Watertown Parks & Recreation Commission
Crestbrook Park Golf Course Sub-Committee
Regular Meeting Agenda

Date: Thursday, February 01, 2024
Time: 6:00 PM
Location: Town Hall - Parks & Recreation Conference Room
61 Echo Lake Road, Watertown, CT 06795

Meeting is In-Person and also available via Zoom. A link will be posted on meeting day.
Please refer to www.watertownct.org under Calendar of Meetings

I. Call Meeting to Order:

II. Roll Call:

III. Public Participation:

IV. Approval of Minutes:
A. December 07, 2023 Regular Meeting
B. January 4, 2024 Cancellation Notice

V. Correspondence:
A. Letter from Paul Jessel to Ms. Marko about roaming bull

VI. Reports:
A. Chairman
B. Director
C. Foreman
D. Golf Professional
E. Restaurant Representative

VII. Old Business:

VIII. New Business:
A. Approval of Men’s Golf League schedule
B. Review and consideration of Submitted Applications and Tournaments for 2024.

IX. Adjournment:

Commissioners: Unable to attend? Contact P&R Department at 860-945-5246 by 4:30 PM
Watertown Parks and Recreation Commission

Crestbrook Park Golf Course Sub-Committee

Regular Meeting

Minutes

AGENDA

Date: 2.1.24

Number: IV.A

DATE: Thursday, December 7, 2023
TIME: 6:00 PM
LOCATION: Town Hall - Parks & Recreation Conference Room
61 Echo Lake Road
Watertown CT 06795

I. Call Meeting to Order
Sub-Committee Chairman Ken LaRosa called the regular meeting to order at 6:01 p.m.

II. Roll Call
Members Present: Ken LaRosa, Joseph McGrail and Pat Rinaldi.

Others Present: William Donston – Chair – Park & Recreation Commission, Mark Raimo, Town Manager

III. Public Participation

IV. Approval of Minutes
A. November 2, 2023 Regular Meeting

Motion: Ken LaRosa seconded by Joseph McGrail to approve the regular meeting date for November 2, 2023

Motion passed unanimously

V. Correspondence
VI. Reports:
   A. Chairman
      Ken LaRosa reported.
   B. Director – none.
   C. Foreman – not present.
   D. Golf Professional
      Marty Byrnes reported.
   E. Restaurant Representative – not present

VII. Old Business
   Discussion of procurement of golf carts.

VIII. New Business
   A. Discussion of tournament rules

      *Motion was made by Ken LaRosa and seconded by Joseph McGrail to accept with amendments.*

      Motion passed unanimously

IX. Adjournment
   A motion was made by Ken LaRosa and seconded by Joseph McGrail to adjourn the regular meeting at 6:35 P.M.

   Motion passed unanimously

   Respectfully submitted,

   _________________
   Ken LaRosa, Chairman
   Crestbrook Park Golf Course Subcommittee
CANCELLATION NOTICE

WATERTOWN PARKS & RECREATION COMMISSION
CRESTBROOK PARK GOLF COURSE SUBCOMMITTEE
REGULAR MEETING
January 4, 2024

The Watertown Parks & Recreation Commission Crestbrook Park Golf Course Subcommittee’s regular meeting scheduled for Thursday, January 4, 2024, was cancelled due to a lack of quorum.

Ken LaRosa
Chairman
January 10, 2024

Ms. Chelsea Marko  
765 Northfield Road  
Watertown, CT 06795  

Re: Roaming Bull at Crestbrook Park

Dear Ms. Marko

I am the Town Attorney for the Town of Watertown. As you are well aware, there have been several reported incidents of a bull escaping from your property and roaming on the Town-owned Crestbrook Park, the last reported incident having occurred on August 14, 2023.

Crestbrook Park is equipped with an 18 hole golf course, tennis courts and a public swimming pool. It also offers a small pond that attracts fishermen. As a result, on any given day there can be a large number of town residents enjoying the offerings at the park. While to date the bull has appeared to be docile and not to pose a threat to the public, the fact remains that that situation has the potential to change at any time. More, the bull has caused significant damage to improved areas of the golf course. The last incident required several hours of employee time to repair. We are writing now to provide ample opportunity before the spring and summer months arrive for you to take adequate measures to prevent the bull from escaping from his enclosure and roaming and/or damaging the park facilities.

As you may be aware, General Statutes Section 22-364(a) was amended in 2023 to provide that the mere fact that livestock is roaming on another’s property without supervision or under the control of someone is prima facie evidence of a violation of that statute. The statute provides further that unattended livestock roaming on another’s property is punishable as an infraction. In addition, the Town does have the right to charge you for repairs necessitated by damage caused by your animal.

By sending this letter, the Town is not intending to make any threats, but we have concerns for people using the park, and it is unfair to the town taxpayers for the Town to incur excessive costs to repair damage done to Town property. We simply hope that merely sending this letter will prompt you to redouble your efforts to keep your animal on your own property.
I am happy to discuss this if you wish.

Very truly yours,

Paul R. Jessell
Town Attorney

PRJ/mjp
cc. Mark Raimo, Town Manager
   Parks and Recreation Commission
<table>
<thead>
<tr>
<th>Approved</th>
<th>Waiting on Application</th>
<th>Waiting for P&amp;R Comm. Approval</th>
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**Watertown Lions Club**
- **Tuesday May 14, 2024 @ 12:00 pm (76 golfers)**
  - Charles Neumann (203)314-5393
  - Requesting a SHOTGUN start
  - Using Sunset Grille

**Water-Oak Little League**
- **Sunday May 19, 2024 @ 1:00 pm (60 golfers)**
  - Christine DeFranzo (203)592-5970
  - Requesting a SHOTGUN start
  - Using Sunset Grille

**Watertown Youth Hockey Association**
- **Wednesday June 5, 2024 @12:30 pm (110 golfers)**
  - Stephen Ball (203)509-7231
  - Requesting SHOTGUN start
  - Using Sunset Grille

**Knights of Columbus**
- **Monday June 10, 2024 @ 9:30 am (144 golfers)**
  - Anthony Stopper (860)417-8698
  - Requesting a SHOTGUN start
  - Using Sunset Grille

**Northfield Volunteer Fire Co.**
- **Sunday August 4, 2024 @ 1:00 pm (100 golfers)**
  - Ryan Crichton (860)538-8001
  - Requesting a SHOTGUN start
  - Using Sunset Grille
  - Unlimited Driving Range
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1. We have had a very good year with many new faces, continued compliments and positive feedback about the course. As of now we are Rated 4.3% out of 5% on Google Reviews and 95.7% on Golf Now, putting us at one of the Top Municipal Courses in CT. We are providing the customer with the best Crestbrook Park has to offer at the moment.

2. Key projects for this year will still consist of factors that have to be addressed to keep improving play, the pace of play, and the overall health of the course, inclusive of Trees, Roots, Shade, Erosion, Compaction, Soil Improvements, Pump House Upgrades, Irrigation and Electrical Wires/Lines.

3. The Greens are now doing very well. The next reparative stages going forward will be the Tees, Fairways and Bunkers.

4. This spring the Tee’s will be Aerified with hollow tines, plugs chopped and over seeded, starting with the Par 3’s then moving to the rest.

5. The Winter Snow Mold Fungicide Treatment was applied 12/20/23. The first Pesticide Application will be in the beginning of April (weather dependent) and the first Herbicide Application will be mid-April.

6. With the wet season we had this fall, the Front 9 has been aerified and top dressed, leaving the Back 9 for this coming spring to get a jump on the upcoming season.
7. The Hunter Pilot Irrigation Controllers are working out very well with programming, software updates and maintenance. There was a huge learning curve with the new system but it is working perfectly with much less maintenance.

8. We are currently finishing up a large tree removal project between the #14 Green, #15 Tee and Fairway. This will greatly improve the health of the course and will also improve play. (27+ trees)

9. Next week will be the start of the winter maintenance, which consists of rebuilding of machines, reels and course equipment.

* Projects that need attention and will take top priority*

1. Pump House - Main Water Line Feed from pond will need replacement soon – It will have to be quoted and budgeted for the near future. (We have made huge improvements to an aging system the last few years with positive results.)

2. Spillway – Debris Removed – Beavers are a constant problem - Dave Shepack has been granted permission to trap again this season.

3. #2 Blue Tee – Severe overcrowding of trees and root damage (Previously Quoted)

4. #3 Green – Repair drainage causing water to run across the approach especially during spring thaw and heavy rains.

5. #4 Green / #5 Tee – Cart path washout, Tree removal needed. Has been previously repaired many times.
6. #6 Gold and Blue Tee – Severe overcrowding of trees/bushes, root damage and the drain pipe needs replacing that runs through Tee.

7. #11 Tee Gold – Severe overcrowding of trees and root damage (Previously Quoted)

8. #14 Cart Path – Needs to be repaved from major tree root damage. (Trees removed last winter – 20+ trees)

9. #16 Tee -Round White/Gold Tee- Woodline overcrowding with root damage

10. #10 Green – Left Side - Drainage along the tree line by Green, and a possible collapsed drainage pipe running across the fairway from storm drain to culvert.

The overall health of the course has improved and that will still be the top priority moving forward.

**Staffing is still the largest obstacle to overcome.**

*In season we need a minimum of 12 employees to run daily operations smoothly, we currently have 9 including part time.

*Crestbrook once had a staff of five full time positions consisting of a Working Parks Director/Superintendent, Foreman, Equipment Operator II, Equipment Operator I, and a Mechanic.*
*We are now reduced to three positions, a Superintendent/Foreman, Mechanic and a New Laborer.

*The majority of the part time staff are retired and looking for reduced hours.*

*Amount of employees needed, Cups & Greens (2), Greens Mowers Operators (2), Tees and Approaches Operators (2), Fairways (1), Perimeter Mower (1), Bunkers (1+), Rough (1+), Trimming (2).

*(Extras= Irrigation, Spraying, Tennis Courts, Pool, Pavilion, Playground, Pumphouse, Restaurant, Fueling of golf carts etc etc etc)*

*With the increase in play we need a stronger presence on the course with starters/rangers especially in the afternoons, early evenings and weekends to prevent intentional damage.*

*Crestbrook currently has 31 Bunkers (one previously turned to a grass bunker)*

Bunkers are maintained and constantly improved upon in a cost-effective way.

(adding sand, filtering sand, edging)

Traditionally, older courses were built with too many bunkers for today’s finances.

Very labor and time intensive.

Too many bunkers also add to the difficulty of the game for the average municipal golfer.

Public courses are dealing with their “Problem” bunkers by adding sand, correcting drainage,
creating grass bunkers if possible, to ultimately removing them to avoid the expense of
reconstruction. (fabric liners, fiber liners, polymer gravel or capillary concrete)

Eventually Bunker Reconstruction will have to be addressed.

I hope this report brings a little more insight to the direction and progress Crestbrook Park has made. I would also like to thank Marty Byrnes for another pleasurable year working together.

As always, I can be reached for any questions or concerns.

Happy New Year!

-Ray Marks-
<table>
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<tr>
<th>Date Range</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Open - April 21</td>
<td>Opening Tournament</td>
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<tr>
<td>Open - April 21</td>
<td>Qualifying Smokey Joe Dennis Spring Handicap</td>
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<tr>
<td>April 27 - April 28</td>
<td>1st Round Match Play (16 matches)</td>
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<td>April 29 - May 5</td>
<td>2nd Round Match Play (8 matches)</td>
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<td>May 6 - May 12</td>
<td>3rd Round Match Play (4 matches)</td>
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<td>May 13 - May 19</td>
<td>Semi-Finals (2 matches)</td>
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<td>May 20 - May 26</td>
<td>Final</td>
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<td>May 5 - May 27</td>
<td>Qualifying Member-Member</td>
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<td>June 1 - June 2</td>
<td>1st Round Match Play (16 matches)</td>
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<td>June 3 - June 9</td>
<td>2nd Round Match Play (8 matches)</td>
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<td>June 10 - June 23</td>
<td>3rd Round Match Play (4 matches)</td>
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<td>June 24 - June 30</td>
<td>Semi-Finals</td>
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<td>July 1 - July 7</td>
<td>Final</td>
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<td>July 14th</td>
<td>Ed and Louise Bennett Tournament</td>
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<td>July 21st</td>
<td>One Day Mixed Bag</td>
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<td>June 30 - July 21</td>
<td>Qualifying Robert Palmer Club Championship</td>
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<tr>
<td>July 27 - July 28</td>
<td>1st Round Match Play (16 matches)</td>
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<td>July 29 - August 4</td>
<td>2nd Round Match Play (8 matches)</td>
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<td>August 5 - August 11</td>
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<td>August 12 - August 18</td>
<td>Semi-Finals</td>
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<td>August 19 - August 25</td>
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<td>September 8th</td>
<td>Taddia-Minor Junior Senior</td>
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<td>September 15th</td>
<td>Hank McGee President’s Cup</td>
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<td>September 22nd</td>
<td>Crestbrook Park Mixed Bag</td>
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<tr>
<td>September 29 - Oct 27</td>
<td>Fall Tournaments/Blind Draws to be Announced</td>
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<tr>
<td>November 28th</td>
<td>Thanksgiving Day Scramble 9 holes</td>
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</tbody>
</table>

**AGENDA**

Date: 2-1-24

Number: VIII A
2024 Crestbrook Park Golf Course Application

Tournament Director: DeFranzo Christine M.

Address: 99 Bella Vista Drive

Town: Watertown State: CT Zip: 06795

Day Phone: 203-592-5970 Evening Phone: ____________________________

Organization/Group Name: Water Oak Little League

Is your organization non-profit? Y N

Organizations Connector with Group: Board Member

Tournament Category Information:

Weekday _____ Sunday X Local Non-Profit X Tax Exempt # Include copy

Day & Date of Outing: Sunday May 19th Requested Tee Time: 1:00 pm

Number of Golfers: 60 Exact # needed 7 days prior to event. Special events and/or tournaments which require closing the course to the public (100 golfers and more) MUST be approved by Park and Recreation Commission.

What's Expected By You:

Security Deposit: $250 - $50 Registration Fee (non-refundable). $200 Security Deposit will be held until course inspection complete. This could be the following day in the event the tournament went into night time and could not be adequately inspected. Any damage will be the responsibility of the Tournament Director. Golf etiquette shall be maintained at all times.

Rangers: 2 Rangers for tournament closing the course, 1 Ranger for tournaments 75 to 100 golfers. $50 per Ranger Non-Refundable.

Golf cart damage, police will be notified if issue. No Hard Liquor allowed on course.

Initials: ________

Are you requesting a SHOTGUN start: Y N

Are you requesting Larger 8" Cups: Y N X

Are you planning on using The Sunset Grille for your event: Y N

Do you need the Pavilion at Crestbrook: Y N X

Optional Unlimited Driving Range - $5.00 per golfer: Y N X

As Tournament Director, I assume all responsibility for my guests. I have read, reviewed and received a copy of The Golf Course at Crestbrook Park Rules and Regulations and agree to follow them.

Applicant/Tournament Directors Signature ________ Date 1-4-24

Accepted By: Director - Watertown Parks and Recreation ________ Date

FOR OFFICE USE ONLY:

Cash: ___________ Checks: ___________ Credit Card Expires: MC VISA AMEX Discover Amount Received: ___________ 

Date: ___________ Time: ___________ Initials: ___________

Co: Golf Professional Verified: Y N Recorded on Calendar: ___________

The Sunset Grill Verified: Y N Comp Rounds: ___________

Park & Recreation Commission: Verified: Y N Date Confirmation Sent: ___________

Security Deposit: Y N Amount: ___________ Ranger Fee $50 per Ranger Amount: ___________

Rain Dates: In the event of course due to weather, an alternate date & time can be determined at our earliest convenience.
Tournament Director: Crichton, Ryan, T

Address: 12 Knife Shop Road, Northfield, CT 06778

Town: 

Day Phone: 860-538-8001

Organization/Group Name: Northfield Volunteer Fire Company

Organization Address: 12 Knife Shop Road, Northfield, CT 06778

Applicant's Connection with Group: Fire Chief

Tournament Category Information:

Weekday ___ Sunday ___ Local Non-Profit ___ Tax Exempt #06-1420265 ___ Include copy

Day & Date of Outing: August 4, 2024

Requested Tee Time: 1 pm

Number of Golfers: 100

What's Expected by You:

Security Deposit: $250 - $50 Registration Fee (non-refundable). $200 Security Deposit will be held until course inspection complete. This could be the following day in the event the tournament went into night time and could not be adequately inspected. Any damage will be the responsibility of the Tournament Director. Golf etiquette shall be maintained at all times.

Rangers: 2 Rangers for tournament closing the course, 1 Ranger for tournaments 75 to 100 golfers, $50 per Ranger

Non-Refundable.

Golf cart damage, police will be notified if issue. No Hard Liquor allowed on course.

 initials: RTC

Are you requesting a SHOTGUN start: Y ___ X ___ N ___

Are you requesting Larger 8" Cups: Y ___ N ___ X ___

Are you planning on using The Sunset Grille for your event: Y ___ X ___ N ___

Do you need the Pavilion at Crestbrook: Y ___ X ___ N ___

Optional Unlimited Driving Range- $5.00 per golfer: Y ___ X ___ N ___

As Tournament Director, I assume all responsibility for my guests. I have read, reviewed and received a copy of The Golf Course at Crestbrook Park Rules and Regulations and agree to follow them.

Applicant/Tournament Directors Signature: [Signature]

Accepted By: Director - Watertown Parks and Recreation

Date: 1/16/2024

FOR OFFICE USE ONLY:

Cash: ___ Check#: ___ Credit Card Expires: ___ MC VISA AMEX Discover Amount Received: ___

Date: ___ Time: ___ Initials: ___

Cc: Golf Professional; The Sunset Grill; Park & Recreation Commission; Security Deposit; Ranger Fee $50 per Ranger Amount: ___

Rain Dates: In the event of course due to weather, an alternate date & time can be determined at our earliest convenience.
2024 Crestbrook Park Golf Course Application

Tournament Director: **Stopper Anthony J.**

Address: 33 Stevens Blvd, MI

Town: Thomaston State: CT Zip: 06787

Day Phone: 860-417-8692 Evening Phone: 860-417-8698

Organization/Group Name: Knights of Columbus Watertown Council #3594

Is your organization non-profit? **Yes**

Organization Address: 1175 Main St, Watertown CT 06795

Applicant’s Connection with Group: 3rd Degree Knight Committee Chairperson

Tournament Category Information:

Weekday ✓ Sunday Local Non-Profit ✓ Tax Exempt # 31454 Include copy

Day & Date of Outing: **MAY 10TH 2024** Requested Tee Time: 9:30 AM

Number of Golfers: 144 Exact # needed 7 days prior to event. Special events and/or tournaments which require closing the course to the public (100 golfers and more) MUST be approved by Park and Recreation Commission.

What's Expected by You:

Security Deposit: $250 - $50 Registration Fee (non-refundable). $200 Security Deposit will be held until course inspection complete. This could be the following day in the event the tournament went into night time and could not be adequately inspected. Any damage will be the responsibility of the Tournament Director. Golf etiquette shall be maintained at all times.

Rangers: 2 Rangers for tournament closing the course, 1 Ranger for tournaments 75 to 100 golfers. $50 per Ranger Non-Refundable.

Golf cart damage, police will be notified if issue. No Hard Liquor allowed on course.

Initials: A.G.S.

Are you requesting a SHOTGUN start? **Y**

Are you requesting Larger 8" Cups: **N**

Are you planning on using The Sunset Grille for your event? **Y**

Do you need the Pavilion at Crestbrook? **Y**

Optional Unlimited Driving Range $5.00 per golfer: **N**

As Tournament Director, I assume all responsibility for my guests. I have read, reviewed and received a copy of The Golf Course at Crestbrook Park Rules and Regulations and agree to follow them.

Accepted By: ____________________________

Director – Watertown Parks and Recreation

Your Quality of Life Department

FOR OFFICE USE ONLY:

Cash: _______ Check #: _______ Credit Card Expires: _______ MC VISA AMEX Discover Amount Received: _______

Date: _______ Time: _______ Initials: _______

Cc: Golf Professional Verified: **Y** **N** Recorded on Calendar: _______

The Sunset Grill Verified: **Y** **N** Comp Rounds: _______

Park & Recreation Commission: Verified: **Y** **N** Date Confirmation Sent: _______

Security Deposit: **Y** **N** Amount: _______

Ranger Fee $50 per Ranger Amount: _______

Rain Dates: In the event of course due to weather, an alternate date & time can be determined at our earliest convenience.
Tournament Director: Ball
Last Name: Stephen
First Name: J
Address: 294 White Deer Rocks Rd. MI
Town: Woodbury
Number: Street: State: CT Zip: 06798
Day Phone: (203) 509-7231 Evening Phone: (203) 509-7231
Organization/Group Name: Watertown Youth Hockey Association, Inc.
Is your organization non-profit? Y N
Organization Address: P.O. Box 55 Watertown, CT 06795-0055
Applicant's Connection with Group: Parent Volunteer

Tournament Category Information:
Weekday X Sunday Local Non-Profit X Tax Exempt # Include copy
Day & Date of Outing: June 5, 2024 Requested Tee Time: 12:30

Number of Golfers: 110 Exact # needed 7 days prior to event. Special events and or tournaments which require closing the course to the public (100 golfers and more) MUST be approved by Park and Recreation Commission.

What's Expected by You:
Security Deposit: $250 - $50 Registration Fee (non-refundable). $200 Security Deposit will be held until course inspection complete. This could be the following day in the event the tournament went into night time and could not be adequately inspected. Any damage will be the responsibility of the Tournament Director. Golf etiquette shall be maintained at all times.
Rangers: 2 Rangers for tournament closing the course, 1 Ranger for tournaments 75 to 100 golfers. $50 per Ranger Non-Refundable.
Golf cart damage, police will be notified if issue. No Hard Liquor allowed on course.

Are you requesting a SHOTGUN start: Y N
Are you requesting Larger 8" Cups: Y N
Are you planning on using The Sunset Grille for your event: Y N
Do you need the Pavilion at Crestbrook: Y N
Optional Unlimited Driving Range $5.00 per golfer: Y N

As Tournament Director, I assume all responsibility for my guests. I have read, reviewed and received a copy of The Golf Course at Crestbrook Park Rules and Regulations and agree to follow them.

Applicant / Tournament Directors Signature

Accepted By: Director - Watertown Parks and Recreation

Your Quality of Life Department

FOR OFFICE USE ONLY:
Cash: Check#: Credit Card Expires: MCC VISA AMEX Discover Amount Received: 
Date: Time: Initiate: 
Cc: Golf Professional Verified: Y N Recorded on Calendar: 
The Sunset Grill Verified: Y N Comp Rounds: 
Park & Recreation Commission: Y N Date Confirmation Sent: 
Security Deposit: Y N Amount: Ranger Fee $50 per Ranger Amount:

Rain Dates: In the event of course due to weather, an alternate date & time can be determined at our earliest convenience.
Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

Based on the information you submitted with your application, we approved your request for reinstatement under Revenue Procedure 2014-11. Your effective date of exemption, as listed at the top of this letter, is retroactive to your date of revocation.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.