



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

Date: Thursday, April 04, 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. March 07, 2024 Regular Meeting
- V. Correspondence:**
- VI. Reports:**
 - A. Chairman
 - B. Director
 - C. Foreman
 - D. Golf Professional
 - E. Restaurant Representative
- VII. Old Business:**
- VIII. New Business:**
 - A. Review and consideration of Submitted Applications and Tournaments for 2024.
 - B. Season pass update.
- IX. Adjournment:**

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

Date: 4-4-24

Number: 1VA

Watertown Parks and Recreation Commission

Crestbrook Park Golf Course Sub-Committee

Regular Meeting

Minutes

DATE: Thursday, March 07, 2024
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 6:04 p.m.

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

Others Present: William Donston – Chair, Park & Recreation Commission, Michael Ganem - Parks and Recreation Director, Senior and Social Services, Herm Desena - Town Council, Steve Martino – Sunset Grille

- III. Public Participation – none.

- IV. Approval of Minutes
 - A. February 1, 2024 – Regular Meeting

Motion: Ken LaRosa seconded by Pat Rinaldi to approve the Regular Meeting minutes date for February 1, 2024

Motion passed unanimously

- V. Correspondence
- Updated Crestbrook Golf Tournament List

- Season passes to date
- 2024 Golf Leagues, McFadden & Police

VI. Reports:

A. Chairman

Ken LaRosa reported:

- Overview of the prices that other municipal golf courses charge.

B. Director

Michael Ganem reported:

- 50th Anniversary
- Maintenance Goals and Plans
- Budget

C. Foreman – no report

D. Golf Professional

Marty Byrnes reported:

- 3 major tournaments scheduled

E. Restaurant Representative

Steve Martino reported:

- Discussion about adding parking spaces that will enhance the restaurant and the park.

VII. Old Business – none.

VIII. New Business

A. Review and consideration of submitted applications and tournaments for 2024.

McFadden Tournament, August 10th

Motion: Ken LaRosa seconded by Joseph McGrail to approve the McFadden Tournament for August 10, 2024

Motion passed unanimously

Police Tournament, October 4, 2024

Motion: Ken LaRosa seconded by Pat Rinaldi to approve the Police Tournament for October 4, 2024

Motion passed unanimously

B. Golf cart contract update

C. Season pass update. – Ken LaRosa shared report about the number of passes sold to date. As of March 1, 2024 passes were available for purchase.

Joesph McGrail suggested that a capital improvement plan be established. There are maintenance and improvements that need to be addressed.

William Donston gave an overview of the financial history and spoke about the Enterprise Fund.

IX. Adjournment

A motion was made by Pat Rinaldi and seconded by Ken LaRosa to adjourn the regular meeting at 6:35 P.M.

Motion passed unanimously

Respectfully submitted,

Ken LaRosa, Chairman
Crestbrook Park Golf Course Subcommittee

Town of Watertown Human, Social & Leisure Services

The Municipal Offices at Heminway Park, 61 Echo Lake Road, Watertown, CT
 (860)945-5246 FAX (860)945-4734 www.watertownct.org

AGENDA

Date: 4-4-24

Number: _____

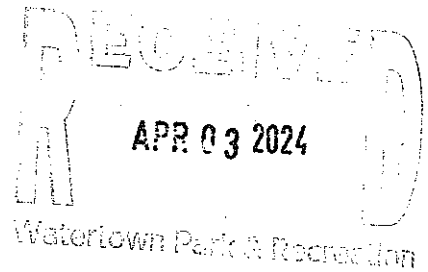
2024 Pavilion & Gazebo Permit Application

Applicants Name: Jodie Angiolini
 Organization (if applicable): Watertown High Softball Number of People Attending: @ 50
 Mailing Address: 236 Mt. Fair Drive Town: Watertown State: CT Zip: 06795
 Contact Numbers: 203 910-7045
 E-Mail Address: angos2@optimum.net
 Event Date: June 10 2024 Day of Week: Monday Time: From 5pm To 8pm
 Type of Function: Private Party Tournament Special Event, list High School Banquet
 Is Event Open to the Public: No Are Fees Being Charged: If Yes, how much? \$ _____ All food MUST be registered with the Torrington Area Health District. 860-945-5270 www.tahtd.org

Tournaments & Special Events: Food Truck (Limit 1) allowed only with prior consent from the Watertown Parks & Recreation Commission and/or the Director

FACILITY REQUESTING: Check only one

- Veterans' Memorial Park Pavilion
- Crestbrook Park Pavilion
- Echo Lake Gazebo
- Watertown Green Gazebo
- Lake Winnemaug Boat Launch



RESIDENTS: Watertown-Oakville residents & taxpayers: Proof of residency required

Pavilion rental available on a 1st come, 1st served basis, beginning January 1st or the 1st working date there after.

	Echo Lake Gazebo or Lake Winnemaug	Crestbrook Park	Veterans' Memorial Park
	Up to 20 guests	Up to 75 guests	Up to 250 guests
Resident Non-Profit	\$ 25.00	\$ 70.00 ✓	\$100.00
Resident Private/Individual	\$ 50.00	\$ 95.00	\$150.00
Resident Business	\$ 75.00	\$ 170.00	\$200.00

NON-RESIDENTS: Pavilion Permit available on a 1st come, 1st served basis, beginning April 1ST

	Echo Lake Gazebo or Lake Winnemaug	Crestbrook Park	Veterans' Memorial Park
	Up to 20 guests	Up to 75 guests	Up to 250 guests
Non-Resident Non-Profit	\$ 50.00	\$ 140.00	\$200.00
Non-Resident Private Individual	\$100.00	\$ 190.00	\$300.00
Non-Resident Business	\$150.00	\$ 340.00	\$400.00

POLICE, PARK AND/OR FIRE PROTECTION WILL BE THE EXPENSE OF THE PERSON/GROUP USING THE FACILITY

We accept Credit/Debit - MasterCard, VISA, American Express, Discover Card, Personal Checks, Money Orders, Cash

ACKNOWLEDGEMENT AND WAIVER:

We want you to have fun and enjoy our beautiful park, but -- there will be no live entertainment, no inflatable bounce houses or similar inflatable items, no undue noise or ticket sales of any kind allowed unless authorized by the governing body, pursuant to Section 8.2 of an Ordinance entitled "Ordinance Regulating Parks in the Town of Watertown". Applicant and the group represented understand that this waiver is only for purposes of this ordinance and all other State and Local laws and regulations must be still complied with. In consideration of this granting of this permit, the applicant agrees to be responsible for the supervision of the conduct of the members of his/her group the protection of public property and the return of any Town property provided. NO beer, wine or liquor permitted. Persons may bring their own picnic lunches. Be advised that the parks are closed and the gates are locked at dusk. All locations are owned by the Town of Watertown. I hereby agree that I will follow all the Rules and Regulations governing the use of all Town of Watertown, Connecticut. The information I supplied is true, correct and complete. I understand that failure to comply with the Park Rules or falsification of this permit information may result in revocation of the Permit by the Watertown Parks and Recreation Commission. I have read, received and understand the policies, rules and procedures governing Veterans Park & Crestbrook Park. I also hereby, in the event of accident and/or incident, waive all claims and/or damages against the Town of Watertown, Connecticut, The Watertown Parks and Recreation Department and Commission and/or their employees, instructors and/or their agents. I assume all responsibility and will be liable for any damages I cause on Town of Watertown property. The undersigned hereby releases the Town of Watertown from all actions, cause of action suits, controversies, promises, damages, judgments, extent, execution, claims and damages whatsoever in law or equity which against the Town of Watertown, by myself, my heirs or hereafter can, shall or may have for, upon, or by reason of any matter, cause or thing whatsoever from the beginning of the world and forever hereafter in connection with my participation in sports and recreational activities upon premises and/or lands owned by the Town of Watertown. In participating in said recreational activities/contact sports upon premises and/or lands owned by the Town of Watertown, I understand that there are certain risks that I may be injured or incur physical harm or injury and I assume said risks of my own free will knowing that I shall bear full responsibility for medical costs, care treatments or any other costs or damages to me as a result of said injuries. Police and/or Fire protection will be at the expense of the applicant, person, or group using the facility. This application for request to use a Town of Watertown facility is invalid until written permission and confirmation has been granted. I understand to keep my written permission and confirmation permit with me and/or a member of my organization or group at all times the day of my event. I have read, reviewed, and understand the above Acknowledgement and Waiver and reverse side of this document, I have been given ample time to ask any questions or concerns that I may have.

2024 Rules & Regulations – Permits Take Precedent

- **ALL FACILITIES:** Any event, rally, gathering requiring Police, Park, or Fire protection; the user assumes ALL expenses involved.
- **AMUSEMENTS & ENTERTAINMENT:** There will be NO live entertainment unless granted permission by the Watertown Parks and Recreation Commission and/or Director. This includes DJ's, bands, clowns, comedians, entertainers, rental fire trucks, buses, public address systems, etc.
- **CANCELLATIONS:** Cancellations must be made two (2) weeks prior to the event and are ALL cancellations are subject to a \$10.00 non-refundable processing fee.
- **CHANGES:** The date of the event MAY BE CHANGED anytime prior to two (2) weeks before the scheduled event providing that the new date requested is available.
- **CLEAN-UP:** Please leave the facility cleaner than when you found it. Thank You.
- **CONFIRMATIONS:** An approved, written confirmation will be sent to the renter prior to the event date. Keep the written approval with you the entire day of the function. Denied applicants will be notified and application/payment returned.
- **DAMAGES:** Permit holder is responsible and will be held liable for any damages sustained during their event.
- **DECORATIONS:** Remove any decorations, staples and table coverings before you leave.
- **FOOD:** Private parties and applicants can barbecue and bring their own picnic lunches. At the Crestbrook Park Pavilion, those wishing to cater their event may personally contact *The Sunset Grille at Crestbrook Park* directly at 860-417-6688.
- **FOOD TRUCKS & VENDORS:** Vendors and food trucks are NOT permitted without prior consent by the Watertown Parks & Recreation Commission and or Director. Limit 1 with Pre-Approval
- **INFLATABLES & BOUNCE HOUSES:** Due to the Town's Insurance regulations inflatable jungle gyms, bounce houses, moonwalks and other like items are not allowed.
- **LIQUOR:** NO liquor permitted! This includes beer, wine, and liquor. At the Crestbrook Park Pavilion, a full service restaurant available for you and your guests. Please contact *The Sunset Grille at Crestbrook Park* directly – 860-417-6688.
- **LOST, LEFT & STOLEN ITEMS:** The Town is not responsible for items lost, left or stolen from the premises.
- **PARK HOURS:** Parks are open from dawn to dusk. Entrance gates are locked at dusk.
- **PARK MAINTENANCE, POLICE & FIRE DEPARTMENT SERVICES:** Park Maintenance, Police and/or Fire Department protection expenses will be the sole responsibility of the person-group using the facility. The Parks & Recreation Director may require such coverage as a term of permission being granted for use of the Town Facility. For events requiring Police, Park and/or Fire protection, the user of the facility assumes ALL expenses involved.
- **PERMITS:** A permit confirmation will be sent out in advance of your scheduled event. The permit confirmation will be for the specified date and hours, and at which park. Keep your confirmation with you at all times the day of your event.
- **RENTAL OF FACILITY:** Your confirmed permit allows you use of the pavilion/gazebo ONLY.
- **RETURNED CHECKS:** Returned checks are subject to a \$25.00 bank fee.
- **SPECIAL EVENT:** A Special Event is typically a function sponsored by the Town and open to the public
- **SUBMISSION DATES:** Permits may be submitted by Residents (with Proof Of Residency) -- January 1st Non-Residents – April 1st. Notice if the 1st of the month is a weekend or holiday, applications will be accepted on the first business day following.
- **SUPERVISION OF GUESTS:** The applicant is 100% responsible for the supervision and conduct of all members of his/her group and will be held responsible for any damages sustained during their event.
- **TEMPORARY SHELTERS:** No tents, temporary shelters or items requiring staking into the ground can be erected due to underground utilities and irrigation systems.
- **TORRINGTON AREA HEALTH DISTRICT:** 860-945-5270. If This Event OPEN to the Public All Food providers MUST be registered with the Torrington Area Health District. 860-945-5270 www.tahtd.org
- **TOURNAMENTS:** Tournaments using the Pavilion must pay for the use of the pavilion. Field Permits are also required.
- **UNRENTED:** Unrented facilities are available on a first come, first served basis to the public.
- **VENDORS:** Vendors, Food Trucks (Limit 1), Merchants, Sales & Solicitors are not permitted without prior approval by the Watertown Parks and Recreation Commission and/or Director. Available to Tournaments and Special Events only.
- **WATERTOWN GAZEBO:** The Watertown Gazebo is available free of charge for weddings, photos and similar functions- permits are still required.
- **RALLY:** In the event of a rally or function requiring Police, Park and/or Fire protection, the user of the facility assumes ALL expenses involved.

I, the undersigned, have read the entire permit application and will adhere to the rules specified.

Are There ANY Issues, Concerns, or Requests the Town Needs To Be Aware Of Before Granting This Application? Please list below:

x *Jodie J. Orszul*
 Applicant's Signature – Signature Acknowledges Front & Back of Application

x 4/3/24
 Date

FOR OFFICE USE ONLY:

Date Received: _____ Time Received: Check # _____ Credit/Debit- _____ Amount Received: \$ _____

Staff Initials: _____ Information Recorded on Master Calendar: _____ Confirmation to Participant: _____ Other: _____

THIS PERMIT HAS BEEN: GRANTED _____ DENIED _____

Conditions for this application being granted: _____

Authorized by: _____ Date: _____
Director of Parks & Recreation or Agent of Department

CRESTROOK PARK RESTAURANT REQUEST

Internal Request Form - Please use one form for each event

For functions requested in the park, outside of the interior of the restaurant. Must be received to the Parks & Recreation Director in a timely manner, prior to the event for approval/non-approval.

Today's Date: 1-4-2024

Event: Wedding

Date: Saturday August 31, 2024

Start Time 4:00 Ending Time: 9:00

Private Party: Open to the Public: Anticipated Attendance: 100 Target Age Group: Mixed

Park Areas Requested- List All impacted:

Bennett/ Lawn / Tent

What else do we need to know:

Will this generate noise? if yes, attach a copy of Town Permits

Is there anything "out of the normal" you are planning to include?

RECEIVED
JAN 05 2024

Sign Here: Cathy Gaetani Date: _____
Restaurant Representative

Watertown Park & Recreation

Use reverse side for additional information

For Office Use Only - Please Do Not Fill Out Below - For Parks & Rec Office Use Only - Thank You!

Registered in Calendar: _____ P&R Commission- Date if Needed: _____

Maint Staff: _____ OTHER APPROVALS REQUIRED? _____

Today's Date: _____ Accepted By: _____

CRESTROOK PARK RESTAURANT REQUEST

Internal Request Form - Please use one form for each event

For functions requested in the park, outside of the interior of the restaurant. Must be received to the Parks & Recreation Director in a timely manner, prior to the event for approval/non-approval.

Today's Date: 2-22-2024

Event: Tunnel Two Towers Fundraiser

Date: Sunday June 2, 2024

Start Time 1:00 Ending Time: 5:00

Private Party: ___ Open to the Public: Yes Anticipated Attendance: 100 Target Age Group: All

Park Areas Requested- List All impacted:

_____ Bennett/Lawn/Tent

What else do we need to know: _____

Will this generate noise? _____ if yes, attach a copy of Town Permits

Is there anything "out of the normal" you are planning to include?

RECEIVED
FEB 22 2024

Sign Here: Cathy Gaetani Date: _____
Restaurant Representative

Use reverse side for additional information

Watertown Park & Recreation

For Office Use Only - Please Do Not Fill Out Below - For Parks & Rec Office Use Only - Thank You!

Registered in Calendar: _____ P&R Commission- Date if Needed: _____

Maint Staff: _____ OTHER APPROVALS REQUIRED?

Today's Date: _____ Accepted By: _____

CRESTROOK PARK RESTAURANT REQUEST

Internal Request Form - Please use one form for each event

For functions requested in the park, outside of the interior of the restaurant. Must be received to the Parks & Recreation Director in a timely manner, prior to the event for approval/non-approval.

Today's Date: 5-1-2023

Event: Katies Cares

Date: Saturday June 3, 2024

Start Time: 6:00 Ending Time: 9:00

Private Party: Open to the Public: Anticipated Attendance: 100 Target Age Group: ALL

Park Areas Requested- List All impacted: Bennett/ Lawn

RECEIVED
MAY 05 2023

Watertown Park & Recreation

What else do we need to know:

Will this generate noise? ? if yes, attach a copy of Town Permits

Is there anything "out of the normal" you are planning to include?

Sign Here: Cathy Gaetani Date: 5-1-2023
Restaurant Representative
Use reverse side for additional information

For Office Use Only - Please Do Not Fill Out Below - For Parks & Rec Office Use Only - Thank You!

CRESTROOK PARK RESTAURANT REQUEST

Internal Request Form - Please use one form for each event

For functions requested in the park, outside of the interior of the restaurant. Must be received to the Parks & Recreation Director in a timely manner, prior to the event for approval/non-approval.

Today's Date: 2-23-2024

Event: Pipe & Drum Play Off

Date: 9-21-2024

Start Time: Ending Time:

Private Party: Open to the Public: Anticipated Attendance: 100 Target Age Group: All

Park Areas Requested- List All impacted:

Bennett/Lawn /Tent

What else do we need to know:

Will this generate noise? Yes if yes, attach a copy of Town Permits

Is there anything "out of the normal" you are planning to include?

RECEIVED
FEB 23 2024

Sign Here: Cathy Gaetani Date:

Restaurant Representative

Use reverse side for additional information

Watertown Park & Recreation

For Office Use Only - Please Do Not Fill Out Below - For Parks & Rec Office Use Only - Thank You!

Registered in Calendar: _____ P&R Commission- Date if Needed: _____

Maint Staff: _____ OTHER APPROVALS REQUIRED? _____

Today's Date: _____ Accepted By: _____

CRESTROOK PARK RESTAURANT REQUEST

Internal Request Form - Please use one form for each event

For functions requested in the park, outside of the interior of the restaurant. Must be received to the Parks & Recreation Director in a timely manner, prior to the event for approval/non-approval.

Today's Date: 2-2-2024

Event: 3 Annual Spring Festival & Craft Show

Date: Sunday May 5, 2024

Start Time 12:00 Ending Time: 5:00

Private Party: ___ Open to the Public **YES**: Anticipated Attendance: **100 plus** Target Age Group: **ALL**

Park Areas Requested- List All impacted:

Bennett Room & Lawn _____

What else do we need to know: _____

Will this generate noise? ___ if yes, attach a copy of Town Permits

Is there anything "out of the normal" you are planning to include?

Sign Here: Cathy Gaetani Date: _____

Restaurant Representative

Use reverse side for additional information

RECEIVED
FEB 05 2024

Watertown Park & Recreation

For Office Use Only - Please Do Not Fill Out Below - For Parks & Rec Office Use Only - Thank You!

Registered in Calendar: _____ P&R Commission- Date if Needed: _____

Maint Staff: _____ OTHER APPROVALS REQUIRED? _____

Today's Date: _____ Accepted By: _____

**Crestbrook Park Golf Course
Sales Account, Stat, & Class Report
Green Fees**

**Date 4/4/2024
Time 10:53:59
Page 1**

**Z Date From: 1/1/2024 Through 4/4/2024
Report On: Account Code From 2010 To 2210 / Vendors: All / Report
Type: All / Tax Type: All / Z Number: All**

Item	Description	Size	Qty	Amount	Cost	Margin
2745001021	MILITARY RES-SUR INCL		7	3955.00	0.00	100.00
Totals For 2040	Military Season Pass Sur Included		7	3955.00	0.00	100.00
2745001001	Resident Full		2	1800.00	0.00	100.00
Totals For 2050	Resident Full		2	1800.00	0.00	100.00
2745001002	resident full w/ surcharge		12	13200.00	0.00	100.00
Totals For 2060	Resident Full w/Surcharge		12	13200.00	0.00	100.00
2745001003	RESIDENT SENIOR		6	3000.00	0.00	100.00
Totals For 2070	Resident Sr		6	3000.00	0.00	100.00
2745001004	RESIDENT SR W/ SURCHARGE		32	20000.00	0.00	100.00
2745001011	NON RESIDENT SR W/ SURCHARGE		21	15750.00	0.00	100.00
2745001019	MILITARY NON RESIDENT		1	570.00	0.00	100.00
2745001020	MILITARY NON RES-SUR INC		5	3350.00	0.00	100.00
Totals For 2080	Resident Sr w/Surcharge		59	39670.00	0.00	100.00
2745001006	RESIDENT COLLEGE STUDENT		1	475.00	0.00	100.00
Totals For 2100	Resident College Student		1	475.00	0.00	100.00
2745001008	NON RESIDENT FULL		2	2200.00	0.00	100.00
Totals For 2120	Non Resident Full		2	2200.00	0.00	100.00
2745001009	NON RESIDENT FULL/W...		11	14300.00	0.00	100.00
Totals For 2130	Non Resident Full w/Surcharge		11	14300.00	0.00	100.00
2745001010	NON RESIDENT SENIOR		1	600.00	0.00	100.00
Totals For 2140	Non Resident Sr		1	600.00	0.00	100.00
2745001012	NON RESIDENT JR		1	300.00	0.00	100.00
Totals For 2160	Non Resident Junior		1	300.00	0.00	100.00
2745001013	COLLEGE Sur Included		4	2100.00	0.00	100.00
Totals For 2170	Non Resident College Student		4	2100.00	0.00	100.00
2745001017	CORPORATE 4 PASS RESIDENT		1	2000.00	0.00	100.00
Totals For 2210	Corp 4 pass		1	2000.00	0.00	100.00
Report Totals			107	83600.00	0.00	100.00

* Deleted Items

AGENDA

Date: 4-4-24
Number: VIII B