



Chairman  
Kenneth DiRico

# TOWN OF LEDYARD CONNECTICUT

## Parks & Recreation Commission

~ AGENDA ~

12 Van Tassel Drive  
Gales Ferry, Connecticut 06339

Regular Meeting

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Tuesday, January 17, 2023

7:00 PM

Parks & Recreation/Senior Citizens  
Center

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**I. CALL TO ORDER**

**II. ROLL CALL**

**III. RESIDENTS & PROPERTY OWNERS COMMENTS**

**IV. PRESENTATIONS / INFORMATIONAL ITEMS**

1. Correspondence from Mr. Brian Love - Parks & Rec/Senior Commission Merger

**Attachments:** [parks and rec meeting comments](#)

2. Correspondence Mr. Brian Love - Baseball Complex

**Attachments:** [baseball complex comments](#)

3. Correspondence - Cooper Lighting customer confirmation letter

**Attachments:** [Ledyard Middle School \(CT\) - Customer Confirmation Letter](#)

**V. MEMBER COMMENTS**

**VI. REPORTS**

1. Director's Report
2. Year End Turf Management Report

**VII. APPROVAL OF MINUTES**

1. Motion to approve the Parks & Recreation Administration Committee Special Meeting Minutes of December 20, 2022 and the Parks & Recreation Commission Regular Meeting Minutes of December 20, 2022.

**Attachments:** [P & R Minutes Regular Meeting 12.20.2022](#)

[P&R Administration Committee Special Meeting Minutes 12.20.2022](#)

**VIII. OLD BUSINESS**

1. Boy Scout Skate Park Project Proposal

**Attachments:** [Eagle Project Presentation](#)

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3. Discuss CIP Projects

**Attachments:** [P&R FY24 CIP](#)

Any Old Business proper to come before the Commission

**XI. NEW BUSINESS**

1. Motion to approve the Parks & Recreation FY2024 General Fund Budget.

**Attachments:** [P&R FY24 Budget](#)

2. Discussion and possible Motion to renew the Grass Cutting and Trimming contract for 2 years.

**Attachments:** [RFP 2019-03 Grass Cutting and Trimming CONTRACT](#)

3. Discussion and possible Motion to renew the Routine Maintenance contract for 2 years.

**Attachments:** [RFP 2019-04 Routine Maintenance CONTRACT](#)

4. Discussion and possible Motion to renew the Turf Management Services contract for 2 years.

**Attachments:** [RFP 2020-07 Turf Management Services Contract](#)

5. Review and provide input on the Administration Committees draft ordinance to combine the Parks & Recreation Commission and Senior Citizens Commission.

**Attachments:** [Ord Combine PR SC -DRAFT 2023-01-11-ADMIN MTG](#)

Any New Business proper to come before the Commission

**X. ADJOURNMENT**

DISCLAIMER: Although we try to be timely and accurate these are not official records of the Town.



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 23-1046

**Agenda Date:** 1/17/2023

**Agenda #:** 1.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

Correspondence from Mr. Brian Love - Parks & Rec/Senior Commission Merger

**Background:**

(type text here)

**Department Comment/Recommendation:**

(type text here)

My Name is Brian Love and I live at 1 Little John CT, gales ferry, CT 06335

I am opposed to the Parks and Recreation and Senior Citizens Merger proposed by the Mayor and town Council as the senior citizens program is the only one that will see benefits of the merger.

Mayor Allyn cited the following benefits:

1. He stated Parks and Recreation has been operating in the building on Van Tassel Drive in Gales Ferry and working in tandem with the Senior Citizens Center providing oversight of the facility. From a budgetary perspective, the care and maintenance of the senior citizens center is not paid for by parks and rec or the senior citizens. It's in public work's budget. So there is no benefit from either group on this.

2. He noted Mr. Scott Johnson, Jr. has been serving as the Director of both the Parks & Recreation and the Senior Citizens for the past few years and he stated that it may be time to combine the two Commissions. This only continues to benefit the senior citizens' budget as they get a director for free.

3. He explained Ordinance #200-009 Ordinance providing for the Transfer of Revenue from the Real Estate Conveyance Tax to the Park and Recreation Capital and Non-Recurring Expense Fund", calls for forty percent (40%) of the revenue received from conveyance tax to be deposited into the Parks and Recreation Capital and Non-Recurring Expense Fund. He stated by merging the Senior Citizens Commission with the Parks & Recreation Commission that both groups could benefit from these funds. Parks and Rec is already getting the %40 percent and has asked for \$241,732 in capital improvements so how do they gain money by absorbing the senior citizens' budget and providing them access to it? Per the towns budget for 2023, the senior center programs are allotted \$97,182. Parks and Rec is allotted \$464,467. On July 6<sup>th</sup> the state Senate appropriations committee sent a letter to Mr. Scott showing the state was making 26 million dollars in grants available to senior programs around the state. This money will only be allowed for senior programs, so our kids will not benefit from this. If we combine it will be very easy to move money from the higher budget to the lower budget especially when one organization's money comes from taxes vs grants.

Councilor Rodriguez provided the following comment to the mayor's request:

1. She stated combining the two groups would be a positive step forward for the Senior Center, noting that it would attract a higher percentage of residents to attend the Center's programs. There is no mention of how this will benefit parks and Rec and clearly, the senior citizen program is the priority in this town, even though out of a population of 15,413; 3,853 are under 18(25%) and 2,311 are over 65(15%).

That's why I urge the commission to reject the merger.

Thank you.



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 23-1048

**Agenda Date:** 1/17/2023

**Agenda #:** 2.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

Correspondence Mr. Brian Love - Baseball Complex

**Background:**

(type text here)

**Department Comment/Recommendation:**

(type text here)

Land Use/Planning/Public Works committee,

My name is Brian Love and I live at 1 Little John Court Gales Ferry, CT. I write today to provide a discussion on potential future uses of town land for our youth. We have multiple non-profit youth sports leagues that utilize town fields. We have many fields and locations however, almost all are multi-use, lack amenities, and are spread throughout the town.

I propose we create a dedicated baseball/softball complex with three little league fields, one full-size baseball field, three softball fields, indoor batting cages, lights, scoreboards, a playground, ample parking, a concession stand, press boxes, and equipment buildings. This complex will provide the following benefits:

1. Fewer ball fields would be maintained which reduces long-term maintenance costs. We would go from 9 baseball and 3 softball fields to 4 baseball and 3 softball fields.
2. Operating costs would be reduced by centrally locating fields thus allowing the town to stow field and maintenance equipment in one location and not transportation costs. The number of locations requiring garbage pickup and porta-potty services would be reduced.
3. Parks and Rec would not have to spend time and money converting fields that are dual-use every season.
4. Dedicated paths and safely accessible walkways could be created so people of all abilities can come to watch the games. Some of our fields are not easily accessible to people with disabilities.
5. No more BOE v. P&R when it comes to field maintenance issues for our leagues. Some of our fields fall under the jurisdiction of both organizations.
6. Our youth sports leagues would no longer have to share accounts for league operations.
7. With a central location comes the league's ability to have the presence of its board members at all games to aid in any situation that might come up in youth sports.
8. The leagues would be able to store their equipment on-site where the kids play. This helps with training equipment that can be shared and reduce the cost of equipment for the league.
9. Lights would allow for more field use. We currently need the number of fields we have because we cannot play at night and are limited especially during the fall seasons. We cannot host tournaments because of this; reducing revenue for the leagues.
10. Tournaments would bring in additional revenue for our small businesses from the increased number of visitors.
11. Complex could be built with solar power in mind; keeping electrical operating costs lower for the leagues and town.
12. Fundraising opportunities would go up exponentially due to having the ability to run concessions in one location directly at the field at every event.
13. Most of our families and coaches have multiple kids in different age levels and being able to centrally locate all games and practices would make it easier to make all of the events.
14. Our current fields do not provide spectators with protected seating with good vantage points to watch the game. New fields would be built with that in consideration.

15. Batting cages could be built in a manner that allows indoor year-round use. Our leagues currently pay private companies in neighboring towns to utilize their spaces for wintertime.
16. We lose hundreds of dollars every year to lost balls in the wetlands behind the Pfizer fields. Purpose-built fields could consider this and help lower registration fees based on annual equipment replacement.
17. Old baseball fields could be converted into dedicated complexes for Football at LMS/Crandall field and Soccer could have all of colonel Ledyard Park. A large indoor rec center built for all sports to share year-round; or converted to dog parks.

We had over 300 of our Ledyard youth play baseball and softball last year. We owe it to them as the taxpayers in this town to provide a field they can be proud to call home.

Thank you,  
Brian Love  
941-467-4433



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 23-1049

**Agenda Date:** 1/17/2023

**Agenda #:** 3.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

Correspondence - Cooper Lighting customer confirmation letter

**Background:**

(type text here)

**Department Comment/Recommendation:**

(type text here)



1/11/2023

Matthew Boucher  
GRAYBAR ELECTRIC

Re: Ledyard Middle School – LED Sports Lighting Project, PO# 4703592443

Dear Matthew,

Thank you for your Ephesus LED sports lighting purchase. Our team is dedicated to ensuring the success of your lighting project. To that end, we have completed a comprehensive Technical Analysis on your project. This letter serves as a confirmation of the project specifics and lists any outstanding questions.

### **Order Recap**

- 12 - EPH-LS-08-0640L-BLK-57-70-4S-C04-LV-AM-LY-A00-HEG-BP-ST – Lumasport 8 NEMA 4S 5700K 70 CRI fixtures with low voltage – Black
- 1 – AF-0211 – Aiming Laser
- 1 – EPH-LTGSTR-C-MSM – Non-wired Angle Iron Crossarms for Wood Poles (Thru-Bolt Mount)

### **Design Notes**

Photometric design **was not required** for this project.

### **Retrofit Installations**

The integrity of existing structures (poles) is your responsibility. It is advised that you perform an analysis to confirm the structural integrity before installation. Our team can provide references for structural engineers upon request.

### **Lumasport 8 LED Fixtures**

See the fixture spec sheet attached

Branch circuit power shall be 120-277VAC only

Synapse wireless controls capability included, can be purchased / added at a later time

See the Lumasport 8 Standard Installation Manual for more information attached

### **Roles and Responsibilities Summary**

#### **Ephesus Responsibilities**

1. Furnish Lumasport 8 fixtures with accessories
2. Furnish non-wired angle iron crossarms with thru-bolts for wood poles (through pole manufacturer)

**Owner/Installer/Others Responsibilities**

- 1. All aspects of installation including installing fixtures, crossarms, and control equipment, providing power to fixtures and control enclosures, addressing fixtures, aiming fixtures, and verifying light levels if required.
- 2. Owner is responsible for verifying that lighting circuit voltages are within 3% of nominal. Owner must correct any sag or surge outside of that voltage range before fixtures are installed.
- 3. Cooper Lighting is not responsible for existing poles and makes no guarantees that the existing poles are sufficient to support the new crossarms and fixtures.
- 4. Cooper Lighting is not responsible for ensuring EPA calculations have been satisfied.

**Project Schedule**

Project milestone dates:

- 1. Desired date to have all materials on site – *ASAP*
- 2. Scheduled Installation start date – *please provide*
- 3. Scheduled Installation completion date – *please provide*

Please provide any updated installation dates to Ephesus asap. Ephesus shall make every effort to deliver all material to the site prior to the planned start date; however, delivery dates are not guaranteed. Ephesus will communicate planned production and estimated ship dates as information is available.

**Confirmations**

Please review and confirm the following information:

- The branch circuit voltage on all lighting circuits is 120-277VAC.
- The Shipping address should be:

Attn: SCOTT JOHNSON  
 860-705-2123  
 TOWN OF LEDYARD  
 889R COLONEL LEDYARD HWY  
 LEDYARD, CT 06339

- Receiver has the ability to offload pallets from freight delivery truck including loading dock and forklift/pallet mover.

**Attached Files for Review**

These documents are attached as part of this submittal:

- 1. Fixture cut sheets
- 2. Installation manual

If you have any questions, please let us know.

Please sign below and return to acknowledge receipt of this information and acceptance of these terms:

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for your business and we wish you many years of enjoyment with your new state-of-the-art LED sports lighting system.

Sincerely,

Naz Argun  
Project Manager



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 23-1041

**Agenda Date:** 1/17/2023

**Agenda #:** 1.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

Director's Report

**Background:**

(type text here)

**Department Comment/Recommendation:**

(type text here)



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 23-1050

**Agenda Date:** 1/17/2023

**Agenda #:** 2.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

Year End Turf Management Report

**Background:**

(type text here)

**Department Comment/Recommendation:**

(type text here)



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 23-1044

**Agenda Date:** 1/17/2023

**Agenda #:** 1.

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## MINUTES

### **Minutes:**

Motion to approve the Parks & Recreation Administration Committee Special Meeting Minutes of December 20, 2022 and the Parks & Recreation Commission Regular Meeting Minutes of December 20, 2022.



# TOWN OF LEDYARD

## Parks & Recreation Commission

### Meeting Minutes - Draft

12 Van Tassel Drive  
Gales Ferry, Connecticut 06339

Chairman  
Kenneth DiRico

#### Regular Meeting

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Tuesday, December 20, 2022

7:00 PM

Parks & Recreation/Senior Citizens  
Center

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#### I. CALL TO ORDER

Chairman DiRico called the meeting to order at 7:00 p.m.

#### II. ROLL CALL

**Present** Commissioner Lucrezia Finegan  
Commissioner Jessica Cobb  
Commissioner Thomas Olsen  
Commissioner Loretta Kent  
Commissioner Shaileen C. English  
Chairman Kenneth J. DiRico  
Commissioner Jessica Buhle  
Charles Gallagher

**Excused** Deondre Bransford

In addition, the following were present:  
Scott Johnson - Parks & Recreation Director  
Tom Staigers - Ledyard Youth League President  
Matt Duerr - Vice President Ledyard Little League  
Brian Love - Resident

#### III. RESIDENTS & PROPERTY OWNERS COMMENTS

Brian Love 1 Little John CT, gales ferry, CT 06335

I am opposed to the Parks and Recreation and Senior Citizens Merger proposed by the Mayor and town Council as the senior citizens program is the only one that will see benefits of the merger.

Mayor Allyn cited the following benefits:

1. He stated Parks and Recreation has been operating in the building on Van Tassel Drive in Gales Ferry and working in tandem with the Senior Citizens Center providing oversight of the facility. From a budgetary perspective, the care and maintenance of the senior citizens center is

not paid for by parks and rec or the senior citizens. It's in public work's budget. So there is no benefit from either group on this.

2. He noted Mr. Scott Johnson, Jr. has been serving as the Director of both the Parks & Recreation and the Senior Citizens for the past few years and he stated that it may be time to combine the two Commissions. This only continues to benefit the senior citizens' budget as they get a director for free.

3. He explained Ordinance #200-009 Ordinance providing for the Transfer of Revenue from the Real Estate Conveyance Tax to the Park and Recreation Capital and Non-Recurring Expense Fund", calls for forty percent (40%) of the revenue received from conveyance tax to be deposited into the Parks and Recreation Capital and Non-Recurring Expense Fund. He stated by merging the Senior Citizens Commission with the Parks & Recreation Commission that both groups could benefit from these funds. Parks and Rec is already getting the %40 percent and has asked for \$241,732 in capital improvements so how do they gain money by absorbing the senior citizens' budget and providing them access to it?

Per the towns budget for 2023, the senior center programs are allotted \$97,182. Parks and Rec is allotted \$464,467. On July 6th the state Senate appropriations committee sent a letter to Mr. Scott showing the state was making 26 million dollars in grants available to senior programs around the state. This money will only be allowed for senior programs, so our kids will not benefit from this. If we combine it will be very easy to move money from the higher budget to the lower budget especially when one organization's money comes from taxes vs grants.

Councilor Rodriguez provided the following comment to the mayor's request:

1. She stated combining the two groups would be a positive step forward for the Senior Center, noting that it would attract a higher percentage of residents to attend the Center's programs. There is no mention of how this will benefit parks and Rec and clearly, the senior citizen program is the priority in this town, even though out of a population of 15,413; 3,853 are under 18(25%) and 2,311 are over 65(15%).

That's why I urge the commission to reject the merger.

Thank you.

**IV. PRESENTATIONS / INFORMATIONAL ITEMS**

None

**V. COMMISSION MEMBER COMMENTS**

None

**VI. REPORTS**



1. November Director’s Report

- Everything winterized
- Water main break on Clarks Field. GU will make repairs and reseed in the spring.
- State contract pricing finally released to purchase a new truck
- Football field light proposal accepted, and lights have been ordered
- Wood chips delivered to all playscapes except Model Park because it is too wet.
- Public Works fixed a drainage issue at Ericson that was washing out the boat launch.
- Winter edition of the Events magazine has been delivered

**VII. APPROVAL OF MINUTES**

1. Motion to approve the Parks & Recreation Commission Regular Meeting Minutes of September 20, 2022 and the Parks & Recreation Commission Special Meeting Minutes of October 12, 2022.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Shaileen C. English

**SECONDER:** Thomas Olsen

**AYE** 8 Finegan Cobb Olsen Kent English DiRico Buhle Gallagher

**EXCUSED** 1 Bransford

**VIII. OLD BUSINESS**

1. Boy Scout Skate Park Project Proposal

There was no additional discussion.

**RESULT:** CONTINUE

Any Old Business proper to come before the Commission

None

**XI. NEW BUSINESS**

1. Discussion and possible action regarding the Judge Crandall irrigation water bill.

Motion for Director Scott to request to overspend to pay the current Judge Crandall irrigation water bill.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Kenneth J. DiRico

**SECONDER:** Shaileen C. English

**AYE** 7 Finegan Cobb Olsen Kent English DiRico Buhle

**EXCUSED** 1 Bransford

**ABSTAIN** 1 Gallagher

Motion for Director Scott Johnson to include the Judge Crandall water bill in the proposed FY 20243 budget.

A motion was made by Chairman DiRico, seconded by Commissioner English, that this be Approved and so declared. The motion carried by the following vote:

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Kenneth J. DiRico

**SECONDER:** Shaileen C. English

**AYE** 7 Finegan Cobb Olsen Kent English DiRico Buhle

**EXCUSED** 1 Bransford

**ABSTAIN** 1 Gallagher

2. Senior Center Commission / Parks & Recreation Commission merger

The Senior Center / Parks & Recreation merger and the benefits to both departments was discussed.

**RESULT:** CONTINUE

3. New Safe Sport Law - Public Act No. 21-64

Director Scott Johnson discussed the affect the new Safe Sport law will have on the leagues and summer camp.

**RESULT:** DISCUSSED

4. Discuss CIP Projects

- New Park on Lantern Hill Road (pavilion, boat launch, parking lot, signage, site furnishings)
- Replace fencing at Pfizer and Judge Crandall fields.
- Replace GFCC ramp
- New benches at Pfizer Field
- Walk way up to Clarks field

**RESULT:** CONTINUE

5. Motion to approve the Parks & Recreation Commission 2023 meeting dates

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Thomas Olsen

**SECONDER:** Jessica Cobb

**AYE** 8 Finegan Cobb Olsen Kent English DiRico Buhle Gallagher

**EXCUSED** 1 Bransford

Any New Business proper to come before the Commission

1. Motion to support the Town of Ledyard acquiring land on Lantern Hill Road to be used as a

park.

Director Scott Johnson discussed the potential donation of a property on Lantern Hill Road to be used as a park.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Jessica Cobb

**SECONDER:** Lucrezia Finegan

**AYE** 8 Finegan Cobb Olsen Kent English DiRico Buhle Gallagher

**EXCUSED** 1 Bransford

**X. ADJOURNMENT**

Mr. Olsen moved the meeting be adjourned, seconded by Ms. Finegan.

The meeting adjourned at 8:45 p.m.

VOTE: 8 - 0 Approved and so declared

**DISCLAIMER:** Although we try to be timely and accurate these are not official records of the Town.



# TOWN OF LEDYARD

## Parks & Recreation Commission

### Meeting Minutes - Draft Minutes

12 Van Tassel Drive  
Gales Ferry, Connecticut 06339

Chairman  
Kenneth DiRico

#### Administration Committee - Special Meeting

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Tuesday, December 20, 2022

6:00 PM

Parks & Recreation/Senior Citizens  
Center

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#### I. CALL TO ORDER

Chairman DiRico called the Special Meeting to order at 6:00 p.m.

#### II. ROLL CALL

Ken DiRico - Parks & Recreation Administration Committee Member  
Jessica Cobb - Parks & Recreation Administration Committee Member  
Shaileen English - Parks & Recreation Administration Committee Member  
Lucrezia Finegan - Parks & Recreation Administration Committee Member  
Loretta Kent - Parks & Recreation Administration Committee Member  
Chad Gallagher - Parks & Recreation Commissioner  
Scott Johnson - Parks & Recreation Director

#### III. NEW BUSINESS

##### 1. Policy Work Session

The current polices were reviewed for possible changes. Director Johnson will compile the changes and present a draft version at another Special Administration meeting with a date to be determined.

#### IV. ADJOURNMENT

Mr. DiRico moved the meeting be adjourned, seconded by Ms. English.

The meeting adjourned at 6:59 p.m.

VOTE: 6-0 Approved and so declared

DISCLAIMER: Although we try to be timely and accurate these are not official records of the Town.



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 22-126

**Agenda Date:** 1/17/2023

**Agenda #:** 1.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

Boy Scout Skate Park Project Proposal

**Background:**

(type text here)

**Department Comment/Recommendation:**

(type text here)

# Eagle Project Presentation

Xavier DeBrodt

Troop 16

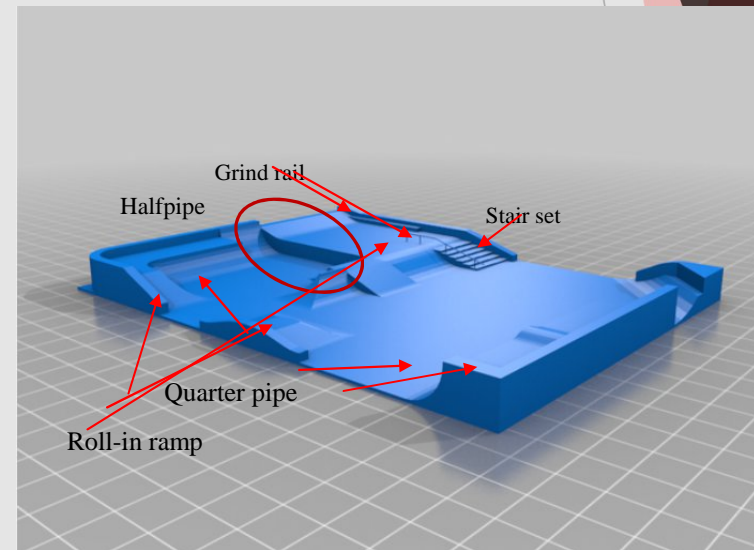
Ledyard, CT

## What is an Eagle Scout Project

- ▶ Service project lead, planned, and organized by Life Scout
  - Must benefit the Scouts' community
- ▶ Scout must fundraise and/or apply for grants

# My Eagle Scout Project

- ▶ Skatepark in Ledyard
- ▶ Includes:
  - ▶ 1 stair set
  - ▶ 2 grind rails
  - ▶ 1 halfpipe
  - ▶ 3 quarter pipes
  - ▶ 2-3 roll-in ramps
  - ▶ Multiple side ledges
  - ▶ 2 pyramids





Why does Ledyard need a skatepark?

- ▶ Kids in Ledyard ride skateboards and scooters
- ▶ It will be local
- ▶ Great physical activity opportunity

Where will the skatepark be?

- ▶ Highland Lake Park Ledyard, CT
- ▶ Far back empty space of park
- ▶ Main transportation type should be walking/riding to park

# How big will the skatepark be?



# What materials are needed?

- ▶ Concrete
- ▶ Fencing
- ▶ Metal pipes
- ▶ Handrail/grind rail
- ▶ Wood
- ▶ Screws
- ▶ Paint
- ▶ Signs

## What supplies will I need?

- ▶ Food
- ▶ Refreshments
- ▶ Gasoline
- ▶ Tarps
- ▶ Safety supplies
- ▶ Garbage bags

## What equipment/tools will I need?

- ▶ Excavators
- ▶ Concrete trucks
- ▶ Dump trucks
- ▶ Shovels
- ▶ Wheelbarrows
- ▶ Drills

## What I am currently doing

- ▶ Refining the design for what the skatepark will look like
- ▶ Researching the total costs of materials and labor from the Groton Skatepark
- ▶ Researching how long it took to build the Groton Skatepark

# What I have already done

- ▶ Attended a Ledyard Parks and Recreation Committee meeting to present my project
- ▶ Met with the Mayor of Ledyard and discussed with him if it possible for me to be allowed to build a skatepark in the town of Ledyard.
- ▶ Met with Cindy Olsen who had helped lead the build of the Groton Skatepark in Sutton Park.
- ▶ Found a design for what the skatepark will look like.
- ▶ Talked with Jeff Paprocki who led the build of the Groton Skatepark and has his own concrete company.
- ▶ Printed a 3d model of the skatepark.
- ▶ Met with Cindy Olsen to talk about fundraising ideas
- ▶ Presented my proposal to Troop 16 committee
- ▶ Estimated total cost of project



# What I still need to do for my proposal

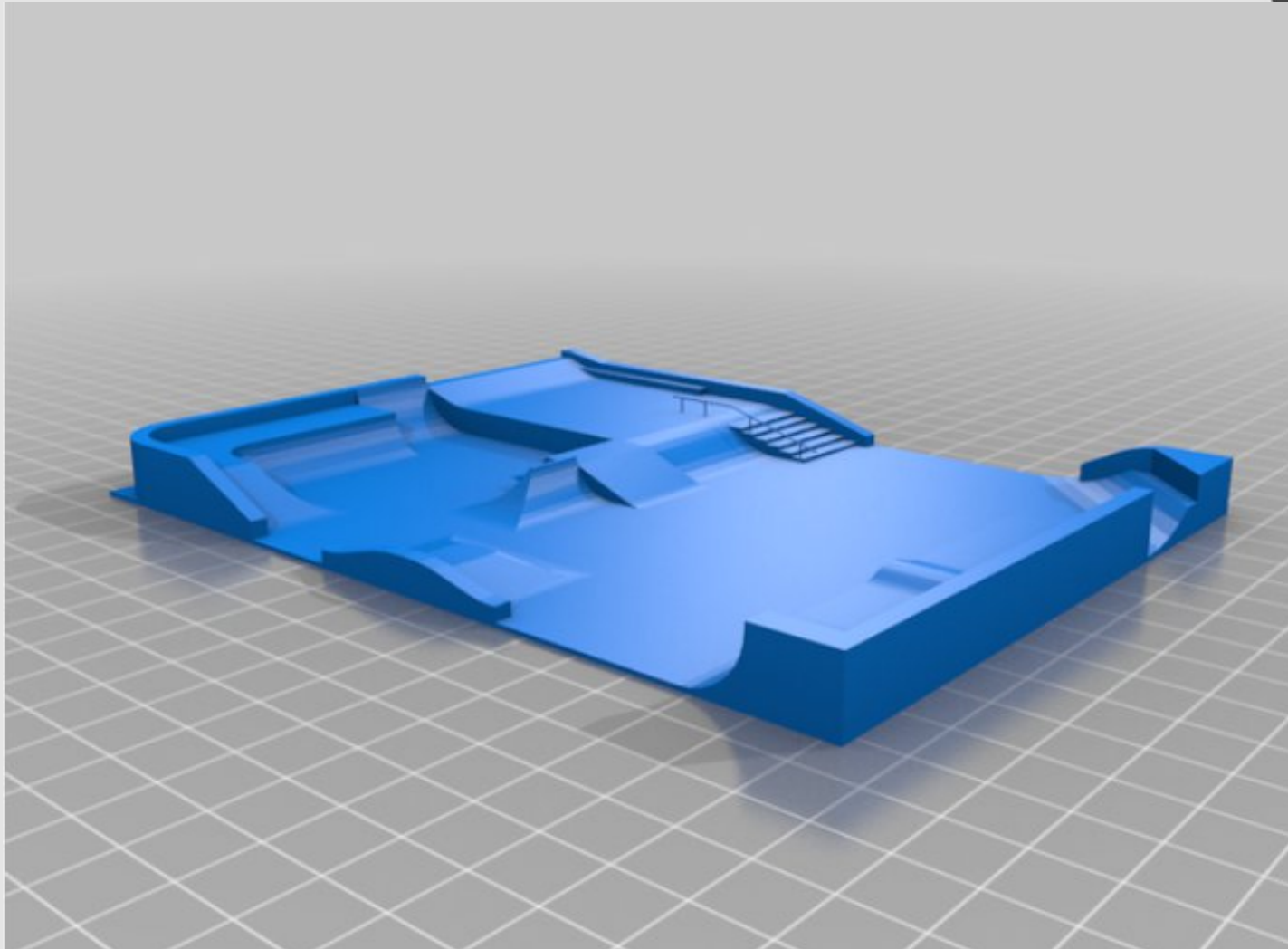
- ▶ Accurate measurements of area
- ▶ Estimate the cost of the materials needed
- ▶ Estimate the cost of the equipment needed
- ▶ Research price for labor of workers
- ▶ Plan phases for how project will be built over time
- ▶ Research how many people are needed
- ▶ Identify tasks that the scouts can do

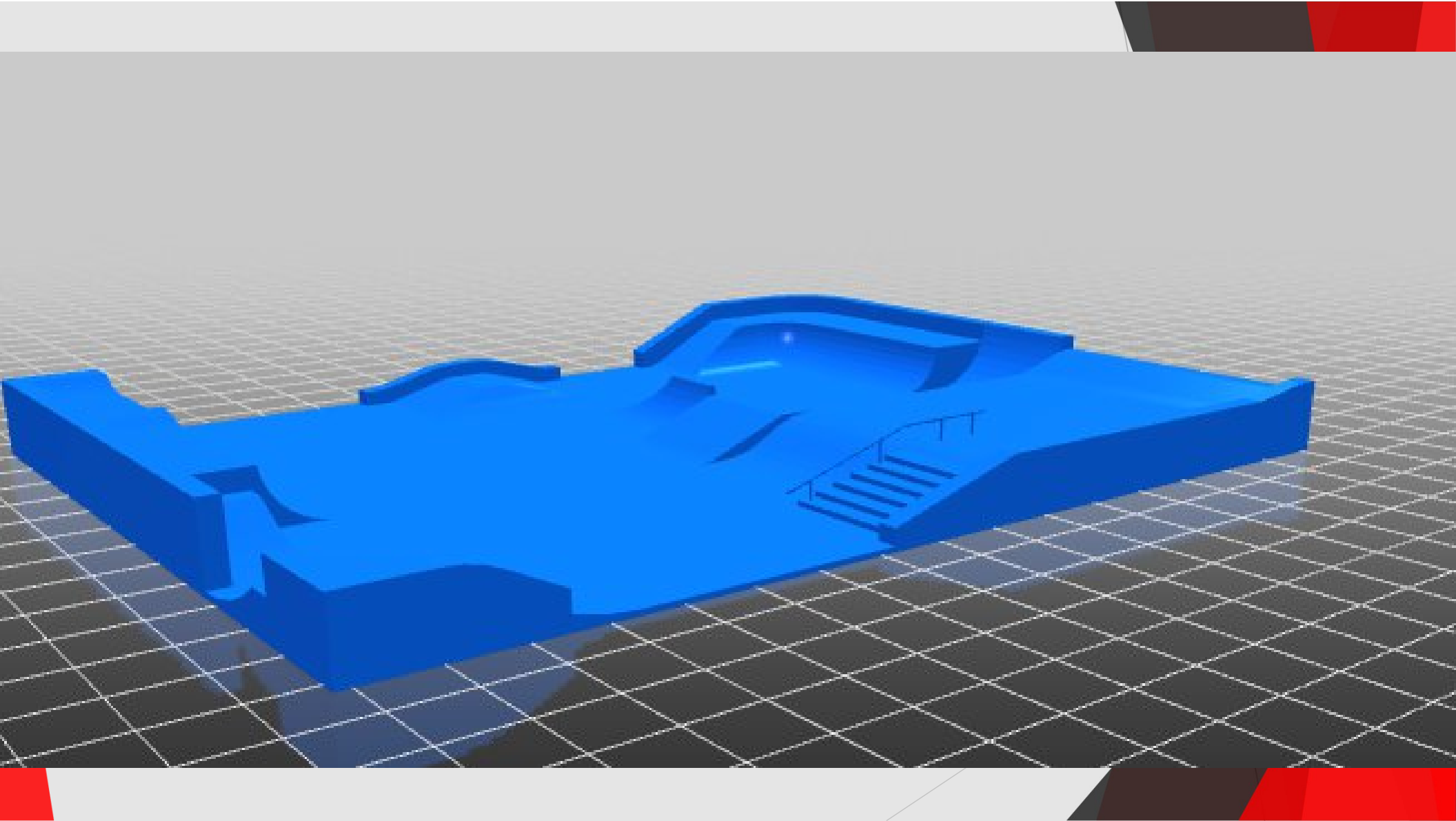
# What I will need to do in order to start

- ▶ Approval from Troop 16 Scout Committee.
- ▶ Approval Ledyard from Parks and Rec.
- ▶ Wetlands commission approval
- ▶ Planning and Zoning approval and an 8-24 review (a State required review of any improvements occurring on municipally owned property)
- ▶ Approval from the Town Council for constructing an improvement on Town owned property
- ▶ A financial review by the Town's insurer to determine what the impact would be to the Town's insurance coverage
- ▶ A building permit from the Land Use Department in Town Hall
- ▶ Start fundraising, applying for grants, accepting donations

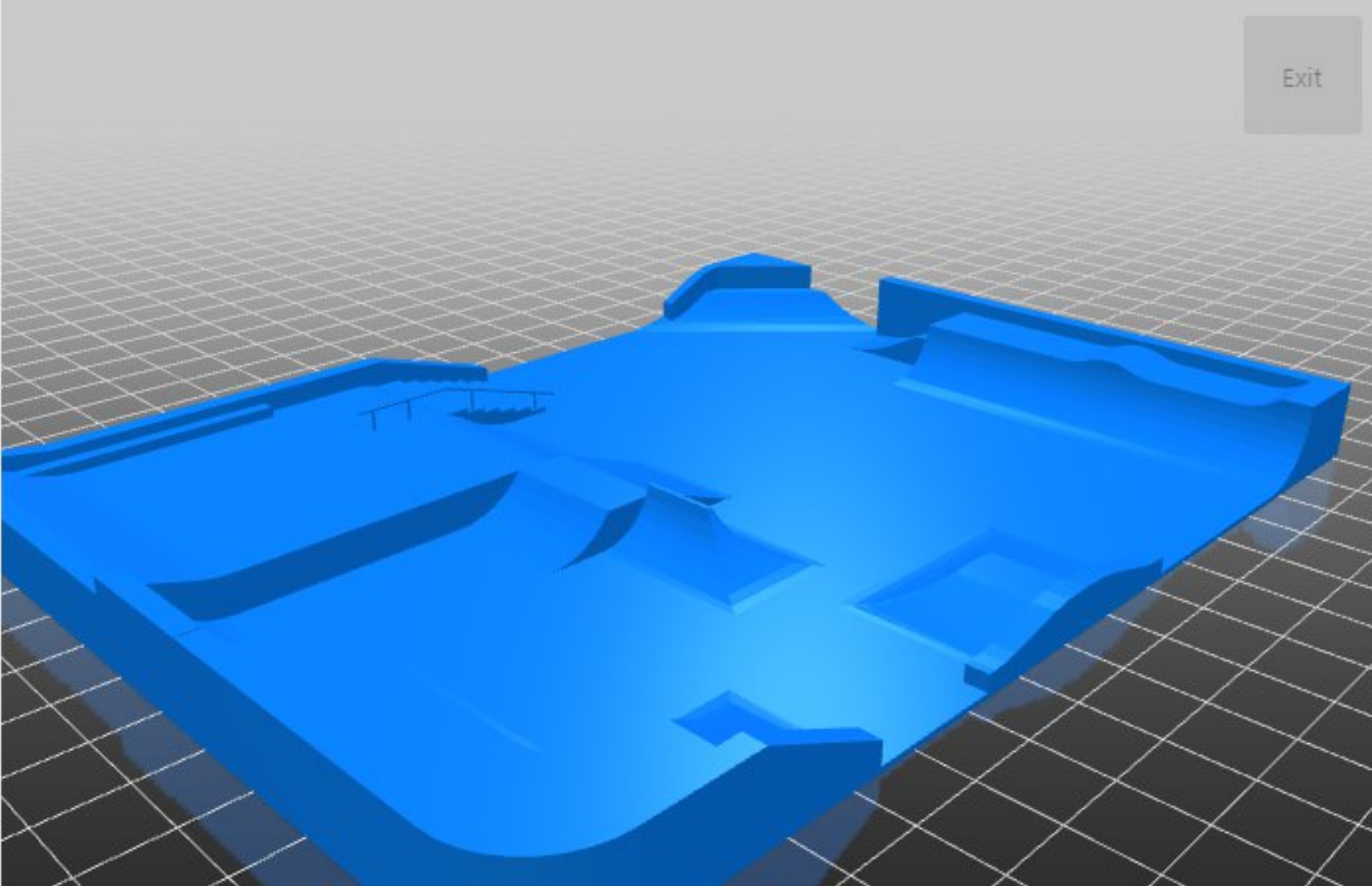
## What I will need to do in the future

- ▶ Research the best concrete pouring company
- ▶ Find volunteers
- ▶ Research landscaping companies
- ▶ Find artists to do artwork





Exit



Thank You

Jeff Paprocki  
Cindy Olsen  
Miles Hassenfeldt  
Dawn DeBrodt  
Justin DeBrodt  
Dr. Brandon Casper  
Dr. Jeff Bolkhovsky  
Vince Whittle  
Scott Johnson

# How to get to the park

- ▶ There are multiple ways to get to Highland Lake Park. One of the ways to get to the park is going the Highlands onto Captain Amos Stanton Dr. and going through the woods on a trail and having to cross a log and into Lakeside Condominiums.







# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 22-953

**Agenda Date:** 1/17/2023

**Agenda #:** 3.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

Discuss CIP Projects

**Background:**

(type text here)

**Department Comment/Recommendation:**

(type text here)

<b>FY2024 CIP Requests</b>		
<b>Improvement</b>	<b>Cost</b>	<b>Notes</b>
New Park	\$57,310.00	
Park Furnishings	\$25,000.00	
Depta Top Dressing/ Sod	\$25,000.00	
Tree Removal	\$10,000.00	
GFCC Ramp Replacement	\$8,000.00	
Clarks/Purdy Field Improvements	\$8,000.00	
Judge Crandall Irrigation Replace/Raise Heads	\$5,000.00	
Tennis/ Basketball Court Maintenance	\$5,000.00	
<b>Total</b>	<b>\$143,310.00</b>	



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 23-1051

**Agenda Date:** 1/17/2023

**Agenda #:** 1.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

Motion to approve the Parks & Recreation FY2024 General Fund Budget.

**Background:**

(type text here)

**Department Comment/Recommendation:**

(type text here)

<b>Parks &amp; Rec Budget FY 2024</b>					
<b>#</b>	<b>Account Description</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>
<b>51600</b>	<b>Dept Head Wages</b>	\$74,462.00	\$66,300.00	\$66,487.00	\$76,990.00
<b>51610</b>	<b>Supervisors</b>	\$50,422.00	\$50,187.00	\$52,157.00	\$52,167.00
<b>51615</b>	<b>Assistant Wages</b>	\$34,344.00	\$34,343.00	\$75,561.00	\$77,036.00
<b>51710</b>	<b>Playground &amp; Custodian</b>	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
<b>51800</b>	<b>Part Time Wages</b>	\$30,519.00	\$30,519.00	\$0.00	\$0.00
<b>53700</b>	<b>Contract Maintenance/ Leases</b>	\$141,314.00	\$175,500.00	\$161,462.00	\$161,462.00
<b>54300</b>	<b>Repairs &amp; Maintenance</b>	\$29,600.00	\$29,900.00	\$29,900.00	\$32,026.00
<b>56100</b>	<b>Operating Expenses</b>	\$27,950.00	\$24,450.00	\$23,820.00	\$24,720.00
<b>56220</b>	<b>Electricity</b>	\$21,000.00	\$21,000.00	\$30,500.00	\$27,000.00
	<b>TOTALS</b>	<b>\$419,611.00</b>	<b>\$442,199.00</b>	<b>\$449,887.00</b>	<b>\$461,401.00</b>

<b>FY 2023</b>	<b>FY 2024</b>	<b>Diff vs 23</b>	<b>Notes</b>
\$78,915.00	\$78,915.00		<i>HR Handles Increases</i>
\$53,393.00	\$53,393.00		
\$77,036.00	\$77,036.00		
\$10,000.00	\$10,000.00	\$0.00	
\$0.00	\$0.00	\$0.00	
\$161,462.00	\$161,462.00	\$0.00	<i>Expected increase when new park added to FE Contract</i>
\$32,046.00	\$32,604.00	\$558.00	<i>Portapot for new park</i>
\$24,615.00	\$24,916.00	\$301.00	<i>My rec, copier fees, and legislative change</i>
\$27,000.00	\$38,890.00	\$11,890.00	<i>Christy Hill electric and JC water bill added</i>
<b>\$464,467.00</b>	<b>\$477,216.00</b>	<b>\$12,749.00</b>	

## FISCAL YEAR 2023-2024



	<b>Program Salaries</b>	<b>Operating</b>	<b>General Maintenance</b>	<b>Contract Mair</b>
	<b>\$10,000.00</b>	<b>\$24,916.00</b>	<b>\$32,604.00</b>	<b>\$161,462.</b>
Custodians	\$10,000.00			
		Copier	\$1,451.00	Electrical/Plumbing
		CT P&R Memb	\$220.00	\$5,000.00
		Equipment	\$2,450.00	Field Marking Paint
		Events	\$2,750.00	\$6,500.00
		First Aid Supplies	\$1,000.00	Infield Mix
		Ink	\$500.00	\$3,300.00
		Locks/Keys	\$500.00	Inspections
		My Rec	\$4,045.00	\$500.00
		Office	\$2,200.00	Irrigation
		Parks	\$2,000.00	\$1,000.00
		Playground	\$3,200.00	Miscellaneous
		Red Cross Training	\$2,000.00	\$2,000.00
		Staff Trainings	\$800.00	Park Support
		Tests	\$1,800.00	\$2,500.00
				Portajons
				\$8,804.00
				Turf
				\$3,000.00
				<b>Electrici</b>
				<b>\$38,890.1</b>
				Electricity
				Water
				Gas

**aintenance**

**.00**

\$34,462.00

\$81,000.00

\$46,000.00

**ity**

**00**

\$28,255.00

\$7,935.00

\$2,700.00



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 23-1053

**Agenda Date:** 1/17/2023

**Agenda #:** 2.

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## CONTRACT-LEASE

**Motion/Request:**

Discussion and possible Motion to renew the Grass Cutting and Trimming contract for 2 years.

**Background- Terms:**

Click or tap here to enter text.

**Department Comment/Recommendation:**

Click or tap here to enter text.

**Finance Director Comment/Recommendation:**

Click or tap here to enter text.

**Mayor Comment/Recommendation:**

Click or tap here to enter text.



## Contract

### **GRASS CUTTING and TRIMMING SERVICES for PARKS AND RECREATION FACILITIES TOWN OF LEDYARD, CT**

This is a contract for grass cutting and trimming services between F.E. Crandall (“Contractor”) and the Town of Ledyard (“Town”) in accordance with the requirements stated in the Town’s Request for Proposals 2019-03.

#### I. EQUIPMENT

The Contractor shall furnish the appropriate equipment and materials needed to accomplish all grass cutting according to the time schedule as determined by the Parks and Recreation Director. Grass cutting for each park, ball field, and beach must be begun and completed in no longer than two days. Equipment shall not be left unattended at any of the fields, parks or open areas, and shall be removed from the work sites daily. The Contractor shall provide his own vehicles for transporting equipment to and from work sites. Contractor shall have sufficient personnel to carry out all job assignments according to the time schedule set forth by the Director of Parks and Recreation.

#### II. CUTTING SEASON

Cutting season commences in mid-April with final cutting in mid-November. Two cuttings per week will be required April through June and September through November as determined by the Parks and Recreation Director.

#### III. CUTTING HEIGHTS

Grass at all sites is to be at the height of two inches at all times at all athletic facilities, parks, beach area, open spaces and soccer fields. All areas are to be trimmed.

#### IV. LOCATIONS OF FACILITIES FOR GRASS CUTTING

*See Schedule A for list of locations to be cut.* It is the responsibility of the Contractor to be familiar with each facility and the grass cutting requirement of each.

#### V. GENERAL CONDITIONS

The ultimate objective of the labor and services to be provided by the Contractor is that the athletic fields, parks, beach, playgrounds and picnic grounds shall be kept in good repair and free of debris according to the needs of the Parks and Recreation Department Director. Accordingly,

the Contractor guarantees that it has sufficient equipment, experience, and expertise to determine the time and number of employees necessary to accomplish said objective.

Contractor agrees to perform additional requirements that may arise or other related work to ensure safe, clean, playable athletic facilities and usable parks and beaches and/or other properties under the jurisdiction of the Parks and Recreation Department.

#### VI. SCHEDULING AND RESPONSE TIME

Contractor's work will be done at such times as facilities are not scheduled for official functions. Work necessary to be performed after regular working hours on Sundays or legal Holidays shall be performed without additional expense to the Town. It is the responsibility of the Contractor to make himself aware of all necessary dates, opening days and special events two weeks prior to the commencement of those events.

The Contractor shall respond to all inquiries made by the Director or his designee in no greater than four (4) hours, seven days per week for the length of this contract.

It is the responsibility of the Contractor to check in with the Parks and Recreation staff daily to inquire of last-minute items or additional needs. Contractor is to call the office of the Ledyard Parks and Recreation Department, Monday through Thursday, between the hours of 7:30 a.m. and 8:30 a.m. for updates. If the Director is not available, his designee will inform the Contractor of current needs.

#### VII. CONDITIONS OF WORK

The Contractor will, in good workmanlike manner, perform all work and furnish all supplies and materials, machinery, equipment, facilities and means, except as herein otherwise expressly specified, necessary or proper to perform and complete all the work required by this contract, within the time herein specified in accordance with the provisions of this contract and said specifications.

The Contractor shall observe, comply with and be subject to all terms, conditions, requirements and limitations of this contract, and shall complete the entire work to the satisfaction of the Parks and Recreation Director.

#### VIII. WEATHER CONDITIONS OR OTHERWISE

In the event of temporary suspension of work, or during inclement weather, or whenever the Parks & Recreation Director shall direct, the Contractor will, and will cause his subcontractors to, protect carefully his and their work and materials against damage or injury from the weather. If, in the opinion of the Parks and Recreation Director, work or materials shall have been damaged or injured by reason of failure on the part of the Contractor or any of his subcontractors so to protect his work, such materials shall be removed and replaced at the expense of the Contractor.

IX. PROTECTION OF WORK AND PROPERTY – EMERGENCY

The Contractor shall at all times safely guard the Town’s property from damage or loss in connection with this contract. Contractor shall at all times safely guard and protect his own work, and that of adjacent property from damage. The Contractor shall replace or make good any such damage or loss unless such be caused directly by errors contained in the contract, by the Town, or its duly authorized representatives.

In case of an emergency which threatens loss or damage of property, and/or safety of life, the Contractor will be allowed to act, in a diligent manner. Contractor shall notify the Parks and Recreation Director immediately thereafter. Any claim for compensation by the Contractor due to such extra work shall be promptly submitted to the Parks & Recreation Department for approval.

X. REPORTS, RECORDS, AND DATA

The Contractor shall submit to the Town on a monthly basis all schedules of quantities and costs, progress schedules, payrolls, reports, estimates, records and other data as the Town may request concerning work performed or to be performed under this contract.

XI. PAYMENTS

- A. Payment for work shall be done by purchase order and subsequently a check or electronic payment to the Contractor upon weekly inspection and approval of the Parks & Recreation Director and/or his designee.
- B. The Contractor shall pay for all materials, tools, and other expendable equipment at 100% of the cost NO later than 30 days after delivery of said materials, tools, and equipment to the job site and providing said materials, tools, and equipment are in a condition satisfactory to the Contractor and the Parks & Recreation Director. The balance of the cost thereof is to be paid before the final payment to the Contractor and acceptance by the Town. Unpaid outstanding bills for materials, tools, and equipment shall constitute an incomplete project and will delay final payment to the Contractor.

XII. REQUIREMENTS: GENERAL INSURANCE

The Contractor must maintain in force continuously during the term of the contract workers compensation insurance and comprehensive liability insurance for both personal injury and property damage as required under this paragraph. The Contractor shall not allow any subcontractor to commence work on a subcontract until certificates of said insurance satisfying the requirements of this paragraph have been provided by the subcontractor to and approved by the Parks & Recreation Director and/or his designee.

The Contractor must carry insurance under which the Town is named as an assured as follows:

- A. Worker’s Compensation – as required by State Statute

- B. Commercial Liability as follows:  
\$2,000,000 – General Aggregate  
\$2,000,000 – Products Completed Operations Aggregate  
\$1,000,000 – Personal & Advertising Injury  
\$1,000,000 - Each Occurrence Bodily Injury and Property Damage  
\$ 100,000 – Fire damage, Any One Fire  
\$5,000 – Medical Payments, Any One Person Including Explosion  
Collapse & Underground
- C. Automobile Liability: \$1,000,000 Combined Single Limit Bodily Injury & Property Damage.

Such insurance must be underwritten by insurance companies licensed in the State of Connecticut. All insurance must provide for a thirty (30) day notice to the Town of cancellation or restrictive amendment.

Certificates of insurance must be submitted to the Town of Ledyard Finance office within 30 days of signing the contract and each year of the contract thereafter.

Failure to provide and maintain the required insurance shall be a willful and substantial breach of this contract.

### XIII. PERFORMANCE MATERIALS AND LABOR BOND

A Performance, Materials, and Labor Bond in the amount of \$20,000 is required from the Contractor for the faithful performance of the contract. The bond must for the Town of Ledyard and executed by a surety company authorized to do business in the State of Connecticut. The security must be posted and accepted prior to the commencement of any work under the contract.

### XIV. INDEMNIFICATION

Contractor shall indemnify the Town of Ledyard and hold it harmless from and against any actual or alleged claims, losses or damages due to injuries to persons or damage to property arising out of or resulting, in whole or in part, from either Contractors activities under this contract, or failure to perform, its obligations under this contract, in each case except to the extent caused by the negligent acts or omissions of the Town of Ledyard or any of its subcontractors, agents or employees, and not covered by insurance maintained, or required hereunder to be maintained, by Contractor.

### XV. DEFAULTS

If the Contractor fails to perform any provisions of this contract, the Town of Ledyard after a five (5) day written notice to the Contractor to remedy such failure, the Town, without prejudice shall be entitled to remedy such deficiency and any cost thereby incurred by the Town shall be

paid from the account of the Contractor and deducted from the contract sum then or thereafter due the Contractor. Any expense or cost arising out of the Contractor's negligence, or that of its agents or employees for replacing defective work, and for the disposal of material wrongfully supplied may be paid by the Town from the account of the Contractor and deducted from the contract sum then or thereafter due the Contractor.

#### XVI. SPECIAL CONDITIONS

Special care shall be taken to prevent contamination or muddying, silting, or interfering in any way with stream flows during work. No waste matter of any kind will be allowed to discharge into the streams or impounded waters of any ponds or other bodies of water.

#### XVII. PROBATION

The first two (2) months of this contract will be considered a trial period. This is a period of adjustment and evaluation during which either the Contractor or the Town of Ledyard may terminate this contract for any reason. This period shall provide the Town with the opportunity to carefully assess the Contractor's performance. It also shall provide the Contractor with an opportunity to decide whether he is satisfied with the conditions of this contract.

#### XVIII. CONTRACT

The period of the contract will be from July 1, 2019 through June 30, 2023 with an OPTION to renew at the same terms and at the pricing stated on the bid form for an additional two (2) years upon mutual consent of both parties. The Town's exercise of the option to renew will be based upon satisfactory seasonal evaluations, sufficient operating budget appropriation, overall performance, response time, cooperation, job productivity, and, most importantly, dependability.

#### XIX. EVALUATIONS

Evaluations will be completed three (3) times per year based upon the following schedule:

- 1<sup>st</sup> evaluation will be for the months of July and August. The evaluation will be presented to the Parks and Recreation Commission by the Director in September.
- 2<sup>nd</sup> evaluation will be for the months of September, October and November. The evaluation will be presented to the Parks & Recreation Commission by the Director in December.
- 3<sup>rd</sup> evaluation will be for the months of April, May and June. The evaluation will be presented to the Parks and Recreation Commission by the Director in July.

The Contractor at any time may request to meet with the Director or the Facility and Maintenance Committee of the Parks and Recreation Commission to discuss any evaluation or any other items pertaining to this contract. The Contractor will have the opportunity to resolve any negative evaluations within (30) days of learning of the evaluation. If the negative evaluation is not resolved to the satisfaction of the Parks and Recreation Director or the Parks

and Recreation Commission, the Town may deem this a breach of the terms of the contract and may void the contract.

XX. CONTACT PERSON

Please direct all inquiries concerning the performance of this contract to Scott Johnson, Jr., Director of Parks and Recreation, at 860-464-9112.

XXI. CONTRACT PRICE

The contract price for the four-year period July 1, 2019 through June 30, 2023 is agreed to be \$184,000, payable in the amount of \$46,000 per year in accordance with Section XI.

We, the undersigned, agreeing to the conditions specified in this document, understand and authorize the provision of services outlined in this Agreement.

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Fred B. Allyn, III -- Mayor  
On behalf of the Town of Ledyard, Connecticut

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Date

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Date

## SCHEDULE A: GRASS CUTTING SITES

<u>SITE</u>	<u>LOCATION</u>
Purdy/Clarks Field	Town Farm Road
Pfizer's Field	Route 214
Christy Hill	East Drive
Highland's Lake	Shewville Road
Aljen Heights	Aljen Avenue
Sawmill Park	Iron Street (Rte 214)
Model Park	Model Park Road (Highlands area)
Board of Ed/Parks & Rec Office	Blonders Boulevard
Colonel Ledyard Park (all athletic facilities and park)	Blonders Boulevard
Judge Crandall Complex (all athletic facilities and surrounding areas)	Junction Routes 12 & 214
35 Country Club Road (old well house)	Country Club Road, Ledyard
Erikson Park	Military Hwy
Donahue Playground	Winthrop Road
Ledyard Girls League main field	Ledyard Middle School (fenced field)







# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 23-1055

**Agenda Date:** 1/17/2023

**Agenda #:** 3.

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## CONTRACT-LEASE

**Motion/Request:**

Discussion and possible Motion to renew the Routine Maintenance contract for 2 years.

**Background- Terms:**

Click or tap here to enter text.

**Department Comment/Recommendation:**

Click or tap here to enter text.

**Finance Director Comment/Recommendation:**

Click or tap here to enter text.

**Mayor Comment/Recommendation:**

Click or tap here to enter text.

## Contract

### **ROUTINE MAINTENANCE SERVICES LEDYARD, CONNECTICUT PARKS AND RECREATION FACILITIES**

Based on the bid submitted in response to Request for Proposals 2019-04, Landcare and Design agrees to provide routine maintenance services to the Town of Ledyard Parks and Recreation facilities in accordance with the requirements stated in the Request for Proposals and per the bid amount provided by Landcare and Design, as follows.

#### I. EQUIPMENT

It is the responsibility of the Contractor to determine the appropriate equipment and materials needed to accomplish all routine maintenance according to the time schedule needs determined by the Parks and Recreation Director.

The Contractor will furnish all routine maintenance equipment as required, including oil and gas for all equipment.

#### III. LOCATIONS OF FACILITIES FOR ROUTINE MAINTENANCE

*See Schedule B for list of facilities requiring routine maintenance.*

The facilities have the necessary basic support equipment such as bases, home plates, pitcher's plates, soccer goals, football goals, player benches, bleachers, trash cans, tennis nets, basketball nets, etc. All support equipment must be stored properly during the winter months.

#### IV. SCOPE OF WORK

The Town of Ledyard Parks and Recreation facilities shall be maintained as follows:

##### A. SPRING PREPARATION OF ALL ATHLETIC FACILITIES

All baseball, softball, T-ball, soccer. This includes and shall not be limited to the following services; rototilling of all infields, baselines, edge cutting of all infields and base paths, rebuilding of all pitcher's mounds and home plate areas, rolling of all infields and outfields, liming, filling low areas in the infields and outfields, installation of pitcher's plate, home plate, bases, backstops (plastic), safety fencing (plastic) and other related work to ensure daily safe and playable athletic facilities.

- Deliver marking lime, rakes, shovels, etc. to all aluminum boxes.
- Move all bleachers as required.

- Check flagpole at Judge Crandall.
- Distribute aluminum boxes.
- Placement of trash cans, player benches, and picnic table.
- Spread loam/clay/sand/or beam clay.
- Fields to be laid out per league requirements.
- All fields to be rolled prior to spring play.
- Repair of all bleachers, player benches and picnic tables.
- Install soccer and lacrosse goals and paint the fields.

The Ledyard Parks and Recreation Department's spring baseball season traditionally opens in mid-April, and the maintenance work is usually completed by late July. However, maintenance work on some facilities may vary according to the particular needs of a facility and league.

**B. SPRING PREPARATION OF HIGHLAND'S LAKE**

This includes and shall not be limited to the following services: Installation of buoy lines, placement of aluminum boxes, boats, picnic tables, spread sand, drag beach, installation of volleyball net and necessary sand for court, installation of horseshoe pits, fill if needed, install/repair picnic area, add sand to playground, make necessary repairs to playground, small pavilion and grills, fill holes in parking lot, install necessary beach and safety signs, and other related work to ensure safe and clean beach area.

Highland's Lake traditionally opens to the public by mid May.

**C. SPRING PREPARATION OF SAWMILL PARK, MODEL PARK, ERICKSON PARK AND LEDYARD FAIR GROUNDS**

This includes and shall not be limited to the following services: Install all safety signs, picnic tables, benches, grills, clean entire area, make necessary repairs to swing set, slides, etc., remove brush/leaves, and all other related work to ensure safe and clean parks.

Maintenance work on Sawmill Park, Model Park and Erickson Park facilities commence in mid-April and stops the end of November.

**D. ROUTINE MAINTENANCE TO ALL ATHLETIC FACILITIES**

All baseball, softball, T-ball, lacrosse and soccer fields. This includes and shall not be limited to the following services: Dragging, painting, liming, filling holes, inspecting and making necessary repairs to bases, home plates, pitcher's mounds, safety fencing, rolling the infield and outfield of all fields, backstops, player benches, checking and adding marking lime if necessary. This to be done every Monday, Wednesday, and Friday of the playing season. Also includes all other related work to ensure safe and playable athletic facilities.

Infields located at Judge Crandall, Colonel Ledyard Park, Pfizer's and Christy Hill to be rototilled every two weeks. Outfields of all fields (aforementioned fields) to be aerated every two weeks.

Ledyard Parks and Recreation Department's spring baseball season traditionally commences in mid-April and the maintenance work is usually completed by late July. However, maintenance work on some facilities may vary according to the particular needs of the facility and league.

E. ROUTINE MAINTENANCE OF SAWMILL PARK, MODEL PARK, ERICKSON PARK AND FAIRGROUNDS

This includes and shall not be limited to the following services: Cleaning of entire picnic area, inspection/repair of picnic tables, cooking grills, replacement of bulbs, inspection and repair to playground equipment, inspection of tennis net/volleyball nets/basketball nets. Stain playground apparatus, repair/add landscaping timber, and add sand or other materials per the Parks and Recreation Director. Inspections to be done at least twice per week to ensure a safe and usable park.

Colonel Ledyard Park traditionally opens mid-April and officially closes mid-November.

F. ROUTINE MAINTENANCE OF HIGHLAND'S LAKE

This includes and shall not be limited to the following: Dragging (2 days per week) of beach prior to 8:00 a.m., cleaning of debris on the beach, rake out and fill depressions, fill and drag beach after heavy rainfall, fill and drag parking lot, check and repair lifeguard stands, fencing, volleyball court and playground area. Horseshoe pits, grills, park benches, picnic tables, pavilion, parking lot and other related work to ensure a safe and clean beach area. Highland's Lake traditionally opens to the public by mid May. Lifeguard coverage begins mid June, swim lessons begin last week in June and end second week of August, and lifeguard coverage ends Labor Day. Additional requirements are as follows; distribute aluminum boxes, drag volleyball court and add sand or clay when required.

G. FALL PREPARATIONS OF ALL SOCCER, FALL BASEBALL AND FOOTBALL FIELDS, AND SOFTBALL FIELDS.

This includes and shall not be limited to the following services: Layout of all soccer, fall baseball, and football fields per league instructions; erection of all soccer goals; fill depressions in the infield and on the field itself; install all soccer nets; weekly painting of all soccer fields on Wednesdays and football fields on Thursdays or Fridays; move bleachers, player benches and trash cans as required; dismantle fencing at Clark's Field; check flag pole at Judge Crandall; all football and soccer fields must be rolled; check lighting system at Judge Crandall and Clark's Fields; and ensure safe and playable athletic facilities. Fertilizing, seeding, and liming of all facilities each fall, which are:

Judge Crandall, Pfizer's Field, Colonel Ledyard Park, Clark's Field, Purdy Field and Ledyard Middle School.

Season traditionally begins mid August and ends mid November. Additional requirements are as follows:

- Distribute bleachers, player benches, aluminum boxes and trash cans.

#### H. ROUTINE MAINTENANCE TO ALL SOCCER AND FOOTBALL FIELDS

This includes and shall not be limited to the following services: Weekly painting of all football and soccer fields, inspection of all goals, nets, bleachers, trash cans, removal of any surface rocks, and fill all depressions. Seed all worn areas on the football field and all soccer fields and aerate every week.

Note: Due to weather, football and soccer fields may be painted more than twice per week.

#### I. LEAGUE (SOFTBALL AND BASEBALL) OPENING DAY REQUIREMENTS.

Opening Day Ceremonies of Ledyard Leagues are as follows:

- Ledyard Girls Softball League traditionally conducts Opening Day on the last Saturday in April with the following Sunday scheduled as a rain date.
- Ledyard Youth League traditionally conducts Opening Day on the first Saturday in May with the following Sunday scheduled as a rain date.

The following requirements will be accomplished prior to 8:00 a.m. and to the satisfaction of League Officials on scheduled opening day (including rain date) for the Ledyard Youth League and the Ledyard Girls Softball League.

##### 1. Ledyard Youth League

All spring preparatory work must be done. All bleachers must be in place with trash cans etc. The following fields will be used for Opening Day Ceremonies:

- 2 at Judge Crandall
- 2 at Pfizer's
- 2 at Colonel Ledyard Park
- 2 at Ledyard High School

The following must be done prior to ceremonies:

- Lime box areas, lime first base and third base lines
- Paint foul lines
- Drag then hand rake infields

- Install bases
- Check pitcher's mounds
- Clean entire area
- Any other items as desired by League Officials

2. Ledyard Girls Softball League

All spring preparatory work must be in place with trash cans, etc. for Opening Day. The following fields will be used for Opening Day:

- 2 at Middle School
- 1 at Ledyard Center School
- 1 at Pfizer's Field

The following must be done prior to ceremonies:

- Lime box areas, lime first base and third base lines
- Paint foul lines
- Drag, then hand rake infield
- Install bases
- Check pitcher's mounds
- Clean entire area
- Any other items as desired by League Officials.
- All work must be completed by 8:00 a.m.

J. SUPPORT MAINTENANCE

This includes and shall not be limited to the following services: Moving bleachers, aluminum boxes, picnic tables, playground boxes, player benches, sporting equipment such as basketball backboards, repair/install indoor soccer goals, repairing backstops, safety fencing, etc., spreading loam, clay, sand, fertilizing, seeding, making necessary repairs to any and all support/park/beach equipment aerate fields, seeding of all main athletic facilities, necessary repairs to all playground including additional sand, stain playground equipment, lumber, support equipment, all labor, equipment necessary for special events such as, softball, hardball, soccer tournaments and any other type of Special Activities.

K. PLAYGROUND AND BEACH OPERATIONS

This includes and shall not be limited to the following services: Deliver all necessary equipment to designated sites, deliver aluminum boxes, playground boxes, picnic tables and other equipment that is required to operate the beach and all playgrounds.

L. TOURNAMENTS

End of the season games or tournaments are held for Football, Soccer, Softball, Baseball, Wrestling, and Basketball and other related sports or activity sponsored by Ledyard Parks and Recreation Department and its co-sponsors.

1. FOOTBALL AND SOCCER.

All locations must be painted daily during the tournament, bleachers, trash cans, safety fencing, goals nets, player benches, trash cans, player boxes, safety fencing, lime, limers, and paint machines, all must be in place before games commence. All low areas must be filled with loam and seeded then rolled. All safety fencing be it green, white, or orange, must be installed per league instructions and any and all other related items necessary for a safe and successful tournament. Weekdays the fields must be ready by 4:00 p.m. and on weekends the fields must be ready by 7:00 a.m.

2. SOFTBALL AND BASEBALL.

All locations must be painted, limed, dragged, cleaned, trash picked up daily during the tournament, bleachers, trash cans, safety fencing, all home plates, pitcher's plates, bases, break-a-ways or anchor must be installed and recalculated for distance. Fill all holes be it in the infield or outfield, spread infield mix, rototill and roll both the infield and outfield, all safety fencing including fencing for dugouts and other safety features. All steel boxes must have lime, limers, quick dry, shovels, rakes, first aid kits, and bases. Weekdays the fields must be ready by 4:00 p.m. and on weekends fields must be ready by 7:00 a.m.

3. WRESTLING AND BASKETBALL.

All mats, junior size basketball backboards, all cages, all basketball equipment, cleaning materials, tables, and chairs must be transported to various schools in Ledyard or to Colonel Ledyard Park.

4. SPECIAL TOWN WIDE ACTIVITIES.

There may be requests from time to time to move picnic tables, bleachers, and other items required for the Ledyard Fair in September, Memorial Day Parade, Children's Day and other Town wide activities.

M. PLAY AREAS

This includes and shall not be limited to the following services: spreading woodchips, repair of play sets, clean area twice (2) weekly, repair playground 4X4 borders and remove graffiti.

The play areas are:

- Highland's Lake on Shewville Road, Ledyard
- Aljen Heights on Aljen Avenue, Ledyard
- Model Park on Model Park Road, Ledyard
- Pfizer's Field on Route 214, Gales Ferry



- Colonel Ledyard Park on Blonder's Boulevard, Ledyard
- Donahue Property on Winthrop Drive, Gales Ferry
- Christy Hill on East Drive, Gales Ferry

#### V. GENERAL CONDITIONS

The Contractor will furnish all equipment, including oil and gasoline for equipment. Equipment shall not be left unattended at any of the fields, parks or open areas, and shall be removed from the work sites daily. The Contractor will provide his own vehicles for transporting equipment to and from work sites.

The ultimate objective of the labor and services to be provided by the Contractor is that the athletic fields, parks, beach, playgrounds and picnic grounds shall be kept in good repair and free of debris according to the needs of the Parks and Recreation Department and the Youth Leagues of the Town of Ledyard. Accordingly, the Contractor will be required to guarantee and warrant that they have sufficient equipment, experience, and expertise to determine the time and number of employees necessary to accomplish said objective in his/her proposal.

Due to the nature of said work, sufficient latitude will be provided to perform additional requirements that may arise or other related work to ensure safe, clean, playable athletic facilities and usable parks and beaches and/or other properties under the jurisdiction of the Parks and Recreation Department.

#### VI. SCHEDULING AND RESPONSE TIME

The schedule for maintenance will be done at such times as facilities are not scheduled for official functions and any work necessary to be performed after regular working hours on Sundays or legal Holidays shall be performed without additional expense to the Town. All necessary dates, opening days and special requirements shall be formulated by Contractor two weeks prior to the commencement of various league functions and other activities.

The Contractor's response time will be no greater than four (4) hours, seven days per week for the length of this contract.

It is the responsibility of the Contractor to check in with the Parks and Recreation staff daily to inquire of last-minute items or additional needs. Contractor is to call the office of the Ledyard Parks and Recreation Department, Monday through Friday, between the hours of 7:30 a.m. and 8:30 a.m. for updates. If the Director is not available his designee will inform the Contractor of current needs.

#### VII. CONDITIONS OF WORK

The Contractor will, in good workmanlike manner, perform all work and furnish all supplies and materials, machinery, equipment, facilities and means, except as herein otherwise expressly specified, necessary or proper to perform and complete all the work required by this contract,

within the time herein specified in accordance with the provisions of this contract and said specifications.

The Contractor shall observe, comply with and be subject to all terms, conditions, requirements and limitations of this contract, specifications, and shall complete the entire work to the satisfaction of the Parks and Recreation (P&R) Director.

VIII. WEATHER CONDITIONS OR OTHERWISE

In the event of temporary suspension of work, or during inclement weather, or whenever the P & R Director shall direct, the Contractor will, and will cause his subcontractors to, protect carefully his and their work and materials against damage or injury from the weather. If, in the opinion of the P & R Director, work or materials shall have been damaged or injured by reason of failure on the part of the Contractor or any of his subcontractors so to protect his work, such materials shall be removed and replaced at the expense of the Contractor.

IX. PROTECTION OF WORK AND PROPERTY – EMERGENCY

The Contractor shall at all times safely guard the Town's property from injury or loss in connection with this contract. He shall at all times safely guard and protect his own work, and that of adjacent property from damage. The Contractor shall replace or make good any such damage, loss or injury unless such be caused directly by errors contained in the contract or by the Town, or his duly authorized representatives.

In case of an emergency which threatens loss or injury of property, and/or safety of life, the Contractor will be allowed to act in a diligent manner. He shall notify the P&R Director immediately thereafter. Any claim for compensation by the Contractor due to such extra work shall be promptly submitted to the P & R Department for approval.

X. REPORTS, RECORDS, AND DATA

The Contractor shall submit to the Town on a monthly basis all schedules of quantities and costs, progress schedules, payrolls, reports, estimates, records and other data as the Town may request concerning work performed or to be performed under this contract.

XI. PAYMENTS

- A. Payment for work shall be done by purchase order and subsequently a check or electronic payment to the Contractor upon weekly inspection and approval of the P&R Director and/or his designee.
- B. The Contractor shall pay for all materials, tools, and other expendable equipment at 100% of the cost NO later than 30 days after delivery of said materials, tools, and equipment to the job site and providing said materials, tools, and equipment are in a condition satisfactory to the Contractor and the P&R Director. The balance of the cost thereof is to be paid before the final payment and acceptance by the Town. Unpaid

outstanding bills for materials, etc., constitute an incomplete project and will hold up final payment to the Contractor.

**XII. REQUIREMENTS: GENERAL INSURANCE**

The Contractor must maintain in force continuously during the term of the contract workers compensation insurance and comprehensive liability insurance for both personal injury and property damage as required under this paragraph. The Contractor shall not allow any subcontractor to commence work on a subcontract until certificates of said insurance satisfying the requirements of this paragraph have been provided by the subcontractor to and approved by the P&R Director and/or his designee.

The Contractor must carry insurance under which the Town is named as an assured as follows:

- A. Worker's Compensation – as required by State Statute
- B. Commercial Liability as follows:
  - \$2,000,000 – General Aggregate
  - \$2,000,000 – Products Completed Operations Aggregate
  - \$1,000,000 – Personal & Advertising Injury
  - \$1,000,000 - Each Occurrence Bodily Injury and Property Damage
  - \$ 100,000 – Fire damage, Any One Fire
  - \$5,000 – Medical Payments, Any One Person Including Explosion  
Collapse & Underground
- C. Automobile Liability: \$1,000,000 Combined Single Limit Bodily Injury & Property Damage.

Such insurance must be by insurance companies licensed to write such insurance in the State of Connecticut against the above risks and in the amounts indicated. All insurance must provide for a thirty (30) day notice to the Town of cancellation or restrictive amendment.

Certificates of insurance must be submitted to the Finance office within 30 days of signing the contract and each year of the contract thereafter.

Failure to provide and to keep current the required insurance and certificates may be held to be a willful and substantial breach of this contract.

**XIII. PERFORMANCE and LABOR AND MATERIALS BONDS**

A Performance, Labor and Materials Bond in the amount of \$20,000 will be required from the successful bidder for the faithful performance of the contract. The bonds must be made out in favor of Ledyard and executed by a surety company authorized to do business in the State of Connecticut. The security must be posted and accepted within thirty (30) days of the notification of award and prior to the commencement of any work under the contract.

#### XIV. INDEMNIFICATION

The Contractor shall at all times indemnify and save harmless the Town of Ledyard, Connecticut, and its officers, agents, and employees on account of any and from any and all claims, damages, losses, judgments, workers' compensation payments, litigation expenses, and legal counsel fees arising out of injuries to persons (including death) or damage to property alleged to have been sustained by (a) officers, agents, and employees of the Town of Ledyard or (b) the Contractor, his subcontractors or material men or (c) any other person, which injuries are alleged to have occurred on or near the work or to have been caused in whole or in part by the acts, omissions, or neglect of the Contractor or his subcontractor or material men, or by reason of his or their use of faulty, defective, or unsuitable materials, tools, or equipment of defective design in constructing or performing the work. The existence of insurance shall in no way limit the scope of this indemnification. The Contractor further undertakes to reimburse the Town of Ledyard for damage to property of the Town of Ledyard caused by the contractor or his employees, agents, subcontractors, or material men, or by faulty, defective, or unsuitable material or equipment used by him or them.

Failure to provide the required insurance and certificates may, at the option of the Town, be held to be a willful and substantial breach of this contract. Use State of Connecticut Department of Transportation, Form number CON-32 entitled Certificate of Insurance.

#### XV. DEFAULTS

If the Contractor shall fail in the prosecution of the work under this contract, to perform any provisions of this contract, the Town of Ledyard after a five (5) day written notice to the Contractor to remedy such failure, the Town, without refusal of neglect of the Contractor to remedy such failure, the Town without prejudice to any other remedy the Town may have, shall be entitled to remedy such deficiency and any cost thereby incurred by the Town shall be paid for the account of the Contractor and deducted from the contract sum then or thereafter due the Contractor. Any expense or cost arising out of the Contractor's negligence, or that of its agents or employees for replacing defective work, and for the disposal of material wrongfully supplied may be paid by the Town for the account of the Contractors and deducted from the contract sum then or thereafter due the Contractor.

#### XVI. SPECIAL CONDITIONS

Special care shall be taken to prevent contamination or muddying, silting, or interfering in any way with stream flows along the line of work. No waste matter of any kind will be allowed to discharge into the streams flows or impounded waters of any ponds or other bodies of water.

#### XVII. PROBATION

The first two (2) months of this contract will be considered a trial period. This is a period of adjustment and evaluation during which either the Contractor or the Town of Ledyard may terminate this contract for any reason. This period shall provide the Town with the opportunity

to carefully assist the Contractor's performance. It also shall provide the Contractor with an opportunity to decide whether he (she) is satisfied with the conditions of this contract.

#### XVIII. CONTRACT

**The period of the contract will be from July 1, 2019 through June 30, 2023 with an OPTION to renew at the same terms and at the pricing stated on the bid form for an additional two (2) years upon mutual consent of both parties. The Town's exercise of the option to renew will be based upon satisfactory seasonal evaluations, sufficient operating budget appropriation, overall performance, response time, cooperation, job productivity, and, most importantly, dependability. A contract and all insurance forms are to be signed and in effect for each contract within 30 days of signing the contract.**

#### XIX. EVALUATIONS

Evaluations will be completed three (3) times per year based upon the following schedule:

- 1<sup>st</sup> evaluation will be for the months of July and August. The evaluation will be presented to the Parks and Recreation Commission by the Director in September.
- 2<sup>nd</sup> evaluation will be for the months of September, October and November. The evaluation will be presented to the Parks & Recreation Commission by the Director in December.
- 3<sup>rd</sup> evaluation will be for the months of April, May and June. The evaluation will be presented to the Parks and Recreation Commission by the Director in July.

The Contractor at any time may request to meet with the Director or the Facility and Maintenance Committee of the Parks and Recreation Commission to discuss any evaluation or any other items pertaining to the contract or maintenance of Ledyard's facilities. The Contractor will have the opportunity to resolve any negative evaluations; if not resolved to the satisfaction of the Parks and Recreation Director or the Parks and Recreation Commission, the Town may deem this a breach of the terms of the contract and may void the contract.

#### XX. CONTACT PERSON

Please direct all inquiries concerning the performance of this contract to Scott Johnson, Jr., Director of Parks and Recreation, at 860-464-9112.

#### XXI. CONTRACT PRICE

The contract price for the four-year period July 1, 2019 through June 30, 2023 is agreed to be \$324,000, payable in the amount of \$81,000 per year in accordance with Section XI.

We, the undersigned, agreeing to the conditions specified in this document, understand and authorize the provision of services outlined in this Agreement.

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Fred B. Allyn, III -- Mayor  
On behalf of the Town of Ledyard, Connecticut

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Date

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Paul Ondreika

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Date

## EXHIBIT A: FIELDS AND ACTIVITIES

NAME	LOCATION	USED BY	DATES	EQUIPMENT	ACTIVITIES
Purdy/Clark's Field	Town Farm Rd.	Soccer Club Lacrosse	Mid April to end of November	Complete fencing with safety fencing, backstops, soccer goals, lighting system	Lacrosse Soccer
Judge Crandall Complex 2 ballfields 1 football field	Junction of Rte 12 and Rte 214	Ledyard Youth League	Mid April to end of November	Backstops, safety fencing, concession and storage building, football goals, lighting, irrigation system	Baseball Football
Pfizer's Field 3 ballfields 1 soccer field	Rte 214	Ledyard Youth League Soccer League Play area	Mid April to end of November	Backstops, safety fencing, soccer goals, playscape	Baseball Softball Soccer Play Area
Colonel Ledyard Park	Blonders Blvd.	General public Ledyard Youth League Recreational League Ledyard Soccer Club Ledyard High School	Mid April to end of November	2 ball fields w/ safety fencing, storage/restrooms, soccer field, basketball and 2 tennis courts, horseshoe pits, 1 1/2 miles of trails, picnic tables, playground equipment, 50' x 100' pavillion w/ lights, park benches, and playscape	Baseball Soccer Picnics Playscape
Model Park	Model Park Road in the Highlands	General public -- play area	Year round	Playscape	Play area
Aljen Heights 1 ball/soccer field	Aljen Avenue	Ledyard Girls League Ledyard Soccer Club	April to November	Safety fencing, backstop, playscape	Softball Soccer Play area
Christy Hill 1 field	East Drive	Ledyard Youth League Ledyard Girls League	April to November	Safety fencing, backstop, playground/basketball court, playscape	Baseball Softball Play area
Sawmill Park	Route 214	General public	Year round	Winter skating; Historic District operation of sawmill	
Highlands Lake	Shewville Road	General public	Mid April to Nov	Rafts, buoys, picnic tables, boats, lifesaving equipment, pavilion, sand volleyball court, mobile restroom	Open swim Family picnic
Ledyard Middle School 2 softball fields 3 football fields 3 soccer fields	Route 214	General public, Navy Ledyard Youth League Girls Soccer, Lacrosse Recreational League	First of April to end of November	Two backstops, soccer and lacrosse goals, safety fencing, walking path	Softball Soccer Football Lacrosse Walking path
Donahue Property 1 field	Winthrop Road	General public	Year round	Large playscape	Play area
Erickson Park	Military Highway	General public	April to Nov	Park and picnic area, canopy	
Ledyard Fairgrounds	Ledyard Center	General public Ledyard Fair	April to Nov		Softball







# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 23-1059

**Agenda Date:** 1/17/2023

**Agenda #:** 4.

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## CONTRACT-LEASE

**Motion/Request:**

Discussion and possible Motion to renew the Turf Management Services contract for 2 years.

**Background- Terms:**

Click or tap here to enter text.

**Department Comment/Recommendation:**

Click or tap here to enter text.

**Finance Director Comment/Recommendation:**

Click or tap here to enter text.

**Mayor Comment/Recommendation:**

Click or tap here to enter text.

## Contract

### TURF MANAGEMENT SERVICES for TOWN OF LEDYARD PARKS AND RECREATION FACILITIES LEDYARD, CONNECTICUT

This is a contract for turf management services between M&M Hydroseeding, LLC (“Contractor”) and the Town of Ledyard (“Town”) in accordance with the requirements stated in the Town’s Request for Proposals 2020-07.

#### I. SPRING REQUIREMENTS (April to May)

- Schedule soil test at all sites. Review and recommend course of action to the Parks and Recreation Director.
- Roll all fields.
- Core Aerate and seed slice all fields.
- Fertilize all fields.
- Crab grass control on all fields.
- Spot seed soccer and Lacrosse fields bi-weekly.

#### II. FALL REQUIREMENTS (August to September)

- Schedule soil tests at all sites. Review and recommend course of action to the Parks and Recreation Director.
- Roll all fields.
- Core Aerate and seed slice all fields.
- Fertilize all fields.
- Spot seed football and soccer fields bi-weekly.

#### III. SUMMER REQUIREMENTS

- Weed control on all fields.
- Fertilize all fields.
- Grub Control on Depta Field and Judge Crandall Field.

#### IV. WINTER REQUIREMENTS (November to December)

- Aerate and core aerify in two directions, diagonally.
- Overseed all fields.

## V. GENERAL CONDITIONS

The successful Contractor will be required to execute a contract with the Town for the services to be provided no later than 30 days after award of the bid.

The successful Contractor will be required to furnish all equipment, including oil and gasoline for equipment. Equipment shall not be left unattended at any of the fields, parks or open areas, and shall be removed from the work sites daily. The successful Contractor must provide its own vehicles for transporting equipment to and from work sites.

The ultimate objective of the labor and services to be provided by the successful Contractor is that the athletic fields shall be kept in good repair and free of debris according to the needs of the Parks and Recreation Department and the Youth Leagues of the Town of Ledyard. Accordingly, the successful Contractor will be required to guarantee and warrant that they have sufficient equipment, experience and expertise to determine the time and number of employees necessary to accomplish said objective in submitting his/her proposal.

Due to the nature of said work, sufficient latitude is provided to perform additional requirements that may arise or other related work to ensure safe, clean, playable athletic facilities under the jurisdiction of the Parks and Recreation Department.

## VI. SCHEDULING AND RESPONSE TIME

Any work necessary to be performed after regular working hours, on Sundays, or legal Holidays shall be performed without additional expense to the Town. It is also agreed to by both parties that all necessary dates, opening days and special requirements shall be formulated two weeks prior to the commencement of various functions.

The Contractor's response time will be no greater than four (4) hours, seven days per week for the length of this contract.

It is the responsibility of the Contractor to check in with the Parks and Recreation staff daily to inquire of last-minute items or additional needs. Contractor is to call the office of the Ledyard Parks and Recreation Department, Monday through Thursday between the hours of 7:30 a.m. and 8:30 a.m. for updates. If the Director is not available, his designee will inform the Contractor of current needs.

## VII. CONDITIONS OF WORK

The Contractor will, in good workmanlike manner, perform all work and furnish all supplies and materials, machinery, equipment, facilities and means, except as herein otherwise expressly specified, necessary or proper to perform and complete all the work required by this contract, within the time herein specified in accordance with the provisions of this contract and said specifications.

The Contractor shall observe, comply with and be subject to all terms, conditions, requirements and limitations of this contract, specifications, and shall complete the entire work to the satisfaction of the Parks and Recreation (P&R) Director.

#### VIII. WEATHER CONDITIONS OR OTHERWISE

In the event of temporary suspension of work, during inclement weather, or whenever the P & R Director directs, the Contractor will, and will cause his subcontractors to, protect carefully his and their work and materials against damage or injury from the weather. If, in the opinion of the P & R Director, work or materials have been damaged or injured by reason of failure on the part of the Contractor or any of his subcontractors to protect his work, such materials shall be removed and replaced at the expense of the Contractor.

#### IX. PROTECTION OF WORK AND PROPERTY – EMERGENCY

The Contractor shall at all times safely guard the Town's property from injury or loss in connection with this contract. He shall at all times safeguard and protect his own work, and that of adjacent property from damage. The Contractor shall replace or make good any such damage, loss or injury unless such damage be caused directly by errors contained in the contract or by the Town, or its duly authorized representatives.

In case of an emergency which threatens loss or injury of property and/or safety of life, the Contractor will be allowed to act in a diligent manner. He shall notify the P&R Director immediately thereafter. Any claim for compensation by the Contractor due to such extra work shall be promptly submitted to the P & R Department for approval.

#### X. REPORTS, RECORDS, AND DATA

The Contractor shall submit to the Town on a monthly basis all schedules of quantities and costs, progress schedules, payrolls, reports, estimates, records and other data as the Town may request concerning work performed or to be performed under this contract.

#### XI. COMPLETION OF CONTRACT

The acceptance by the Contractor of final payment shall be and shall operate as a release to the Town of all claims and all liability to the Contractor for all things done or furnished in connection with this work and for every act and neglect of the Town relating to or arising out of this work. No payment, however, final or otherwise, shall operate to release the Contractor or his sureties from any obligations under this contract.

#### XII. PAYMENTS

- Payment for work shall be done by purchase order and subsequently a check or electronic payment to the Contractor upon weekly inspection/approval of the P&R Director and/or his designee.

- The Contractor shall pay for all materials, tools, and other expendable equipment to the extent of 100% of the cost thereof, NO later than 30 days after delivery of said materials, etc., to the job site and providing said materials, tools, and equipment are in a condition satisfactory to the Contractor and the P&R Director. The balance of the cost thereof to be paid before the final payment and acceptance by the Town. Unpaid outstanding bills for materials, etc., constitute an incomplete project and will hold up final payment to the Contractor.

### XIII. REQUIREMENTS: GENERAL INSURANCE

The Contractor shall maintain in force continuously during the term of the contract workers compensation insurance and comprehensive liability insurance for both personal injury and property damage as required under this paragraph. The Contractor shall not allow any subcontractor to commence work on a subcontract until certificates of insurance satisfying the requirements of this paragraph have been provided by the subcontractor to and approved by the Parks and Recreation Director and/or his designee.

The Contractor shall carry insurance under which the Town is named as an assured as follows:

- Worker's Compensation – as required by State Statute
- Commercial Liability as follows:
  - \$2,000,000 – General Aggregate
  - \$2,000,000 – Products Completed Operations Aggregate
  - \$1,000,000 – Personal & Advertising Injury
  - \$1,000,000 - Each Occurrence Bodily Injury and Property Damage
  - \$ 100,000 – Fire damage, Any One Fire
  - \$5,000 – Medical Payments, Any One Person Including Explosion Collapse & Underground
- Automobile Liability: \$1,000,000 Combined Single Limit Bodily Injury & Property Damage.

Such insurance must be underwritten by insurance companies licensed in the State of Connecticut. All insurance must provide for a thirty (30) day notice to the Town of cancellation or restrictive amendment.

Certificates of insurance must be submitted to the Town of Ledyard Finance office within 30 days of signing the contract and each year of the contract thereafter.

Failure to provide and maintain the required insurance shall be a willful and substantial breach of this contract.

### XIV. PERFORMANCE and LABOR AND MATERIALS BONDS

A Performance, Labor and Materials Bond in the amount of \$20,000 is required. The bond must be made out in favor of Ledyard and executed by a surety company authorized to do business in the State of Connecticut. The security must be posted and accepted within thirty (30) days of the notification of award and prior to the commencement of any work under the contract. A bond that is renewed annually is allowed.

#### XV. INDEMNIFICATION

The Contractor shall at all times indemnify and save harmless the Town of Ledyard, Connecticut, and its officers, agents, and employees on account of any and from any and all claims, damages, losses, judgments, workers' compensation payments, litigation expenses, and legal counsel fees arising out of injuries to persons (including death) or damage to property alleged to have been sustained by (a) officers, agents, and employees of the Town of Ledyard or (b) the Contractor, his subcontractors or material men or (c) any other person, which injuries are alleged to have occurred on or near the work or to have been caused in whole or in part by the acts, omissions, or neglect of the Contractor or his subcontractor or material men, or by reason of his or their use of faulty, defective, or unsuitable materials, tools, or equipment of defective design in constructing or performing the work. The existence of insurance shall in no way limit the scope of this indemnification. The Contractor further undertakes to reimburse the Town of Ledyard for damage to property of the Town of Ledyard caused by the contractor or his employees, agents, subcontractors, or material men, or by faulty, defective, or unsuitable material or equipment used by him or them. Failure to provide the required insurance and certificates may, at the option of the Town, be held to be a willful and substantial breach of this contract. Use State of Connecticut Department of Transportation, Form number CON-32 entitled Certificate of Insurance.

#### XVI. DEFAULTS

If the Contractor shall fail in the prosecution of the work under this contract, to perform any provisions of this contract, the Town of Ledyard, after a five (5) day written notice to the Contractor to remedy such failure, without refusal of neglect of the Contractor to remedy such failure, the Town, without prejudice to any other remedy the Town may have, shall be entitled to remedy such deficiency and any cost thereby incurred by the Town shall be paid for the account of the Contractor and deducted from the contract sum then or thereafter due the Contractor. Any expense or cost arising out of the Contractor's negligence, or that of its agents or employees for replacing defective work, and for the disposal of material wrongfully supplied may be paid by the Town for the account of the Contractor and deducted from the contract sum then or thereafter due the Contractor.

#### XVII. SPECIAL CONDITIONS

Special care shall be taken to prevent contamination or muddying, silting, or interfering in any way with stream flows along the line of work. No waste matter of any kind will be allowed to discharge into the streams flows or impounded waters of any ponds or other bodies of water.

## XVIII. PROBATION

The first six (6) months of this contract will be considered a trial period. This is a period of adjustment and evaluation during which either the Contractor or the Town of Ledyard may terminate this contract for any reason. This period shall provide the Town with the opportunity to carefully assess the Contractor's performance. It also shall provide the Contractor with an opportunity to decide whether he/she is satisfied with the conditions of this contract.

## XIX. CONTRACT

The period of the contract will be from April 1, 2020 until June 30, 2023 with an option to renew at the same terms for an additional two (2) years upon mutual consent of both parties. The Town's exercise of the option to renew will be based upon satisfactory seasonal evaluations, sufficient operating budget appropriation, overall performance, response time, cooperation, job productivity, and most importantly, dependability. A contract and all insurance forms are to be signed and in effect for each contract within 30 days of signing the contract.

## XX. EVALUATIONS

Evaluations will be completed three (3) times per year based upon the following schedule:

- 1<sup>st</sup> evaluation will be for the months of July and August. The evaluation will be presented to the Parks and Recreation Commission by the Director in September.
- 2<sup>nd</sup> evaluation will be for the months of September, October and November. The evaluation will be presented to the Parks & Recreation Commission by the Director in December.
- 3<sup>rd</sup> evaluation will be for the months of April, May and June. The evaluation will be presented to the Parks and Recreation Commission by the Director in July.

The Contractor at any time may request to meet with the Director or the Facility and Maintenance Committee of the Parks and Recreation Commission to discuss any evaluation or any other items pertaining to the contract or maintenance of Ledyard's facilities. The Contractor will have the opportunity to resolve any negative evaluations; if not resolved to the satisfaction of the Parks and Recreation Director or the Parks and Recreation Commission, the Town may deem this a breach of the terms of the contract and may void the contract.

## XXI. CONTACT PERSON

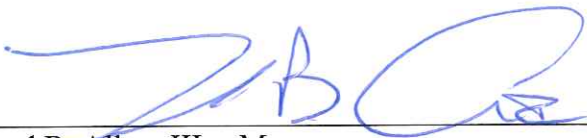
Please direct all inquiries to Scott Johnson, Parks and Recreation Director, at (860) 464-9112.

XXI. CONTRACT PRICE

The contract price for the thirty nine month period April 1, 2020 through June 30, 2023 is agreed to be \$112,000, payable in the amount of \$8,616 for April through June, 2020, and \$34,462 per year in fiscal years 2021, 2022, and 2023, in accordance with Section XI.



We, the undersigned, agreeing to the conditions specified in this document, understand and authorize the provision of services outlined in this Agreement.



\_\_\_\_\_  
Fred B. Allyn, III -- Mayor  
On behalf of the Town of Ledyard, Connecticut

3/25/2020

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mike Mooney  
On behalf of M&M Hydroseeding, LLC

\_\_\_\_\_  
Date

## SCHEDULE A: TURF MANAGEMENT FACILITIES

<b>FACILITY</b>	<b>LOCATION</b>
Judge Crandall Complex	Route 12, Gales Ferry
Depta Field & 2 Baseball- Fields at Colonel Ledyard Park	Blonders Boulevard, Ledyard
Purdy and Clarks Field	Town Farm Road, Ledyard
Babe Ruth Field at Pfizer Field Complex	Route 214, Gales Ferry



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 23-1060

**Agenda Date:** 1/17/2023

**Agenda #:** 5.

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## ORDINANCE

**Motion/Request:**

Review and provide input on the Administration Committees draft ordinance to combine the Parks & Recreation Commission and Senior Citizens Commission.

**Background:**

(type text here)

**Department Comment/Recommendation:**

(type text here)

**Mayor Comment/Recommendation:**

(type text here)

**Body:**

(type text here)

AN ORDINANCE COMBINING  
PARKS AND RECREATION COMMISSION AND  
SENIOR CITIZENS COMMISSION  
FOR THE TOWN OF LEDYARD

Be it ordained by the Town Council of the Town of Ledyard there is hereby established a “Parks and Recreation and *Senior Citizens Commission*.”

Section 1. Purpose

*(a) The purpose of this Ordinance is to formally combine the Senior Citizens Commission with the Parks and Recreation Commission in the Town of Ledyard. herein, to be known as Parks and Recreation and Senior Citizens Commission.*

*Combining the duties of the Town Committees/Commissions/Boards that have similar interests into a single commission will provide a financial benefit to the town as it will minimize administrative support by reducing the number of Committees/Commissions/Boards in town and provide services more effectively.*

*Combining the two Commissions will provide a financial benefit for Senior Citizens programs because they would be eligible for funding under the Parks & Recreation Capital Account Fund 203 (formerly Fund 8) established by Ordinance #200-009 “An Ordinance Providing for Transfer of Certain Revenue from Real Estate conveyance Tax to Special Town of Ledyard Funds; and in accordance with Ordinance #200-012 “An Ordinance Creating a Municipal Parks and Recreation Capital and Non Non-Recuring Expense Fund for the Town of Ledyard.*

**(b)** The purpose of Ledyard Parks and Recreation and Senior Citizens Commission is to provide services for the senior citizens within budgetary limits; and to provide recreational programs for the general population and manage properties under the administrative control of the Parks and Recreation Department.

Section 2. Authority and Establishment of Commissions

**(a) Parks and Recreation Commission**

Pursuant to the authority contained in Section 7-148, General Statutes of Connecticut, there is hereby created a Parks and Recreation Commission for the Town of Ledyard.

**(b) Senior Citizens Commission**

Pursuant to Chapter III, Section 4 of the Charter of the Town Ledyard, there is hereby established a Senior Citizens Commission.

***Pursuant to Chapter III, Section 4, of the Town Charter, commencing on the nineteenth day after the effective date of this ordinance, the duties of the Senior Citizens Commission of the Town of Ledyard as set forth in Ordinance #100-016, shall be discharged in accordance with this Ordinance; and shall hereafter be known as the Parks and Recreation and Senior Citizens Commission.***

**Section 3. Membership**

The *Ledyard Parks and Recreation and Senior Citizens Commission* shall consist of ***seven (7) regular members and two (2) alternate*** members who shall be electors of the Town of Ledyard and who shall hold no salaried municipal office.

Membership on any other Board, Commission or Committee of the Town of Ledyard shall not preclude membership on the *Ledyard Parks and Recreation and Senior Citizens Commission*.

In making the original appointments under this ordinance, the Town Council shall designate ***three (3) members to serve for three (3) years, three (3) members to serve for two (2) years; three (3) members to serve for one (1) year***. Thereafter, vacancies shall be filled for a three (3) year term.

**Section 4. Terms of Appointment**

The members of the *Ledyard Parks and Recreation and Senior Citizens Commission* shall be appointed for a three (3) year term by the Town Council.

Members shall commence to serve their terms immediately upon appointment and shall serve until their successor has qualified or they have been reappointed or removed by the Town Council.

As each of the terms of the members expire, the Town Council shall appoint a successor for a term of three (3) years to fill each vacant position.

Any vacancy on the Commission other than by expiration of term shall be filled for the unexpired portion of the term by the Town Council.

The Commission shall annually elect a Chairman and Secretary from its members. *In accordance with General State Statutes of Connecticut Section-1-225 a Regular Meeting schedule shall be set and filed with the Town Clerk before January 31<sup>st</sup> of the coming year, and shall be a thirteen (13) month calendar; inclusive of January of the following year.* Special meetings may be called by a majority of the members of said Commission.

Any member of the Commission who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Commission and the vacancy shall be filled as hereinbefore provided, except that the Commission may vote to waive the requirements of the section in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements of this section.

It shall be the responsibility of the Chairman of the Commission to notify the Town Council when a member has not properly performed his/her duties.

Appointment and removal of any member of the *Ledyard Parks and Recreation and Commission Senior Citizens* shall be as provided for in Chapter IV, Section 9, of the Town Charter.

#### **Section 5. Implementation**

*Within two weeks after the adoption date of this ordinance, all current members of the Parks and Recreation Commission of the Town of Ledyard and the current members of the Senior Citizens Commission for the Town of Ledyard shall indicate to their respective chairman their desire to serve on the Ledyard Parks and Recreation and Senior Citizens Commission. .*

*The respective chairman shall thereafter report to the Town Council the desires of their members. In addition, the respective chairman shall make recommendations to the Town Council regarding present members to serve on the combined commission.*

*The Town Council shall appoint members to the Ledyard Parks and Recreation and Senior Citizens Commission no later than the effective date of the Ordinance.*

#### **Section 6 Responsibilities and Duties**

1. To annually prepare a budget containing its estimates of expenses and revenues to carry out its programs and the purposes of this Ordinance; and to submit the same to the Mayor for inclusion in the annual budget of the Town of Ledyard. When requested, and at least annually, *the Ledyard Parks and Recreation and Senior Citizens Commission* shall make reports to the Town Council.
2. Shall adopt Rules of Procedure, and establish policies for programs and the operation and use of facilities under the Commission's jurisdiction.

3. To plan the development, improvement and expansion of park lands and recreation facilities and other facilities under the Commission’s jurisdiction, including the acquisition, erection, installation, improvement, and replacement of park or recreation facilities and equipment.
4. To develop, establish, improve and coordinate *recreational* programs to benefit the *general* population in the Town of Ledyard. *Including* nutrition, health, social services, transportation and other concerns of Ledyard’s senior citizens.
5. To seek federal, state and private funds and may accept any money, gifts or endowment and expend the same for its designated purpose, provided such conditions does not remove any portion of the Commission from the control of the facilities or programs; or in any manner limit the use of the facility or programs to further the purpose of the Commission.
6. To engage such employees as assigned by the Mayor and other contractors hired by the Town of Ledyard to provide programs and services, and to maintain facilities under the *Parks and Recreation and Senior Citizens Commission’s* administrative control and oversight within the budgetary limits of said Commission.
7. The *Parks and Recreation and Senior Citizens Commission* shall serve to represent *senior citizens* at town meetings, before the Town Council or before its committees, and if required before other organizations.

Section 7. Severability

If any section, or part of a section, of this Ordinance shall be held by a court of competent jurisdiction to be invalid, such holding shall not be deemed to invalidate the remaining provisions hereof.

Section 8. *Cancellation and Amendment of Previous Ordinances*

- *This Ordinance cancels and supersedes Ordinance #100-016 “An Ordinance Establishing a Senior Citizens Commission for the Town of Ledyard”.*
- *This Ordinance amends Ordinance #100-014 “An Ordinance Creating A Parks and Recreation Commission for the Town of Ledyard”.*

Section 9. Effective Date

In accordance with the Town Charter this ordinance shall become effective on the twenty-first (21st) day after such publication following its final passage.

Adopted by the Ledyard Town Council on: \_\_\_\_\_

\_\_\_\_\_  
Kevin J. Dombrowski, Chairman

Approved / Disapproved on: \_\_\_\_\_

\_\_\_\_\_  
Fred Allyn, III, Mayor

Revisions:

Parks and Recreation Commission

Ordinance #12 “*Ordinance Creating a Parks and Recreation Commission for the Town of Ledyard*” Adopted by Town Meeting December 11, 1967; Ordinance #12 “*Ordinance Creating a Parks and Recreation Commission for the Town of Ledyard*” Amended and Adopted December 22, 1972; Ordinance # 137 “*An Ordinance Amending an Ordinance Creating A Parks and Recreation Commission for the Town of Ledyard*” adopted on October 22, 2014; ***Renumbered Ordinance #137 to #100-014 on September 25, 2019 as part of the Twenty-fourth Town Council 2017-2019 Ordinance Update Initiative Project.***

Senior Citizens Commission

Ordinance #58 “*An Ordinance Establishing a Permanent Commission for Senior Citizens for the Town of Ledyard,*” adopted on September 28, 2011 and overrode the Mayor’s disapproval/veto on October 12, 2011.-Ordinance #147 “*An Ordinance Amending an Ordinance Establishing a Senior Citizens Commission in the Town of Ledyard*” adopted December 13, 2017; ***Renumbered Ordinance #134 to #100-016 on September 25, 2019 as part of the Twenty-fourth Town Council’s 2017-2019 Ordinance Update Initiative Project.***

History:

2022: Ordinance #100-014 “*An Ordinance Creating A Parks and Recreation Commission for the Town of Ledyard*” adopted on October 22, 2014; and Ordinance #100-106 “*An Ordinance Establishing a Senior Citizens Commission for the Town of Ledyard*” were combined. The duties of both Commissions remained in place and some minor editorials were made throughout the document creating a *Parks and Recreation and Senior Citizens Commission.*