to elements
New Garage / Storage Area
**Recent Repairs & Replacements**

All life expectancies listed below are estimated and best case scenarios.

- New sand in filters (repair 2016) 1st replacement - original lasted 14 years
  - Should last more than 14 years as other sand had to filter very dirty water from shut downs due to bubble collapses
- New kiddie pool filter (replace 2016)
  - New sand (repair 2018) - will need to be replaced every few years
  - Filter should last at least 10 years
- New Timing System (replaced 2016)
  - Should last at least 15 years because it will not be exposed to the elements
- New Starting Blocks (replaced 2018)
  - Should last at least 15 years
- Valves to the interior heating unit & pool water heat (repaired & replaced 2019)
  - Also updated the software
  - The longer there is no water in the pool the valves and seals will dry out
  - Should refill the pool ASAP despite scheduled re-open date
    - After the bubble collapses we had some minor issues once we refilled and started things up after not running for several months
- Air Handling Unit (major repair 2019)
  - Hopefully good for years- the lower fan could possibly go bad, no sign of anything now
- New Chlorinator (replaced 2020)
  - Should last at least 10 years
Outstanding Major Projects

- **Epoxy the pool deck**
  - Part of the deck is approved, but the remainder of the deck needs to be done in the near future as it is starting to break down in many areas.
  - $100,000 plus

- **New Pool Liner**
  - Patched the areas with visible tears, but it is starting to break down and the company feels we will get 6-12 months on the repairs and that more tears will keep happening.
  - Water collects under the liner reducing the depth of the pool and creating a potential safety hazard
  - $109,000-$150,000
  - Could impact pool reopen date - pending lifting of Covid-19 restrictions

- **Replace Diving Boards**
  - $12,000+ for the boards
  - $5,000-6,000 for installation
Pool Liner
Staff Working on Site

- Aquatics Director
- Pool Coordinator
- Head Lifeguard
- Head Desk Attendant*
  - *Was on combination of on site & Work from Home status until April 17
  - position is now vacant due to transfer
- Laborer (part-time)

Staff Out of Work

- Vacant Position - Facilities Technician
- Vacant Position - Head Desk Attendant (effective April 17)
- Lifeguards
- Instructors & Swim Coaches
- Desk Attendants
Maintenance Work on Site

- **Pool Liner Maintenance**
  - Remove water from underneath
  - Locate & Repair tears
  - Scrub and power wash

- **Fill pool (takes up to 2 weeks)**
  - Restart mechanicals
  - Bring to temperature and balance chemicals

- **Pool Deck Maintenance**
  - Deep Clean & Power Wash the entire deck
  - Epoxy floors not approved

- **Empty storage container**
  - Organize everything from the container in the new garage
Maintenance Work on Site

- Sand and repaint
  - Rust on all the lockers in locker rooms
  - 10 locker room doors
  - 20-25 picnic tables

- Paint
  - Already completed
    - Locker Room Walls
    - Staff Area Floors
    - Hallway Floors
  - First Aid Room Walls
  - Floors in Supply Room & Aquatics Director’s Office
  - Kiddie Pool
Maintenance
Completed Painting
Administrative Work on Site
March 16 - April 17

► Aquatics Director & Head Desk Attendant
  ► Answering phones
  ► Reading and responding to emails
  ► Keeping records of refunds and transfers
  ► Transferred people from Winter II Session to Spring Session
    ► Facility closed during 1st week of Winter II Session
  ► Processed refunds to those that did not want to transfer
  ► Called all Birthday Party Reservations from March 14 - May 31
    ► Issued refunds or rescheduled party for after June 1
  ► Entered deposits in Munis and submitted to Finance Department
  ► Created detailed manual for Front Desk
    ► Includes all duties of Head Desk Attendant
    ► Will be used to train new Head Desk Attendant
    ► Reference for all Desk Attendants
Administrative Work on Site Beginning April 20

- Aquatics Director Only (Head Desk Attendant Position now Vacant)
  - Answering phones & checking emails and responding to them
  - Email update on Spring Session to all enrolled
    - Process refunds as requested
    - Transfer to summer lessons as requested
  - Amending the EAP
  - Update Policies & Procedures Manual
  - Communicate with part-time staff on a possible re-opening date
  - Plan summer in-services and orientations
  - Keep in contact with patrons through Constant Contact e-blasts
  - Update website & Facebook with reopening information when available