Watertown Commission on Aging
Regular Meeting Agenda

DATE: Thursday, April 18, 2024
TIME: 6:30 PM
LOCATION: Watertown Town Hall, lower-level conference room
61 Echo Lake Road, Watertown, CT

This meeting will be an In-Person meeting and will also be available via Zoom in Listen Only Mode.
A Link will be posted on the day of the meeting.
Please see www.watertownct.org under the Calendar of Meeting.

I. Call Meeting to Order

II. Roll Call

III. Correspondence

IV. Public Participation

V. Approval of Minutes
   A. March 21, 2024, Regular Meeting

VI. Reports
   A. Chairman
   B. Parks & Recreation Director
   C. Senior Services Coordinator/Municipal Agent

VII. Old Business
   A. Senior/Community Center Update

VIII. New Business
   A. Job Description of the Municipal Agent
   B. Update on the Senior Bus Policy
   C. Report on My Senior Center - looking specifically for the number of individuals using the Senior Center, not the number of visits

IX. Adjournment

Commissioners, please contact the Watertown Parks & Recreation Department Monday through Friday by 4:30 PM at 860-945-5246 if you are unable to attend. Thank you.
WATERTOWN COMMISSION ON AGING
REGULAR MEETING
MINUTES

WATERTOWN TOWN HALL
LOWER-LEVEL CONFERENCE ROOM
61 ECHO LAKE ROAD, WATERTOWN, CT
THURSDAY, MARCH 21, 2024 - 6:30 P.M.

I. Call Meeting to order
Chair Melanie Flaherty called the meeting to order at 6:31 p.m.

II. Roll Call

PRESENT: Melanie Flaherty, Chair
Heather Chace
Debra Desena
Karen Hosking
Sally Kuslis
Alan Mickel
Carol Stepanek
Vacancy

ABSENT: Krista Palomba

OTHERS PRESENT: Michael Ganem – Director of Parks & Recreation

III. Correspondance
- Memo dated 2-21-24 from Town Manager Mark Raimo regarding new and revised provisions of the Code of Ordinance 02-05-24-311 revision to real property tax relief for certain elderly homeowners.
IV. Public Participation – none.

V. Approval of Minutes:

A. February 15, 2024 – Regular Meeting

Motion: Carol Stepanek seconded by Al Mickel to approve the Regular Meeting of February 15, 2024.

Aye: 6 Flaherty, Chace, Desena, Hosking, Mickel, Stepanek
Nay: 0
Abstain: 1 Kuslis

Motion approved

VI. Reports:
A. Chairman – none.

B. Parks & Recreation Director
   Michael Ganem reported:
   - Laura, Kaitlyn, and I have been working diligently on the 5310 grant. Public notices are in the newspaper today. We will be sending the packet to the NVCOG for their review before the submission deadline of April 2.

   - I have visited the Senior Center on several occasions. I find the members to be very welcoming, and the center to be enthusiastically active.

   - The Assistant, Diana Brandt, started this week. I will provide Laura and her team some time to get acclimated to one another before we further discuss goals and initiatives.

   The Parks and Recreation Director’s report was approved unanimously by the commission.

C. Senior Center Coordinator/Municipal Services
   - Laura Garay intended to attend this evening and I respectfully requested that she not stay late this evening.

   - I confirmed with Laura this afternoon the 5310 grant is nearly complete and will be submitted for feedback.

VII. Old Business
a. Senior Community Center Update – no update.
Motion: Sally Kulis and seconded by Al Mickel to add to the agenda New Business 8a to elect the position of Vice-Chair.

Motion approved

VIII. New Business

a. To elect position of Vice Chair

Heather Chace nominated Sally Kuslis for Vice Chair.
Al Mickel seconded.

Any other nominations, Any other nominations, Any other nominations?

Hearing none.
The nominations were closed.

Motion passed unanimously

Sally Kuslis was elected Vice Chairman.

Motion: Al Mickel and seconded by Sally Kuslis to add to the agenda under New Business 8b Alternates to the Commission on Aging.

Motion approved

b. Alternates to the Commission on Aging

Discussion followed.

Motion: Al Mickel and seconded by Sally Kuslis to request of the Town Council to consider adding alternate or alternates to the Commission on Aging.

Al Mickel suggested one from each party.

Motion approved

Agenda items for future meetings: job description of the Municipal Agent, bus policies, and additional data/reporting of the number of individuals that are using the Senior Center.
IX. Adjournment.

Motion: Al Michel seconded by Debra Desena to adjourn the Regular Meeting at 6:53 p.m.

Motion approved

Respectfully submitted,

Melanie Flaherty, Chair
Watertown Commission on Aging

Approved: ________________________________

Susan King, Clerk
Part of our mission is to provide high-quality parks and facilities and a variety of cultural, recreation, senior, and social services for all ages during all seasons. We strive to avail ourselves to each household, in one way or another, and at one time or another, to utilize our resources.
Parks Include:

- Over 200 acres plus the 250 acres at Crestbrook
- 5 recreational athletic complexes and several pocket parks
- Numerous multi-purpose athletic fields and diamonds
- 4 playscapes
- Multiple pavilions and gazebos
- 4 lakes with waterfront
- Miles of walking trails
- The Bark Park
Recreation

Total Registrations

First Time Users

At over 500 activities

Source: MyRec
Recreation
Sport Leagues & Clinics Include:

- Watertown Recreation Swim Team & Clinics  > 150 Households
- Youth Basketball Intown & Travel Leagues  > 350 Households
- Karate Lessons                          > 220 Households
- Ball Til You Fall Basketball Clinics    > 180 Households
- Volleyball Clinics                     > 150 Households
- Middle School Running Training          > 40 Households
- Gym Time After School Clinic           > 100 Household
# Recreation

## Youth Programs Include:

- **Summer Day Camps:**
  - Funtastic Summer > 790 Households
  - Epic Adventure > 180 Households
  - Trendy Tweens > 150 Households
  - Preschool Fun & Games > 90 Households
  - Kindergarten Campers > 90 Households
  - Adventure Camp > 180 Households
  - Specialty Summer Camps > 800 Households
- **Swim Lessons at the Watertown High School**
  - > 600 Households
- **Cooking Classes**
  - > 125 Households
- **Theatre Classes**
  - > 85 Households
- **Children Playgroups**
  - > 70 Households
- **Little Scientists**
  - > 70 Households
- **Babysitting Courses**
  - > 20 Households
- **Hip Hop & Ballet Dance Classes**
  - > 150 Households
Recreation
Adult Programs Include:

- Adult Self Defense Classes
- Gentle Yoga
- Dog Training Classes
- Zumba
- Country Line Dancing
- Karate Lessons
- Basic First Aid/ CPR Certifications
- Pickleball Clinics
- Open Gym Basketball
- Open Adult Lap Swimming

> 10 Households
> 48 Households
> 40 Households
> 200 Households
> 100 Households
> 40 Households
> 75 Households
> 45 Households
> 250 Households
> 25 Households
Falls Avenue Senior Center

Reporting Period
March 1, 2023 - February 29, 2024

Source: myseniorcenter.com

Current Members

Event/Activity Participation

Transportation Usage

Municipal Agent Services

Municipal Agent services include: Adult Protective Services, Agencies and meals on wheels referral, wellness/home visits, Energy assistance applications, as well as housing inquiries and support.
Falls Avenue Senior Center
Special Events and Activities Include:

- Senior Appreciation Luncheon
- Blueberry Bakeoff
- Sock Hop
- Harvest Hoedown
- Holiday Celebration
- Valentine’s Luncheon
- Holyoke Log Cabin/Dinner & Show
- Clyde’s Cider Mill in Mystic
- Connecticut River Boat Ride
- Mother’s & Father’s Day Celebrations
- Picnic in the Park
Crestbrook Park Golf Course is financed via a Special Fund Account. Please refer to page 73 of the proposed FY 24/25 budget.
Crestbrook Golf Course

Rounds Played

Golf Memberships

Source: GolfNow and MyRec
Crestbrook Golf Course Revenue:

- **2022**: $723,068*
- **2023**: $809,477*

*Source: Page 73 of '25 Proposed Budget*
Social Services

- 2,159 clients visited the **Food Bank**
- 793 clients utilized **other services**
- 250 clients were vetted for **Renters Rebates**
- 115 **families** and 293 **individuals** were provided a **Thanksgiving Meal**
- 151 **families** and 292 **individuals** were provided with **Holiday Baskets**
- 118 **children** were provided with **toys**
- 15 **households** received **Heating Assistance**
- 78 **Energy Applications** were vetted
- 18 **clients** utilized the **Munson Fund** (established to assist clients with outstanding medical bills)

*Reporting period: July 2022 through June 2023*
Special Community Events Include:

- Night Out on Main Street
- Zombie Escape Road Race
- Ice Skating
- Holiday Craft Fair
- Touch A Truck
- Don't Worry, Be Hoppy
- Fishing Derby
- Earth Day Clean up
- Coolest Canine Contest
- Entertainment at the Park
- Battle of the Bands
- Pool & Foam Party
- Trunk or Treat
- Tricks for Treats
- Back to School Pencil Hunt
- Friday Night Frenzy
- Drool in the Pool
Special Community Event Partnerships Include:

- Shamrock Shuffle
- Welcome Home Vietnam Veterans
- Halloween at the Firehouse
- Santa Light Parade
- Memorial Day Parade
- Fall Festival
- Korean War Memorial Service
- 9/11 Memorial Service
- Special Citizens Christmas Party
- Cookies & Milk With Santa
- Wreaths Across America
- Pearl Harbor Ceremony
- Veterans Day Memorial Service
- Harvest Cruz Car Show
# Proposed Budget Increases

## Crestbrook

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>FY 23</th>
<th>FY 24</th>
<th>FY 25</th>
</tr>
</thead>
<tbody>
<tr>
<td>074.50310.123.2820.9074</td>
<td>Pesticides</td>
<td>$5,500</td>
<td>$25,000</td>
<td>$25,000</td>
</tr>
<tr>
<td><strong>Increase:</strong></td>
<td></td>
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</table>

This increase reflects consideration to the historical expenses.

## Advertising

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>FY 23</th>
<th>FY 24</th>
<th>FY 25</th>
</tr>
</thead>
<tbody>
<tr>
<td>074.50336.123.0000.9074</td>
<td>Advertising</td>
<td>$1,500</td>
<td>$11,500</td>
<td>$11,500</td>
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<tr>
<td><strong>Increase:</strong></td>
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</tbody>
</table>

Branding and therefore new signage and increased marketing will be expanding for the course’s 50th Anniversary.

## Crestbrook 50th Anniversary

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>FY 23</th>
<th>FY 24</th>
<th>FY 25</th>
</tr>
</thead>
<tbody>
<tr>
<td>074.50600.123.3185.9074</td>
<td>Crestbrook 50th Anniversary</td>
<td>$0</td>
<td>$0</td>
<td>$15,000</td>
</tr>
<tr>
<td><strong>Increase:</strong></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

There will be an emphasis on enhancing the curb appeal at Crestbrook Golf Course and Park. We anticipate many first-time visitors at one or more special anniversary-themed events at the park.

## Chemicals/Golf Course

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>FY 23</th>
<th>FY 24</th>
<th>FY 25</th>
</tr>
</thead>
<tbody>
<tr>
<td>074.50430.123.1866.9074</td>
<td>Chemicals/Golf Course</td>
<td>$47,000</td>
<td>$75,000</td>
<td>$75,000</td>
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<tr>
<td><strong>Increase:</strong></td>
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</table>

## Parks

### Vehicile Maintenance

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>FY 23</th>
<th>FY 24</th>
<th>FY 25</th>
</tr>
</thead>
<tbody>
<tr>
<td>010.50319-036-0000-9010</td>
<td>Vehicile Maintenance</td>
<td>$4,000</td>
<td>$14,500</td>
<td>$17,400</td>
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<tr>
<td><strong>Increase:</strong></td>
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</tbody>
</table>

The fleet of vehicles sometimes requires the services of an outside vendor. The age of the fleet, on average, has increased. Inflationary pressures have also contributed to this increase.

### 4 WD Drive 3/4 Ton Truck

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>FY 23</th>
<th>FY 24</th>
<th>FY 25</th>
</tr>
</thead>
<tbody>
<tr>
<td>010.50552.036.0478.9010</td>
<td>4 WD Drive 3/4 Ton Truck</td>
<td>$0</td>
<td>$0</td>
<td>$26,000</td>
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<tr>
<td><strong>Increase:</strong></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

The Town leased this vehicle in FY 23-24. This represents a yearly payment.

### Cy Pickup Truck

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>FY 23</th>
<th>FY 24</th>
<th>FY 25</th>
</tr>
</thead>
<tbody>
<tr>
<td>010.50552.036.1526.90103</td>
<td>Cy Pickup Truck</td>
<td>$0</td>
<td>$0</td>
<td>$7,186</td>
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<tr>
<td><strong>Increase:</strong></td>
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</tbody>
</table>

The Town leased this vehicle in FY 23-24. This represents a yearly payment.

## Senior Services

### Vehicile Maintenance

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>FY 23</th>
<th>FY 24</th>
<th>FY 25</th>
</tr>
</thead>
<tbody>
<tr>
<td>010.50319.039.0000.9010</td>
<td>Vehicile Maintenance</td>
<td>$6,000</td>
<td>$6,000</td>
<td>$9,000</td>
</tr>
<tr>
<td><strong>Increase:</strong></td>
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</tbody>
</table>

Transport vehicles consist of a 2014 bus and a 2020 bus. Maintenance expenses have increased.
Proposed Town Manager’s Reductions

<table>
<thead>
<tr>
<th>Dept./Description</th>
<th>Line Item</th>
<th>TM Recommended</th>
<th>Reduction amount</th>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Department</td>
<td>010.10572</td>
<td>$45,700.00</td>
<td>$7,000.00</td>
<td>Rifles</td>
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<tr>
<td>Law Enforcement Equipment</td>
<td>010.10572</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Buildings</td>
<td>010.50520</td>
<td>$418,000.00</td>
<td>$385,000.00</td>
<td>Removed HVAC Roof</td>
</tr>
<tr>
<td>Police Dept. Improvements</td>
<td>010.50520</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Works</td>
<td>010.50120</td>
<td>$183,000.00</td>
<td>$123,335.00</td>
<td>Convert to 3-Year Lease</td>
</tr>
<tr>
<td>SKID STEER</td>
<td>010.50120</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>TRAINING MTGS W/O TRAVEL</td>
<td>010.50120</td>
<td>$8,000.00</td>
<td>$2,000.00</td>
<td></td>
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<tr>
<td>CONSTRUCTION/REFURB REPLACEMENT</td>
<td>010.50120</td>
<td>$150,000.00</td>
<td>$50,000.00</td>
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<tr>
<td>Fire Department</td>
<td>010.50220</td>
<td>$175,000.00</td>
<td>$25,000.00</td>
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<tr>
<td>TRANS/VEHICLE REPL/REPAIR</td>
<td>010.50220</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Parks &amp; Recreation</td>
<td>010.50120</td>
<td>$70,000.00</td>
<td>$5,667.00</td>
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</tr>
<tr>
<td>SRC CTY OPER/OTHER UTILITIES/WATER</td>
<td>010.50224</td>
<td>$5,000.00</td>
<td>$1,000.00</td>
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<tr>
<td>Planning &amp; Zoning Intern</td>
<td>010.50130</td>
<td>$10,000.00</td>
<td>$1,000.00</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>$800,000.00</td>
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</table>

The reduction of $5667.00 will impact the "Senior Center Operator." Senior Center Operators represent our transit drivers and transit staff. The Senior Center has experienced an increase in the number of rider requests, activities, and the number of participants. Doctors' appointments are at the top of the list. The adjustment to this line item may require the department to limit the number of staff hours invested in trips and special events. There will also be opportunity costs associated with parking the fleet. Restoration of these funds will ensure that we can continue to research and develop trips, programs, and special events for the equivalent of an additional 30-36 days of the year.
Thank You, Watertown!