Watertown Parks & Recreation Commission
Regular Meeting Agenda

Date: Thursday, February 01, 2024
Time: 7:00 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. Election of Officers:

IV. Public Participation:

V. Approval of Minutes:
   A. Thursday, December 07, 2023
   B. Thursday, January 04, 2024 cancellation notice

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

VII. Reports:
   A. Chairman
   B. Director
   C. Sub-Committees

VIII. Old Business:

IX. New Business:
   A. Review and Consideration of Submitted Applications for 2024
   B. Sign in honor of Avery Lamphier
   C. Purposed repairs for Angel's playground
   D. Review updated facilities permit & tournament permit applications for 2024

X. Adjournment:

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

WATERTOWN PARKS AND RECREATION COMMISSION
REGULAR MEETING
MINUTES

DATE: Thursday, December 7, 2023
TIME: 7:00 PM
LOCATION: Watertown Municipal Center – Recreation Department
61 Echo Lake Road, Watertown, Ct.

I. Call to Order
Chairman William Donston called the meeting to order at 7:00 p.m.

II. Roll Call
PRESENT: William Donston, Chairman
Ken LaRosa, V. Chairman
Pat Rinaldi, Secretary
Margaret Germain
Joseph McGrail
Al Mickel

ABSENT: Karim Belica

OTHERS PRESENT: Mark Raimo, Town Manager

III. Public Participation

MOTION: William Donston seconded by Margaret Germain to move Public Participation to the end of the agenda to be consistent with Town Council.

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

   MOTION: Margaret Germain seconded by Joseph McGrail to approve the Regular Meeting minutes for November 2, 2023.

   Motion passed

V. Correspondence
   - Lining of the 2nd tennis courts with pickleball lines.

   MOTION: William Donston seconded by Ken LaRosa to approve.

   Motion passed

   - Wayne the Bull charge for repairs

VI. Reports
   A. Chairman
   Chairman William Donston reported.

   B. Director – none.

   C. Sub-Committees
   Ken LaRosa reported.

VII. Old Business
    Add procurement of golf carts for next agenda.

VIII. New Business
    A. Review and Consideration of Submitted Applications for 2024. – none.
    B. Sign in honor of Avery Lamphier – tabled.
    C. Purposed repairs for Angel’s playground – follow up needed.
    D. Sunset Grill’s lease renewal – tabled
    E. Rules tournament

    MOTION: Ken LaRosa seconded by Al Mickel to accept with amendments.

    Motion passed
IX. Adjournment

*MOTION: Pat Rinaldi seconded by Al Mickel to adjourn the Regular Meeting at 8:17 p.m.*

Motion Approved

Respectfully submitted,

________________________
William Donston, Chairman
Watertown Parks and Recreation Commission

Approved:

________________________
Susan King, Clerk
CANCELLATION NOTICE

WATERTOWN PARKS AND RECREATION
COMMISSION
REGULAR MEETING

January 4, 2024

The Watertown Parks & Recreation Commission regularly scheduled meeting for Thursday, January 4, 2024 has been cancelled due to lack of quorum.

__________________________________________
William Donston
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 improved 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
AGENDA
Monthly Follow-Up January 2024

Date: 2. 1 - 24

Submitted by: Carrie Godfrey

- Lots of great winter programs started: Ball Till You Fall, Woman’s Self Defense, The Om Kid’s Club, Zumba, Beginner Yoga, Ready Set Play, Gentle Yoga, Theatre Classes, Escape the Crate and many more all sponsored by the Watertown Parks & Recreation Department.

- We had our first ever DIY Kids Drive In. All the kids line up at the “DMV” to get their license made. Kids got creative by using a variety of supplies to make their own car to park at the movie. Once the children were done creating their dream car, they then went to the “drive” to the movie. We served popcorn and pizza. It was a great success!

- We sponsored a Winter Coloring Contest. Kids ranging from Pre-K through 5th grade entered this contest. Winners from each category were given prizes: Carvel coupons and a bag of goodies!

- WRST and Star Fish Swim Club have been in the pool. The coaches and swimmers are very excited!

- WRST had a meet in Newtown on Saturday, January 6th. The swimmers did very well and won that meet. We won on January 13th against Naugatuck. They got beat by the defending Yankee League Champions on January 20th. The WRST is now in the stretch run towards Championship weekend on February 17-18th.

- Youth Basketball (Intown & Travel) are going very well. I’ve witnessed some close games and it’s great to see how much the kids have learned. Big thank you to our volunteer coaches.

- January 18th, we had our first Shamrock Shuffle meeting. Registrations are being taken, and we would like the money to go to Watertown Unified Sports at the High School and Middle School. This is our 11th race!

- The Spring/Summer field use meeting with the sport group representatives was held on Saturday, January 27th. The goal was to have the whole schedule for DeLand Field and Veterans Park fields complete and we did that.
<table>
<thead>
<tr>
<th>Approving Organization</th>
<th>Date and Time</th>
<th>Number of Golfers</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Watertown Lions Club</td>
<td>Tuesday May 14, 2024 @ 12:00 pm</td>
<td>76</td>
<td>Requesting a SHOTGUN start, Using Sunset Grille</td>
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<tr>
<td>Charles Neumann (203)314-5393</td>
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<td>*Need P&amp;R Director Approval</td>
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<td>Water-Oak Little League</td>
<td>Sunday May 19, 2024 @ 1:00 pm</td>
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<td>Requesting a SHOTGUN start, Using Sunset Grille</td>
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<td>Christine DeFranzo (203)592-5970</td>
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<tr>
<td>Watertown Youth Hockey Association</td>
<td>Wednesday June 5, 2024 @12:30 pm</td>
<td>110</td>
<td>Requesting SHOTGUN start, Using Sunset Grille</td>
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<tr>
<td>Stephen Ball (203)509-7231</td>
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<tr>
<td>Knights of Columbus</td>
<td>Monday June 10, 2024 @ 9:30 am</td>
<td>144</td>
<td>Requesting a SHOTGUN start, Using Sunset Grille</td>
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<tr>
<td>Anthony Stopper (860)417-8698</td>
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<tr>
<td>Northfield Volunteer Fire Co.</td>
<td>Sunday August 4, 2024 @ 1:00 pm</td>
<td>100</td>
<td>Requesting a SHOTGUN start, Using Sunset Grille, Unlimited Driving Range</td>
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<td>Ryan Crichton (860)538-8001</td>
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<td>Sunday</td>
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<tr>
<td>8:00 am CBP Men's League (35)</td>
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<td>3:30 pm Cercemaggiore Golf</td>
<td>8:00 am Retired Men's League</td>
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<td></td>
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<td>League (40)</td>
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<td>3:30 pm Twilight Golf League (28)</td>
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<td>4:00 pm American Legion (36)</td>
<td>4:30 pm Pin High Golf League (20)</td>
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<td><strong>TOTAL</strong></td>
<td><strong>$13,763.42</strong></td>
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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 Tce’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-
Tournament Director: DeFranzio Christine M.
Address: 99 Bella Vista Drive
Town: Watertown
Day Phone: 203-592-5970
Organizational Group Name: Water Oak Little League
Organization Address: PO Box 592 Watertown CT
Applicant's Connection with Group: Board Member
Day Date of Outing: Sunday May 19th
Requested Fee Time: 1:00 pm
Number of Golfers: 60

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 X
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

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: MC VISA AMEX Discover Amount Received:
Cc: Golf Professional The Sunset Grill Park & Recreation Commission: Security Deposit: Y N Amount:
Verified: Y N Verified: Y N Y N Recorded on Calendar: Comp Rounds:
Date Confirmation Sent:
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: Crichton, Ryan, T

Address: 12 Knife Shop Road, Northfield, CT 06778

Day Phone: 860-538-8001  Evening Phone: 860-538-8001

Organization/Group Name: Northfield Volunteer Fire Company

Is your organization non-profit? Y  X  N

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

Applicant's Connection with Group: Fire Chief

Tournament Category Information:

Weekday   Sunday    Local Non-Profit   X   Tax Exempt #06-1420265 Include copy
Day & Date of Outing: August 4, 2024   Requested Tee Time: 1 pm

Number of Golfers: 100  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: 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

Watertown Park & Recreation

RECEIVED

JAN 18 2024

Applicant/Tournament Directors Signature

1/16/2024

Accepted By:

Director - Watertown Parks and Recreation

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.  
Number Street  
Apt. #  
Town: THOMASTON State: CT.  Zip: 06787  
Day Phone: 860-417-8698 Evening Phone: 860-417-8698

Organization/Group Name: KNIGHTS OF COLUMBUS WATERTOWN COUNCIL #3594  
Is your organization non-profit? Y YES N  
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: MONDAY JUNE 10TH 2024 Requested Tee Time: 9:30am

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: CJS.

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  
1-26-2024 Date

Accepted By:  
Director – Watertown Parks and Recreation  
Date

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: _______  
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.
Tournament Director: Ball
First Name: Stephen
Last Name: J
Address: 294 White Deer Rocks Rd.
Town: Woodbury
Number Street: State: CT
Day Phone: (203) 509-7231 Evening Phone: (203) 509-7231
Organization/Group Name: Watertown Youth Hockey Association, Inc.
Is your organization non-profit? Y X N
Organization Address: P.O. Box 55 Watertown, CT 06795-0055
Applicant's Connection with Group: Volunteer
Tournament Category Information:
Weekday & 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 of 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 or more 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 X N
Are you requesting Larger 8' Cups: Y N
Are you planning on using The Sunset Grille for your event: Y X 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.

(Signature)

Applicant/Tournament Directors Signature

Date:

Accepted By: Director - Watertown Parks and Recreation

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 2525, 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, the 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.
### Estimate

**Date:** 11/20/2023  
**Estimate #:** 499

**AGENDA**

**Date:** 2-1-24  
**Number:** 1x3

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Precision cast die aluminum with full color graphics or etched engraved copy bronze plaque with post</td>
<td>1</td>
<td>$1,800.00</td>
<td>$1,800.00</td>
</tr>
<tr>
<td>POST AND PANEL 1 SIDED 3 ft x 4 ft 3/4 in pvc sign full color graphics 4x4 posts with caps installed these are option 1 and 2 Sales Tax</td>
<td>1</td>
<td>$700.00</td>
<td>$700.00</td>
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<tr>
<td>2 sep quotes on one invoice</td>
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<td></td>
<td></td>
</tr>
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</table>

**Total**  
$2,500.00

Customer Signature ______________________
<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>EXTENDED PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ESM0760XX</td>
<td>Education Climber 5' Surface Mount at -3' Elevation</td>
<td>$1,952.30</td>
<td>$1,952.30</td>
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<tr>
<td>1</td>
<td>Q050006XX</td>
<td>WOW replacement HDPE Slide Hood - 5' Double Wide</td>
<td>$345.10</td>
<td>$345.10</td>
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<tr>
<td>1</td>
<td>E005199XX</td>
<td>5' Custom Tri Panel #4 - AnnMarie, Victoria, Rachel, Mary, Lauren, Dawn</td>
<td>$1,588.452</td>
<td>$1,588.45</td>
</tr>
<tr>
<td>1</td>
<td>Freight: Freight Out Billable and Handling - Freight Out Billable and Handling</td>
<td></td>
<td>$1,181.80</td>
<td>$1,181.80</td>
</tr>
</tbody>
</table>

**Subtotal**: $5,065.65

**Tax (0%)**: $0.00

**Net Total**: $5,065.65

Thank you for the opportunity to quote your upcoming project! If you have any questions, please contact our Customer Service Department at 1.800.327.8774. Quotes do not include installation or safety surfacing unless otherwise noted. In the event of any inconsistencies in regards to terms, the terms stated on this quote shall control.
2024

Tournament Permit Request
Application For:

Al Deland Field
Veterans’ Memorial Park

This revised application supersedes all previous application forms.
Regulations:

1. Smoking may be permitted only in areas designated by Watertown Parks and Recreation authorities.

2. The use of alcoholic beverages on Town of Watertown property is strictly forbidden. Any exception must have written permission prior to approval by the Watertown Recreation Department.

3. A permit is to be used only on the date specified for the purpose requested. Subletting or transferring a permit is prohibited. Permits are available only at the Watertown Recreation Department.

4. Whenever a cancellation is made for use of a park facility it will be necessary to notify the Watertown Recreation Department 24 hours prior to the event.

5. The Watertown Recreation Department reserves the right to deny the use of any Park facilities to any group if it is deemed not to be in the best interest of the Town of Watertown.

6. The sponsoring organization is responsible for contacting and making arrangements for police and fire protection when required. To insure proper arrangements have been made, the Watertown Recreation Department will furnish a copy (when required) of the permit to both the Police and Fire Departments. By no means does this exempt the organization from following this specific requirement. Police and fire protection is necessary to protect individuals participating, town property and for traffic control.

7. All youth programs must be conducted with sufficient adult supervision.

8. All organizations shall be held responsible for the proper care and use of the facilities and buildings and will be charged for any damage to facilities, buildings, and/or equipment as a result of their usage. The Town of Watertown Recreation Department will not be liable for any loss of personal equipment or belongings. This will be the responsibility of the sponsoring organization.

9. The Watertown Recreation Department may halt the activity when found to be in violation of these rules and regulations or conditions stipulated on the application.

10. The use of a park facility will be evaluated at the conclusion of an activity. Any disregard of the regulations or abuse of the facilities may result in the refusal of any future requests.

11. Groups not sponsored by the Town of Watertown, Watertown Recreation Department or Board of Education using the buildings, grounds, and athletic fields will be required to file a Hold Harmless Agreement. All groups must provide a certificate of insurance with the Town of Watertown named as an additional insured with limits of no less than one million dollars ($1,000,000) for each occurrence. Any group which acts as an employer must also provide proof of statutory workers on compensation coverage.

12. Groups are responsible to obey all Town of Watertown ordinances.

13. Groups assume responsibility for and will be liable for any damages caused on Town of Watertown property.

14. Areas cannot be used for private gain or commercial purposes except as approved by the Watertown Parks and Recreation Commission.

15. Buildings and areas shall be left in clean and orderly condition. Any damage must be repaired or replaced by the organization using the facility.

16. Privilege for use of area cannot be sublet.

17. Areas cannot be used for any activity other than what the area was designed for.

18. Firearms and Fireworks are forbidden.

19. Good sportsmanship and the "Golden Rule" should apply.

20. Keep this permit with you at all times.

21. The Watertown Parks and Recreation Department exercises the right to rescind any and all applications/permits according to the Town of Watertown, Connecticut ordinance No. 07-01-85-118 by definition Section 112.2.

22. The Watertown Parks Department and the Watertown Recreation Department hold the responsibility and right to cancel any scheduled use of Park and Recreation jurisdiction athletic field(s) if a condition exists which would cause damage to the athletic field.

23. I assume responsibility and will be liable for any damages caused on Town of Watertown property during this event.

Approved by the Watertown Parks and Recreation Commission on February 07, 2002. Effective 02-08-2002.


Revised and approved by the Watertown Parks and Recreation Commission on December 03, 2015. Effective 01-01-2016
CERTIFICATES OF INSURANCE:
All applicants must provide a Certificate of Insurance. The following wording MUST appear in the description of operations/locations/vehicles/exclusions added by endorsement/special provisions. No permit(s) will be issued without this. Thank you in advance!

Town of Watertown, Watertown Board of Education, Its Employees, Department Boards, Committees and Commissions are to be Named as Additional Insured.

SIGNAGE:
EFFECTIVE January 1, 2017
For liability and maintenance purposes no signs will be installed on any and all town-owned properties under the jurisdiction of the Watertown Parks and Recreation Department without the approval of and permission from the Director of Parks and Recreation or his/her designee. All advertising and informational signage to be placed on backstops or outfield fences must be approved by the Parks and Recreation Director. Any unauthorized signs placed at the fields will be removed and discarded.

NOTICE:
Due to insurance regulations absolutely NO inflatable bounce houses, jungle gyms, moonwalks or like items are allowed on Town property!
There will be NO live entertainment unless granted permission by the WATERTOWN PARKS & RECREATION COMMISION.
This includes DJs, bands, clowns, comedians, entertainers, rental fire trucks, buses, public address systems, etc.
Vendors and food trucks are NOT permitted without prior consent by the Watertown Parks & Recreation Commission and or Director. Limit 1 per event with pre-approval, certificate of insurance, current State of CT. health certificate and vendor permit from the police department. Documentation for the permits must be provided no later than one (1) week prior to the event.
2024 TOURNAMENT PERMIT

Date: ________________________________

Facility: ________________________________

Organization: ________________________________

Representative of Organization: ________________________________

Address: ________________________________ Phone: ________________________________

Email Address: ________________________________

Date/Time permit to begin: ______ am pm end: _______ am pm

(Use calendar on reverse side and circle all dates requested.)

Special Consideration: ________________________________

See information on Food Trucks, Vendors, Entertainment, Amusements on Page 5

Are there ANY issues, Concerns or requests The Town needs to be aware of before granting this application:

__________________________________________________

Important Insurance Information:

All groups using Watertown Recreation Facilities are required to submit a Certificate of Insurance with the following wording in the section marked “ADDITIONAL INSURED”: TOWN OF WATERTOWN and WATERTOWN BOARD OF EDUCATION, ITS EMPLOYEES, DEPARTMENT BOARDS, COMMITTEES AND COMMISSIONS. LIMITS SHALL BE NO LESS THAN ONE MILLION DOLLARS ($1,000,000) FOR EACH OCCURRENCE. NO PERMITS WILL BE ISSUED WITHOUT A CURRENT CERTIFICATE OF INSURANCE.

Acknowledgement

I have received, read and understand and will abide by the rules, regulations and procedures outlined in this permit request document.

__________________________________________________

Signature of Applicant Date

Approved: ________________________________ Date

Watertown Recreation Dept.

Watertown Parks and Recreation Commission Y N Verified Y N

Confirmation Sent Y N

Tournament Fees $ ____________________________ Pavilion Fees $ ____________________________

Field Fees (Effective 08-15-2021) $ ____________________________ TOTAL $ ____________________________
2024 Facilities Permit Request

Application For:
- Adam’s Road Park
- Crestbrook Park & Golf Course
- Al Deland Field
- Echo Lake Park
- Sylvan Lake Park
- Veterans’ Memorial Park
RULES AND REGULATIONS FOR USE OF FACILITIES

Procedures:
Permission to use park buildings, grounds or other facilities when not otherwise used for Parks and Recreation activities, can be granted by the Watertown Parks and Recreation Commission upon receipt of the prescribed application form properly signed by the person(s) who will assume full responsibility. Organizations applying for facility use will authorize an agent to enter into an agreement with the Watertown Parks and Recreation Commission holding the Town of Watertown harmless and indemnifying it for any and all claims, assertions, demands, and liabilities in exchange for the use of the facility. The Watertown Parks and Recreation Commission reserves the right to cancel or make changes in permits at any time.

Priorities:
1. Board of Education funded programs on school properties. Parks and Recreation funded programs on Town Parks.
2. Board of Education funded programs on Town Parks. Parks and Recreation funded programs on school properties.
3. Local non-profit organizations funding programs for youth (17 and under) using 100% Watertown youth. Also St. John's and St. Mary Magdalen programs.
4. Programs funded by Board of Education Booster Clubs which benefit Watertown Residents.
5. Local non-profit organizations funding programs for adult using at least 75% local participants.
6. All others, including but not limited to, for-profit organizations requesting field time as determined by need and enrollment by the Director of Parks and Recreation or designee.

Exceptions:
1. American Legion Baseball as participation is determined by high school attended as assigned by the national American Legion Organization. Priority #3.
2. AABC Baseball State Tournament Team where local team is required to add players to the roster from within the league to advance.
3. St. John's and St. Mary Magdalen where enrollment may come from a parish outside the Town of Watertown.

Considerations:
1. The Parks and Recreation shall obtain rosters of all participants where residency requirements exist.
2. The Parks and Recreation shall consider the number of participants when assigning both one-time and long-term permits.
3. All permits, including long-term permits, are good for one season only and must be resubmitted each season.
4. It is required to use separate permits for Pavilions and Crestbrook Park Golf requests.
5. The Parks and Recreation Department reserves the right to cancel permits where the required information has been misrepresented.

Field Permit Deadlines:

<table>
<thead>
<tr>
<th>RESIDENT ORGANIZATIONS:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Spring Sports</strong> ~ Season beginning March 1st &amp; Summer Sports through August 15th Field Permit applications will be taken beginning at January 31st or at the annual Winter Field Meeting– which ever comes first. Deadline for consideration is February 28.</td>
</tr>
<tr>
<td><strong>Fall Sports</strong> ~ Season beginning August 16 through December 31 Field Permit applications will be taken beginning July 1st. Deadline for consideration is July 31st</td>
</tr>
<tr>
<td>NOTE: All fields permit requests that are received after the above deadlines will be assigned on a first come, first served basis.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NON-RESIDENT ORGANIZATIONS:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Spring Sports</strong> ~ Season beginning March 1st &amp; Summer Sports through August 15th Field Permit applications will be taken beginning at March 1st. Deadline for consideration is March 31st.</td>
</tr>
<tr>
<td><strong>Fall Sports</strong> ~ Season beginning August 16 through December 31 Field Permit applications will be taken beginning August 1st. Deadline for consideration is August 31st</td>
</tr>
<tr>
<td>NOTE: All fields permit requests that are received after the above deadlines will be assigned on a first come, first served basis.</td>
</tr>
</tbody>
</table>

In the event the above date is a holiday or weekend, applications will be taken the next regular working day of the Watertown Parks and Recreation. Permit requests can be mailed or hand delivered. Office Hours: 8:30 am to 4:30 pm.

**Mailing address:**
Watertown Parks and Recreation Department, 61 Echo Lake Road, Watertown, CT 06795
860.945.5246
Town of Watertown Connecticut  
Parks and Recreation Department  
General Park Rules and Regulations Relative to Your Permit:

1. Smoking may be permitted only in areas designated by Parks and Recreation authorities.  
2. The use of alcoholic beverages on Town of Watertown property is strictly forbidden. Any exception  
   must have written permission prior to approval by the Watertown Recreation Department.  
3. A permit is to be used only on the date specified for the purpose requested. Subletting is  
   Prohibited. Permits are available only at the Watertown Recreation Department.  
   Permits are available only at the Watertown Parks and Recreation Department.  
4. Whenever a cancellation is made for use of a park facility it will be necessary to notify the  
   Watertown Recreation Department 24 hours prior to the event.  
5. The Watertown Parks and Recreation Department reserves the right to deny the use of any Park  
   facilities to any group if it is deemed not to be in the best interest of the Town of Watertown.  
6. The sponsoring organization is responsible for contacting and making arrangements for police and  
   fire protection when required. To insure proper arrangements have been made, the Recreation  
   Department will furnish a copy (when required) of the permit to both the Police and Fire Departments. By  
   no means does this exempt the organization from following this specific requirement. Police and fire  
   protection is necessary to protect individuals participating, town property and for traffic control.  
7. All youth programs must be conducted with sufficient adult supervision.  
8. All organizations shall be held responsible for the proper care and use of the facilities and buildings  
   and will be charged for any damage to facilities, buildings, and/or equipment as a result of their usage. The Town of Watertown will not be liable for any loss of personal equipment or belongings. This will be the responsibility of the sponsoring organization.  
9. The Watertown Parks and Recreation Department may halt the activity when found to be in violation of these rules and regulations or conditions stipulated on the application.  
10. The use of a park facility will be evaluated at the conclusion of an activity. Any disregard of the  
    regulations or abuse of the facilities may result in the refusal of any future requests.  
11. Groups not sponsored by the Town of Watertown, Watertown Parks and Recreation Department  
    or Board of Education using the buildings, grounds, and athletic fields will be required to file a Hold  
    Harmless Agreement. All groups must provide a certificate of insurance with the Town of Watertown  
    named as an additional insured with limits of no less than one million dollars ($1,000,000) for each  
    occurrence. Any group which acts as an employer must also provide proof of statutory workers on  
    compensation coverage.  
12. Groups are responsible to obey all Town of Watertown ordinances.  
13. Groups assume responsibility for and will be liable for any damages caused on Town property.  
14. Areas cannot be used for private gain or commercial purposes except as approved by the Parks  
    and Recreation Commission.  
15. Buildings and areas shall be left in clean and orderly condition. Any damage must be repaired or  
    replaced by the organization using the facility.  
16. Privilege for use of area cannot be sublet.  
17. Areas cannot be used for any activity other than what the area was designed for.  
18. Firearms and Fireworks are forbidden.  
19. Good sportsmanship and the “Golden Rule” should apply at all times.  
20. Keep this permit with you any time you are using the field.  
21. The Watertown Parks and Recreation Department exercises the right to rescind any and all  
    applications/permits according to the Town of Watertown, Connecticut ordinance No. 07-01-85-118  
    by definition Section 112.2.  
22. The Watertown Parks and Recreation Department hold the responsibility and right to cancel any  
    scheduled use of athletic field(s) if a condition exists which would cause damage or injury to the  
    athletic field or to those using the facility.  
23. I assume responsibility and will be liable for any damages caused on Town of Watertown property  
    during this event. Keep this permit with you at all times during your event.

Approved by the Watertown Parks and Recreation Commission on February 07, 2002. Effective 02-08-2002.  
Revised and approved by the Watertown Parks and Recreation Commission on December 03, 2015. Effective 01-01-2016
2024 FIELD PERMIT

Date: ____________________________

Facility: ____________________________

Organization: ________________________

Representative of Organization: ____________________________

Address: ____________________________ Phone: ____________________________

Email Address: ____________________________

Date/Time permit to Begin: ___________ AM PM End: ___________ AM PM

(Use calendar on reverse side and circle all dates requested.)

Special Considerations: ____________________________

Tournaments & Special Events — Refer to information on Food Trucks, Vendors, Entertainment, and Amusements on page 6.

Are there ANY issues, concerns or requests the Town of Watertown needs to be aware of before granting this application? No____ Yes: ____________________________

________________________________________

Important Insurance Information: All groups using Watertown Recreation Facilities are required to submit a Certificate of Insurance with the following wording in the section marked "ADDITIONAL INSURED": Town of Watertown and Watertown Board of Education, its employees, department boards, committees and commissions. Policy limits shall be no less than One Million dollars ($1,000,000) for each occurrence. No permits will be issued without a current Certificate of Insurance.

Acknowledgement: I have received, read, understand and will abide by the rules, regulations and procedures outlined in this permit request document. I understand by signing this I am responsible for the behavior and conduct of my group or organization.

Printed Name: ____________________________

Signature of Applicant ____________________________ Date ____________

~ OFFICE USE ONLY ~

Conditions of Approval: ____________________________

Approval: ____________________________ Date ____________

Watertown Parks & Recreation Department

Watertown Parks and Recreation Commission Y N Information Verified Y N
Confirmation Sent Y N Other: ____________________________

Watertown Parks & Recreation — Your Quality of Life Department