



Chairman
Kenneth J. DiRico

TOWN OF LEDYARD CONNECTICUT

12 Van Tassel Drive
Gales Ferry, Connecticut 06339

Parks, Recreation & Senior Citizens Commission

~ AGENDA ~

Special Meeting - Hybrid Format

Wednesday, January 17, 2024

7:00 PM

Parks & Recreation/Senior Citizens
Center

REMOTE MEETING INFORMATION

Topic: Parks, Rec, and Senior Commission Meeting

Time: Jan 17, 2024 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84303993691?pwd=TWppWGhUcVJlaXRPNVdKdm4raVhyQT09>

Meeting ID: 843 0399 3691 Passcode: 013563

One tap mobile +16469313860,,84303993691#,,,,*013563# US

Dial by your location • +1 646 876 9923 US (New York)

I. CALL TO ORDER

II. ROLL CALL

III. RESIDENTS & PROPERTY OWNERS COMMENTS

IV. MEMBER COMMENTS

V. REPORTS

1. Director's Report

VI. APPROVAL OF MINUTES

1. MOTION to approve the Parks, Recreation & Senior Citizens Commission regular meeting minutes of October 17, 2023

Attachments: [Parks, Recreation & Senior Citizens Commission Draft Minutes 10.17.2023](#)

VII. OLD BUSINESS

1. Boy Scout Skate Park Project Proposal

Attachments: [Eagle Project Presentation](#)

2. Discussion regarding recreation space within subdivisions

Attachments: [Letter to P&R Commission 03-10-2023](#)

3. Discuss the need for Pickleball infrastructure and how to meet the demand
4. Rules of Procedure for Ledyard Parks, Recreation and Senior Citizens Commission Powers and Purpose.

Attachments: [SR CTR Rules & Procedures Rev 5-2021](#)
[P&R Powers & Purpose](#)

VIII. NEW BUSINESS

1. MOTION to approve the Parks, Recreation & Senior Citizens Commission 2024 meeting schedule. In addition, the following subcommittees may hold special meetings as needed.
 - Administration
 - Facilities

Attachments: [2024 Meeting Schedule](#)

2. MOTION to approve the Parks, Recreation & Senior Citizens Department Fiscal Year 2025.

Attachments: [FY 25 Budget](#)
[FY25 Department Budget Meeting Schedule 2024 with Mayor](#)

3. MOTION to approve the Parks, Recreation & Senior Citizens Department Fiscal Year 2025 Capitol Budget.

Attachments: [Pickleball courts 64 x 68 Quote](#)
[JC Door Replacement Quote](#)
[basketball courts crack repair quote](#)
[FY25 CIP Projects](#)
[Storage Container Quote](#)
[AA Lock & Key Quote](#)

IX. 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

File #: 24-0032

Agenda Date: 1/17/2024

Agenda #: 1.

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

File #: 23-2290

Agenda Date: 1/17/2024

Agenda #: 1.

MINUTES

Minutes:

MOTION to approve the Parks, Recreation & Senior Citizens Commission regular meeting minutes of October 17, 2023



TOWN OF LEDYARD

Parks, Recreation & Senior Citizens Commission

Meeting Minutes - Draft Minutes

12 Van Tassel Drive
Gales Ferry, Connecticut 06339

Chairman
Kenneth J. DiRico

Regular Meeting

Tuesday, October 17, 2023

7:00 PM

Parks & Recreation/Senior Citizens
Center

I. CALL TO ORDER

Chairman Kenneth DiRico called the meeting to order at 7:01 p.m. at the Ledyard Senior Center.

II. ROLL CALL

Present Commissioner Jessica Cobb
Commissioner Loretta Kent
Chairman Kenneth J. DiRico
Commissioner Charles Gallagher
Commissioner Norma Sokolski
Commissioner Margaret Anne Harding
Commissioner Paula Crocker
Commissioner Lucrezia Finegan

In addition the following were present:

Scott Johnson
Naomi Rodriguez
Carol Schneider

III. RESIDENTS & PROPERTY OWNERS COMMENTS

None

PRESENTATION / INFORMATIONAL ITEMS

None.

Marjorie Winslow Resignation

RESULT: RECEIVED AND FILED

IV. MEMBER COMMENTS

Discussion on how best to have the meetings run more smoothly, with the combining of the two commissions. It was suggested that a limit of 3 minutes be put on each person speaking with a total allotted of 30 minutes. If there is time at the end of everyone speaking, a person may speak

for a second time. It was noted that usually at the meetings there are not a lot of guests who wish to speak. It was suggested that we follow Roberts Rules and that we consider having assigned seats.

V. REPORTS

Director's Report

PARKS RECREATION AND SENIOR CITIZENS COMMISSION Director's Report October 2023

Please note this update for your review.

1. **Commission Meeting:**

The regular meeting of the Commission is scheduled for Tuesday, October 17th, 2023, at 7:00 PM, in the Ledyard Senior Center. Please contact the office immediately if you will not be able to attend.

2. **Judge Crandall Upgrades:**

After meeting on site with Public Works and the Overhead Door contractor we made some changes that will save money and eliminate some of the prep work. We are now looking at hand operated openers instead of motorized openers to save money. In addition, we will be mounting the doors to the inside of the window frame to prevent having to take siding off and remove the speaker.

3. **Ericson Park Walking Path:**

The path at Ericson has been refurbished and a section of the path was relocated to allow for the anticipated extension of the parking lot.

4. **Food Pantry Deliveries:**

We have started delivering meals to homebound seniors with the help of the Ledyard Rotary Club.

5. **Senior Center Railing:**

The ADA door openers were raised so they are no longer a hazard. Before people were getting their fingers caught between the railing and buttons.

6. **Events Magazine:**

We have submitted info for the Winter Events magazine that will be delivered the week of November 20th.

7. **Roof Projects:**

We are using the Garland Company to facilitate the roof repairs. This

company is under contract and is working on roofs for Public Works. Because they are under contract, we don't have to go out to bid saving time.

8. Rain Gardens:

We have installed 2 of the 4 rain gardens. To complete the 2 gardens that have been planted we need to spread a layer of wood chips.

Action Items:

- Public Works is working on a community garden in back of building and will continue work and hopefully can start the garden next spring.

In addition, Mr. Johnson also noted that Trunk or Treat is next Friday, October 27th at 5:00 - 5:45 p.m. for sensory and 6:00 - 8:00 p.m. for everyone else.

RESULT: RECEIVED AND FILED

VI. APPROVAL OF MINUTES

Motion to approve the Parks, Recreation and Senior Citizens Commission minutes 09-19-23

RESULT: APPROVED AND SO DECLARED

MOVER: Lucrezia Finegan

SECONDER: Jessica Cobb

AYE 8 Cobb Kent DiRico Gallagher Sokolski Harding Crocker Finegan

VII. OLD BUSINESS

1. Boy Scout Skate Park Project Proposal

No discussion

RESULT: NO ACTION

2. Discussion and possible motion to schedule a park tour

Park Tour-Continue until December and build into the schedule for spring or summer

RESULT: CONTINUE

3. Review Outstanding Items of Business from the former Parks & Recreation Commission and former Senior Citizens Commission.

Action Items-All carryover action items have now been completed.

RESULT: COMPLETED

-
4. MOTION to appropriate the American Rescue Plan Act (ARPA) funding in the amount of \$29,827 to Account 20360101-57300-G0014 (New Equipment - Park & Rec - AARPA)

In addition, authorize the Parks, Recreation & Senior Citizens Center to expend the \$29,827 American Rescue Plan Act (ARPA) specifically designated for Senior Citizens Centers as outlined in their ARPA Senior Center Plan dated October 17, 2023.

RESULT: APPROVED AND SO DECLARED

MOVER: Norma Sokolski

SECONDER: Lucrezia Finegan

AYE 8 Cobb Kent DiRico Gallagher Sokolski Harding Crocker Finegan

5. Discuss Working Groups

Assigned two working groups:

Administrative-Ms. Finegan, Mr. DiRico, Ms. Crocker and Ms. Harding
Facilities-Ms. Finegan, Mr. DeRico, Ms. Cobb, Ms. Kent, Ms. Sokolski

Ms. Crocker offered to gather all of the notes and comments for the rules and regulations and organize them prior to scheduling the first working group meeting.

RESULT: APPROVED AND SO DECLARED

MOVER: Loretta Kent

SECONDER: Norma Sokolski

AYE 8 Cobb Kent DiRico Gallagher Sokolski Harding Crocker Finegan

6. Discussion regarding recreation space within subdivisions

Ms. Cobb stated that there was no process in place for open space subdivision property to be used. There needs to be a plan for park space and justification. The Town Council would have to make policy. Mrs. Rodrigues suggested that Ms. Cobb attend a Town Council Meeting and read the letter that was written in a 3 minute talk. Pheasant Run has open spaces and would like to make a park out of piece of land. It would need to be deeded as open space and go through Town Council and Land Use.

RESULT: NO ACTION

7. Discuss the need for Pickleball infrastructure and how to meet the demand

RESULT: NO ACTION

8. Any Old Business proper to come before the Committee

None

VIII. NEW BUSINESS

1. Rules of Procedure for Ledyard Senior Citizens and Parks & Recreation Powers and Purpose

RESULT: CONTINUE

2. Any New Business proper to come before the Committee

IV. ADJOURNMENT

Ms. Finegan moved the meeting be adjourned, seconded Ms. Sokolski

The meeting adjourned at 8:05 p.m.

VOTE: 8-0 Approved and so declared

Respectively Submitted,

Chairman DiRico
Parks, Recreation & Senior Citizens Commission

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TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-126

Agenda Date: 1/17/2024

Agenda #: 1.

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

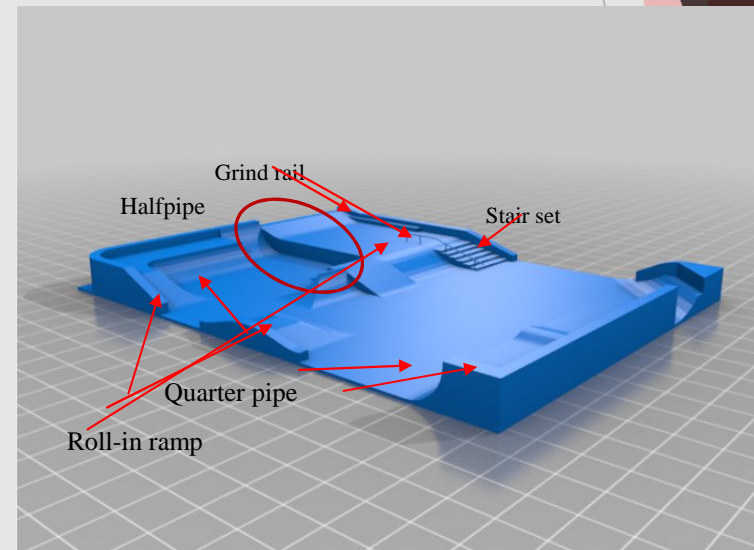
Ledyard, CT

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

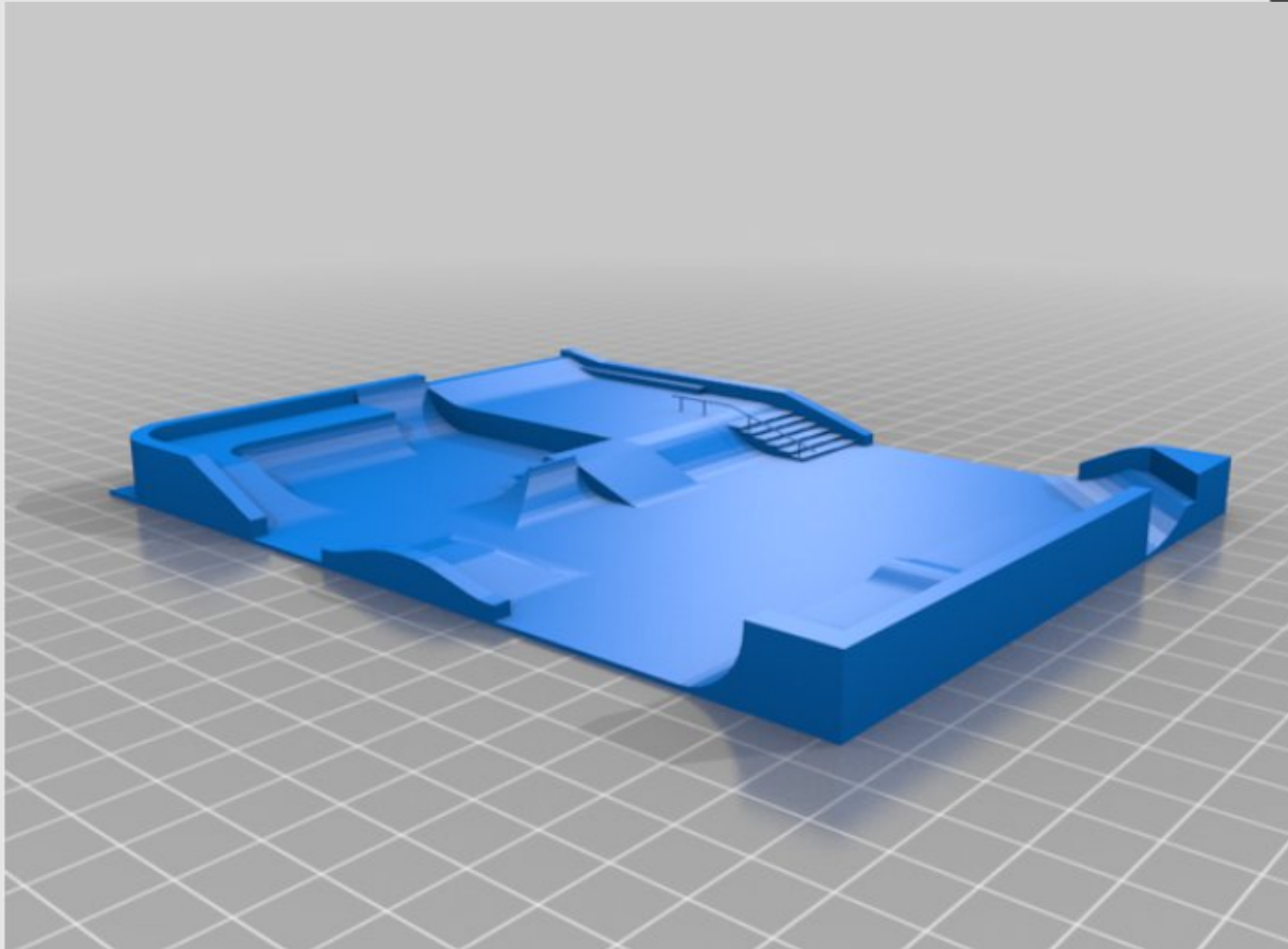
- ▶ Accurate measurements of area
- ▶ Estimate the cost of the materials needed
- ▶ Estimate the cost of the equipment needed
- ▶ Research price for labor of workers
- ▶ Plan phases for how project will be built over time
- ▶ Research how many people are needed
- ▶ Identify tasks that the scouts can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

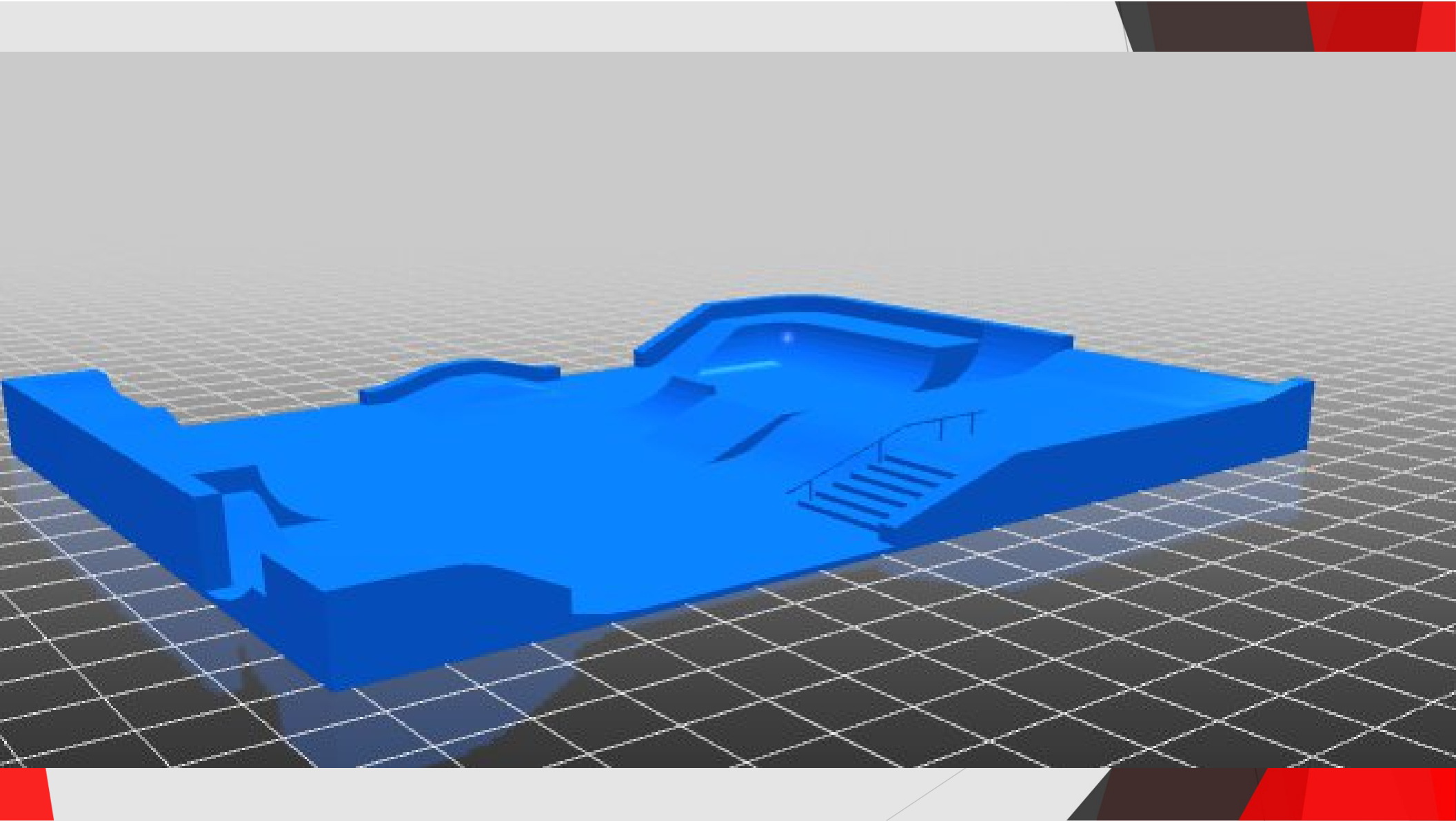
What I will need to do in order to start

- ▶ 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

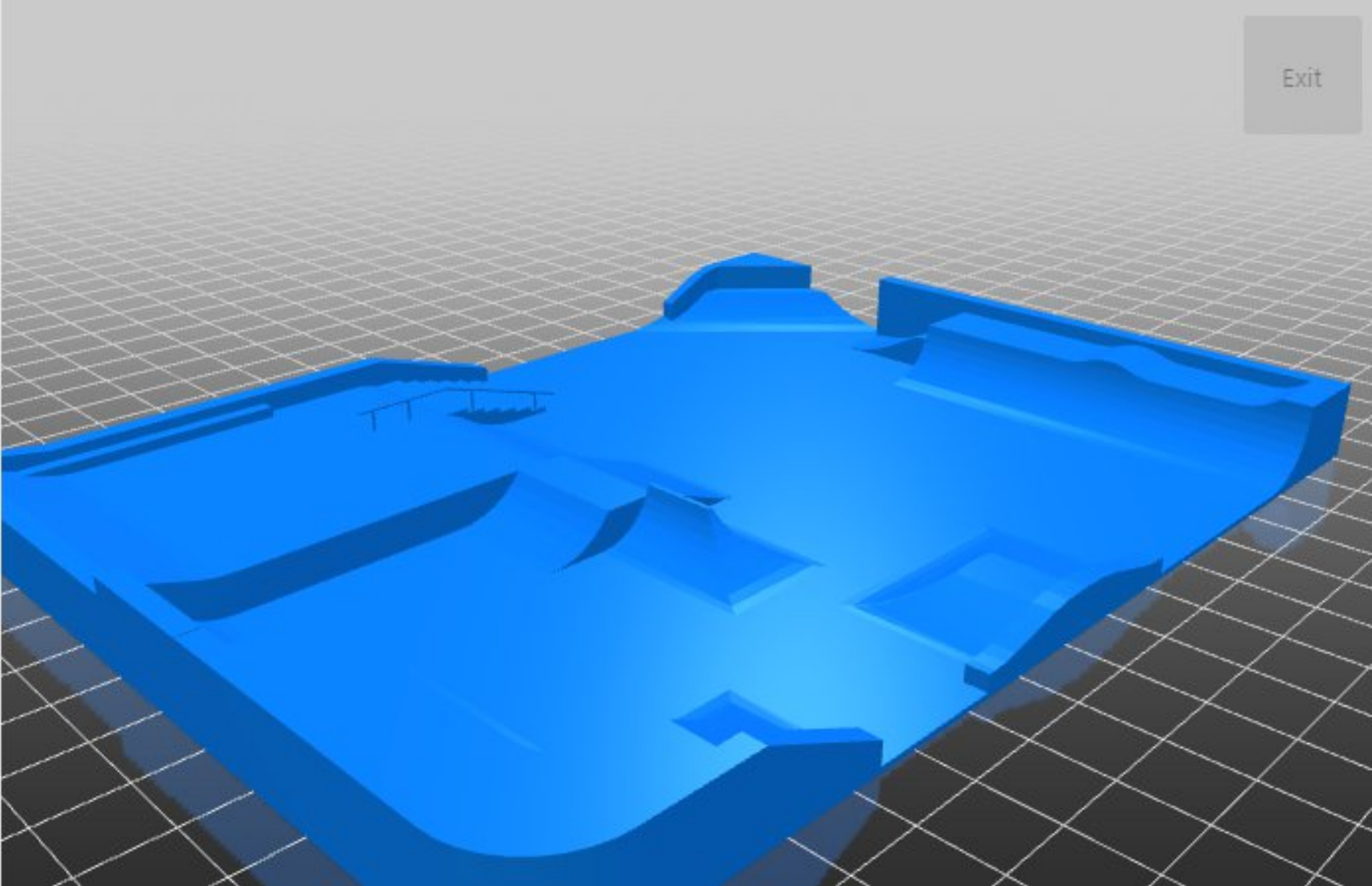
What I will need to do in the future

- ▶ 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

File #: 23-1430

Agenda Date: 1/17/2024

Agenda #: 2.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Discussion regarding recreation space within subdivisions

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-2097

Agenda Date: 1/17/2024

Agenda #: 3.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Discuss the need for Pickleball infrastructure and how to meet the demand

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-2187

Agenda Date: 1/17/2024

Agenda #: 4.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Rules of Procedure for Ledyard Parks, Recreation and Senior Citizens Commission Powers and Purpose.

Background:

**TOWN OF LEDYARD
COMMISSION FOR SENIOR CITIZENS**

12 Van Tassell Drive, Gales Ferry, CT 06335 860-464-0471

**RULES OF PROCEDURE FOR
THE LEDYARD COMMISSION FOR SENIOR CITIZENS**

The Ledyard Commission For Senior Citizens (Commission) adopts the following Rules of Procedure (Rules).

1. Membership on the Commission shall be nine (9) electors of the Town of Ledyard as prescribed by applicable Ledyard Ordinances. The Mayor, the Administrative Supervisor of the Ledyard Regional Visiting Nurse Agency, the Directors of Social Services and Parks & Recreation shall be non-voting ex-officio members of the Commission.
2. Commission Members (Commissioners) are appointed by the Town Council to serve for a term of two (2) years continuing until replaced as prescribed by applicable Ledyard Ordinances. Commissioners may be removed from the Commission by the Town Council for cause. A Commissioner may resign from the Commission at any time by submitting a signed letter to the Town Council.
3. The Commission may designate anyone who has rendered notable service to the Commission as an honorary life member of the Commission. Such a designation shall be by a two-third (2/3) vote of the Commissioners present. An honorary member shall have none of the obligations of a Commissioner, but shall be entitled to all privileges except voting.
4. Any commissioner who is absent from three (3) consecutive meetings shall be considered to have resigned from the Commission, except that the Commission may vote to waive this in each case where illness or other extenuating circumstance make it impossible for the Commissioner to meet this requirement.

5. Regular Commission meetings shall be held at the Ledyard Senior Center at the date and time recorded with the Town Clerk as prescribed by Connecticut General Statutes (CGS) Section 1-225(b)
6. Special Commission meetings may be called by the Commission Chairperson, Senior Center Director, or upon written request to the Chairperson by three (3) Commission Members.
7. The Chairperson may, with the consensus of three (3) Commissioners, cancel any meeting. Under emergency conditions the Chairperson may cancel any meeting without the consensus of three (3) Commissioners.
8. All Commission meetings, except executive sessions, shall be open to the public and the votes recorded as prescribed by CGS Section 1-225(a).
9. All meeting agendas and minutes shall be available to the public as prescribed by CGS Section 1-225. Meeting agendas are to be available and filed with the Ledyard Town clerk at least twenty-four (24) hours before the meeting. Meeting minutes shall be available within seven (7) days after the meeting.
10. Additional items of business may be added to the agenda of a regular meeting by a two-third (2/3) vote of the Commissioners present as prescribed by CGS Section 1-225(c). No items of business may be added to the agenda of a special meeting.
11. Five (5) Commissioners constitute a meeting quorum. In the absence of a quorum, no business shall be transacted at the meeting but the following actions may be taken and will be binding:
 - a. Fix the time at which to adjourn
 - b. Recess to contact absent Commissioners
 - c. Adjourn
12. No meeting vote, except a vote to adjourn, will be approved by less than five (5) affirmative votes.
13. The following officers shall be elected by a majority vote held in February of each year:
 - a. Chairperson
 - b. Vice-Chairperson
 - c. Secretary

Each officer will also perform all the duties and accept all responsibilities of a Commissioner.

14. The Chairperson will preside at all meetings of the commission. The Chairperson shall call the meeting to order at the stated hours and upon the appearance of a quorum. It will be the duty of the Chairperson to preserve order, to require the conducting of business in accordance with these Rules, to recognize and grant the floor to Commissioners wishing to speak, and to declare all votes.

15. The Chairperson may speak on and will rule on questions of order including questions of parliamentary procedure and the Rules. The Chairperson's ruling is subject to appeal to the Commission by a motion duly seconded. Such appeals shall be entertained by the Chairperson and have precedence, provided they are made at the time of the Chairperson's ruling and no debate or business has intervened between the ruling and the motion to appeal.

16. The Chairperson will prepare the meeting agenda with the support of the Senior Center Staff and make it available per Rule 9 above.

17. The vice Chairperson will assume the duties and responsibilities of the Chairperson in the absence of the Chairperson.

18. The Secretary will ensure all papers, correspondence and records of the Commission shall be made available to the public at the Town Clerks office and at the Senior Center.

19. The Secretary will prepare the meeting minutes and make them available per Rule 9, above. Votes are to be recorded in the meeting minutes. In the event the Secretary is not present at a meeting, the Chairperson will appoint a Secretary Pro Tem to prepare the minutes of that meeting.

20. The regular meeting agenda shall normally be ordered as follows:
 - I. CALL TO ORDER
 - II. ROLL CALL
 - III. APPROVAL OF PREVIOUS MEETING MINUTE'S
 - IV. CITIZENS COMMENTS

V. COMMISSIONER'S COMMENTS

VI. COMMUNICATIONS

VII. REPORTS

1. Senior Center Director

2. Municipal Agent

3. Committee Reports

VIII. OLD BUSINESS

1. Action Item Review

IX. NEW BUSINESS

X. ADJOURNMENT

21. Sub-committees will be established by the Commission as needed.

22. The Chairperson will appoint members, potentially including non-Commissioner members, to all sub-committees. The Chairperson will appoint sub-committee Chairpersons. The Chairperson will be a member ex-officio of all sub-committees.

23. The Chairperson, or any sub-committee Chairperson, may be removed from their position by an affirmative vote of five (5) Commissioners. Such removal shall in no way serve to restrict a Commissioner's duty, authority or responsibility as a Commissioner.

24. Each sub-committee shall consider matters referred to it by the Chairman or by a vote of the Commission and shall report to the Commission with respect to such matters and submit resolutions or motions when necessary to carry out committee recommendations. In order that business may be handled in an expeditious manner, the Chairperson may refer to a committee any time.

25. All Commission voting shall be by roll call by the Secretary.

26. All resolutions and motions shall be confined to one subject, which shall be clearly stated in the title.

27. By vote, the commission may limit the discussion of Commissioners to a specified length of time in debating a particular matter.

28. Commissioners shall not speak until recognized by the Chairperson, shall confine their discussion to the pending matter and shall avoid personalities or improper motives.

29. The Chairperson may limit the discussion of petitioning citizens to specified length of time.
30. When an executive session is in order, the reasons(s) for such a session, and all persons who will be invited to attend, shall be publicly stated as prescribed by CGS Section 1-231. A two-third (2/3) vote of the Commissioners present shall be necessary to enter into executive session.
31. All matters that relate to the use and operation of the Ledyard Senior Center or its staff brought to the attention of the Commission, or a Commissioner, should first be referred to the Senior Center Director.
32. All requirements of applicable Ledyard Ordinances are to be strictly followed and no Rules shall be adopted by the Commission which will conflict with the ordinance.
33. Any of these rules may be temporarily suspended for the proceedings of a meeting by a two-third (2/3) vote of the commissioners present. A motion to temporarily suspend a Rule shall detail the specific Rule and the reason for suspension.
34. If any item in these Rules is found to be contrary to federal, state, or local law, it shall be considered null and void and shall not affect the validity of any other items in these Rules. This revision of these Rules cancels and supersedes all prior Commission Rules of Procedure.

Revised by the Ledyard Commission for Senior Citizens on May 24, 2021 (type text here)

LEDYARD PARKS AND RECREATION COMMISSION

The Commission has the following powers and purpose:

1. To plan and control the use of parks, playgrounds, swimming pools, gymnasiums, recreation places, and public gardens within the Town of Ledyard, as authorized.
2. To plan the development, improvement, and expansion of parks and recreation lands of the Town.
3. To plan the acquisition, erection, installation, improvement, and replacement of park or recreation facilities and equipment.
4. To develop, establish, improve, and coordinate park and recreation programs.
5. To engage such employees as shall be necessary to carry out said purposes with the budgetary limits of said Commission.

By ordinance, the Commission also prepares and approves the budget.

The Director has added the following that requires Commission approval:

- Annual report
- Capital Improvement Plans
- Specific maintenance contracts
- Quarterly reports
- RFQ's and RFP's
- Large equipment purchases

The Director has also provided the following responsibilities for the two standing committees:
Facilities and Maintenance Committee – Oversees all requests for quotes, requests for qualifications and proposals, and contracts along with review of all maintenance procedures for all facilities assigned to the Commission.

Administrative Committee – Reviews all Commission and Department policies, budgets, summer and quarterly reports, and assists with budget and other administrative functions.

The Parks and Recreation Commission meets once per month. The sub-committees meet when items are referred to either committee by the Commission. There is no training necessary.

Department Comment/Recommendation:

(type text here)

TOWN OF LEDYARD
COMMISSION FOR SENIOR CITIZENS

12 Van Tassell Drive, Gales Ferry, CT 06335 860-464-0471

RULES OF PROCEDURE FOR
THE LEDYARD COMMISSION FOR SENIOR CITIZENS

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5. Regular Commission meetings shall be held at the Ledyard Senior Center at the date and time recorded with the Town Clerk as prescribed by Connecticut General Statutes (CGS) Section 1-225(b)
6. Special Commission meetings may be called by the Commission Chairperson, Senior Center Director, or upon written request to the Chairperson by three (3) Commission Members.

7. The Chairperson may, with the consensus of three (3) Commissioners, cancel any meeting. Under emergency conditions the Chairperson may cancel any meeting without the consensus of three (3) Commissioners.
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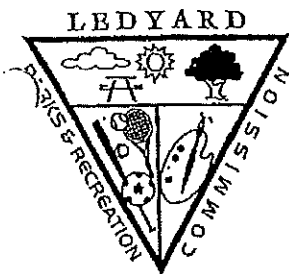
Each officer will also perform all the duties and accept all responsibilities of a Commissioner.
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16. The Chairperson will prepare the meeting agenda with the support of the Senior Center Staff and make it available per Rule 9 above.
17. The vice Chairperson will assume the duties and responsibilities of the Chairperson in the absence of the Chairperson.
18. The Secretary will ensure all papers, correspondence and records of the Commission shall be made available to the public at the Town Clerks office and at the Senior Center.
19. The Secretary will prepare the meeting minutes and make them available per Rule 9, above. Votes are to be recorded in the meeting minutes. In the event the Secretary is not present at a meeting, the Chairperson will appoint a Secretary Pro Tem to prepare the minutes of that meeting.
20. The regular meeting agenda shall normally be ordered as follows:
 - I. CALL TO ORDER
 - II. ROLL CALL
 - III. APPROVAL OF PREVIOUS MEETING MINUTE'S
 - IV. CITIZENS COMMENTS
 - V. COMMISSIONER'S COMMENTS
 - VI. COMMUNICATIONS
 - VII. REPORTS
 1. Senior Center Director
 2. Municipal Agent
 3. Committee Reports
 - VIII. OLD BUSINESS
 1. Action Item Review
 - IX. NEW BUSINESS
 - X. ADJOURNMENT

21. Sub-committees will be established by the Commission as needed.
22. The Chairperson will appoint members, potentially including non-Commissioner members, to all sub-committees. The Chairperson will appoint sub-committee Chairpersons. The Chairperson will be a member ex-officio of all sub-committees.
23. The Chairperson, or any sub-committee Chairperson, may be removed from their position by an affirmative vote of five (5) Commissioners. Such removal shall in no way serve to restrict a Commissioner's duty, authority or responsibility as a Commissioner.
24. Each sub-committee shall consider matters referred to it by the Chairman or by a vote of the Commission and shall report to the Commission with respect to such matters and submit resolutions or motions when necessary to carry out committee recommendations. In order that business may be handled in an expeditious manner, the Chairperson may refer to a committee any time.
25. All Commission voting shall be by roll call by the Secretary.
26. All resolutions and motions shall be confined to one subject, which shall be clearly stated in the title.
27. By vote, the commission may limit the discussion of Commissioners to a specified length of time in debating a particular matter.
28. Commissioners shall not speak until recognized by the Chairperson, shall confine their discussion to the pending matter and shall avoid personalities or improper motives.
29. The Chairperson may limit the discussion of petitioning citizens to specified length of time.
30. When an executive session is in order, the reasons(s) for such a session, and all persons who will be invited to attend, shall be publicly stated as prescribed by CGS Section 1-231. A two-third (2/3) vote of the Commissioners present shall be necessary to enter into executive session.
31. All matters that relate to the use and operation of the Ledyard Senior Center or its staff brought to the attention of the Commission, or a Commissioner, should first be referred to the Senior Center Director.
32. All requirements of applicable Ledyard Ordinances are to be strictly followed and no Rules shall be adopted by the Commission which will conflict with the ordinance.

33. Any of these rules may be temporarily suspended for the proceedings of a meeting by a two-third (2/3) vote of the commissioners present. A motion to temporarily suspend a Rule shall detail the specific Rule and the reason for suspension.
34. If any item in these Rules is found to be contrary to federal, state, or local law, it shall be considered null and void and shall not affect the validity of any other items in these Rules. This revision of these Rules cancels and supersedes all prior Commission Rules of Procedure.

Revised by the Ledyard Commission for Senior Citizens on May 24, 2021.



LEDYARD PARKS AND RECREATION COMMISSION

Donald Grise
Director

4 Blonders Boulevard · Ledyard, Connecticut 06339 – 1504
Phone (860) 464-9213, (860) 464-9112 · Fax (860) 464-8747

Kim Lavigueur
Assistant Recreation Director

LEDYARD PARKS AND RECREATION COMMISSION

The Commission has the following powers and purpose:

1. To plan and control the use of parks, playgrounds, swimming pools, gymnasiums, recreation places, and public gardens within the Town of Ledyard, as authorized.
2. To plan the development, improvement, and expansion of parks and recreation lands of the Town.
3. To plan the acquisition, erection, installation, improvement, and replacement of park or recreation facilities and equipment.
4. To develop, establish, improve, and coordinate park and recreation programs.
5. To engage such employees as shall be necessary to carry out said purposes with the budgetary limits of said Commission.

By ordinance, the Commission also prepares and approves the budget.

The Director has added the following that requires Commission approval:

- Annual report
- Capital Improvement Plans
- Specific maintenance contracts
- Quarterly reports
- RFQ's and RFP's
- Large equipment purchases

The Director has also provided the following responsibilities for the two standing committees:

Facilities and Maintenance Committee – Oversees all requests for quotes, requests for qualifications and proposals, and contracts along with review of all maintenance procedures for all facilities assigned to the Commission.

Administrative Committee – Reviews all Commission and Department policies, budgets, summer and quarterly reports, and assists with budget and other administrative functions.

The Parks and Recreation Commission meets once per month. The sub-committees meet when items are referred to either committee by the Commission. There is no training necessary.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-2291

Agenda Date: 1/17/2024

Agenda #: 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

MOTION to approve the Parks, Recreation & Senior Citizens Commission 2024 meeting schedule. In addition, the following subcommittees may hold special meetings as needed.

- Administration
- Facilities

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



LEDYARD PARKS AND RECREATION COMMISSION

Scott Johnson
Director

12 Van Tassel Drive Gales Ferry, CT 06335
Phone (860) 464-9213, (860) 464-9112 ·

November 21st, 2023

Patricia A. Riley, Town Clerk
741 Colonel Ledyard Highway
Ledyard, CT 06339

Dear Patricia:

The Ledyard Parks and Recreation Committee meets the 3rd Tuesday of the month at 7:00 p.m. at the Ledyard Senior Center located at 12 Van Tassel Drive Gales Ferry, CT 06335. The following is the updated schedule of meetings for 2024:

Dates	Time	Place
January 16, 2024	7:00 p.m.	Ledyard Senior Center
February 20, 2024	7:00 p.m.	Ledyard Senior Center
March 19, 2024	7:00 p.m.	Ledyard Senior Center
April 16, 2024	7:00 p.m.	Ledyard Senior Center
May 21, 2024	7:00 p.m.	Ledyard Senior Center
June 18, 2024	7:00 p.m.	Ledyard Senior Center
July 16, 2024	7:00 p.m.	Ledyard Senior Center
August 20, 2024	7:00 p.m.	Ledyard Senior Center
September 17, 2024	7:00 p.m.	Ledyard Senior Center
October 15, 2024	7:00 p.m.	Ledyard Senior Center
November 19, 2024	7:00 p.m.	Ledyard Senior Center
December 17, 2024	7:00 p.m.	Ledyard Senior Center
January 21, 2025	7:00 p.m.	Ledyard Senior Center

If you have any questions, please do not hesitate to contact me at Scott@ledyardrec.org.

Sincerely,

Scott Johnson
Director



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0028

Agenda Date: 1/17/2024

Agenda #: 2.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

MOTION to approve the Parks, Recreation & Senior Citizens Department Fiscal Year 2025.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

FY25 Budget						
#	Account Description	FY23	FY24	FY25	Diff	Notes
51600	Dept Head Wages	\$78,915.00	\$81,669.00	\$81,669.00		
51610	Supervisors	\$53,393.00	\$58,198.00	\$58,198.00		
51615	Assistant Wages	\$77,036.00	\$82,667.00	\$82,667.00		
51615	Assistant Wages SR CTR	\$36,291.00	\$121,172.00	\$121,172.00		
51700	Part-Time Wages SR CTR	\$18,656.00				
51710	Playground & Custodian	\$10,000.00	\$10,000.00	\$17,300.00	\$7,300.00	BOE Rate change to \$66.98 per HR
51800	Van Driver Wages	\$20,000.00	\$42,000.00	\$42,000.00		1 FT and 1 Per Diem Driver
53303	Utilities	\$7,800.00	\$13,993.00	\$14,353.00	\$360.00	Gas and Cable increases
53658	Regional Senior Website	\$3,600.00	\$3,600.00	\$3,600.00	\$0.00	
53700	Contract Maintenance/ Leases	\$161,462.00	\$161,462.00	\$161,462.00	\$0.00	
54300	Repairs & Maintenance	\$32,046.00	\$32,604.00	\$35,604.00	\$3,000.00	More field paint needed due to increase in teams
54310	Equipment Maintenance	\$1,500.00	\$2,455.00	\$2,455.00	\$0.00	
56100	Operating Expenses	\$27,985.00	\$28,256.00	\$29,055.00	\$800.00	Recreation Software increase
56220	Electricity	\$22,965.00	\$28,255.00	\$36,750.00	\$8,495.00	\$3,500 from Food pantry moved into budget
58775	Community Health Program	\$10,000.00	\$0.00	\$0.00		Move to Van Line
		\$561,649.00	\$666,331.00	\$686,285.00	\$19,955.00	

TOWN OF LEDYARD

2024 Department Budget Meeting Schedule with Mayor

Monday, January 22nd, & Tuesday, January 23rd, 2024

All Meetings will be held in the Mayor's Office

Monday, January 22nd

Tuesday, January 23rd

<u>Name:</u>	<u>Time:</u>	<u>Name:</u>	<u>Time:</u>
Kristen Chapman	1:30 pm	Scott Johnson	9:00 am
Patricia Riley	1:45 pm	Jennifer Smith	9:30 am
Adriana Hedwall	2:00 pm	Kathleen Damicis	9:45 am
Registrars	2:15 pm	Juliet Hodge	10:00 am
Marisa Rodriguez	2:30 pm	Jim Mann	10:15 am
Karen Goetchius	2:45 pm	Steve Banks	10:30 am
Steve Holyfield	4:30 pm	Open	10:45 am
Chief Mann	4:30 pm	Chief Rich	11:00 am
Chief Saccone	4:30 pm	Steve Masalin	11:30 am



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0029

Agenda Date: 1/17/2024

Agenda #: 3.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

MOTION to approve the Parks, Recreation & Senior Citizens Department Fiscal Year 2025 Capitol Budget.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

IF YOU CAN
PLAY ON IT,



WE CAN
BUILD IT

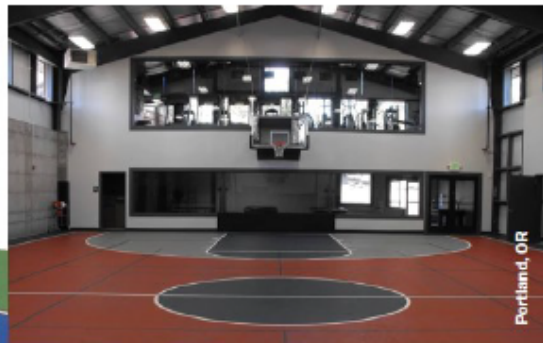
Durability • Reliability
Playability • Engineered to Last



Chelsea Piers, Stamford, CT



New Canaan High School



Portland, OR



Tennis Industry Magazine Contractor of the Year –
10 and Under Tennis (2011)



Hinding Tennis Courts, LLC • 24 Spring Street • West Haven, CT 06516 • p 203-285-3055

Jan 10, 2024

Town of Ledyard
Accounts Payable, 741 Colonel Ledyard Highway, Ledyard, CT, 06339
scott@ledyardrec.org
860-705-2123

RE: Construction of to Pickleball courts 64' x 68' at Gales Ferry Community Center.
18 Hurlbutt Rd. Gales Ferry CT.

Dear Scott Johnson,

Thank you for considering Hinding Tennis for your recreational needs. It is our goal to provide you with the highest quality sport surfacing products and installation in the industry.

We at Hinding Tennis stand committed to excellence and it is our goal to provide you with the highest quality materials. As a current member of the American Sports Builders Association we are always up to date on the newest innovations and industry trends. Our goal is always to exceed your expectations and let the finished product speak for itself.

We know you have many options when choosing a sport-surfacing contractor, therefore we continually strive to provide the most competitive pricing without compromising the quality or workmanship.

All of us at Hinding Tennis thank you for the opportunity to provide you with this proposal and look forward to working with you in the future.

Sincerely,

Vincent Rapuano
vin@hindingtennis.com



HINDING PROPOSAL

PROCEDURE TO BE AS FOLLOWS:

Furnish all materials, labor and insurance to perform the Construction of to Pickleball courts 64 x 68.

Court layout, engineer, plans, tree, removal, permits, drainage, are not included in this proposal.

Specifications of Services to be Provided:

Material	Qty
Site Work: Excavate 8-12 Inches of existing material and furnish material to establish substrate	1
Net Post Footings: Install new pickleball net post footings including new net and posts	2
Fence: 6' Foot Fencing: Furnish and install 6' high black chain-link fence	264
Paving: Furnish and install two asphalt lifts 1 1/2" each lift for a total of 3" compacted to 2 1/2". Let cure for 21 days	4352
Color Coating: Furnish and install the (3) coat acrylic color coating surface system to entire area. The Hinding surfacing system consists of two distinct components, 1 Filler Coat and 1 Finish Coat.	1
Line Stripe: Layout and Line Stripe two Pickleball Courts.	2
Mobilization and fuel surcharge: Mobilize the necessary equipment to perform the required work for your project as itemized below. This fee is associated with the work that is necessary to set up your job and organize the necessary equipment that is needed to load and mobilize to and from the job site each day.	1

Pricing as Indicated Below:

Total: \$83,819.35

www.HindingTennis.com



PAYMENT SCHEDULE

SALES TAX WILL BE CHARGED AT 30% OF THE STATE TAX RATE WHEN APPLICABLE TO ACCOUNT FOR TAX ON LABOR. PAYMENT IS EXPECTED UPON TIMELY COMPLETION.

CREDIT CARD PAYMENTS WILL REQUIRE A 2% CREDIT CARD PROCESSING FEE.

Payment Schedule is to be as follows **unless otherwise specified on the contract:**

For jobs priced below a threshold of approximately \$3,000.00 (subject to vary):

100% "Full payment", plus applicable tax on total amount, due upon signing and remittance of forthcoming contract if this estimate is approved, before work can begin. Please be ready to include a payment along with a signed contract.

For jobs priced above a threshold of approximately \$3,000.00 (subject to vary):

50% "Down payment", plus applicable tax on total amount, due upon signing and remittance of forthcoming contract if this estimate is approved, before work can begin. Please be ready to include a payment along with a signed contract.

20% "Good faith payment", considered due the day we begin work on your project.

30% "Remainder payment", considered due the day we end work on your project.

PLEASE NOTE: In the event that payment is not made as specified above, it is agreed that Hinding Tennis, LLC will receive interest at the prevailing wage rate unpaid balance, plus all the cost of collection, including a reasonable attorney's fee. In the event that payment is not made as specified, Hinding Tennis, LLC retains the right to halt works until past due payments are made. Above prices are submitted for approval within sixty days and after that time may be revised. We reserve the right to take before, during & after photos of your particular job & use photos for marketing purposes. We will never give out your name or street address without your consent.

ACCEPTANCE OF PROPOSAL: Please call the office (203-285-3055) or one of the owners directly if someone is not in touch with you shortly and you are intent on proceeding with the work as described. We will provide a contract for you to sign and remit with payment so that we may begin work.

www.HindingTennis.com



ABOUT US



“Over the years, Hinding Tennis has helped make GRSC a community club with the best hard court surfaces inside and out, as well as junior lines and stand alone courts, outdoor lighting and pickleball courts. They are a great partner in the tennis business.”

— Sarah Boone, Owner, Guilford Racquet & Swim Club



Since **1994** the Team at Hinding Tennis, LLC has been building superior Recreational Courts for all types of surfaces. We specialize in Post Tension Concrete Courts and our patented Rubberized Cushion System is a very popular surface among many avid players.

Hinding prides itself on quality workmanship and retains over 90% of its work force each season; our crews are extremely knowledgeable and are some of the most experienced in the business.

From Har Tru to Post Tension Concrete to Tennis and Basketball Courts to Playgrounds and just about anything recreational, we offer only the best products and services. We are actively involved in the ASBA (American Sports Builders Association) and we are constantly on the cutting edge of new technology.

Our reputation speaks for itself and clubs, residential, parks, schools and municipalities count on us everyday.

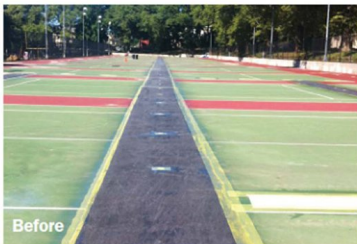
We can customize any job to any size, any color and any speed. Our customer service and sales representatives are extremely knowledgeable of all types of surfaces, coatings and building new courts. So please call us today for a free analysis of your project.



24 Spring Street • West Haven, CT 06516
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Official 10 and Under Tennis Court Installer

RITEWAY CRACK REPAIR



The RiteWay Crack Repair System (U.S. Patent No. 7,597,503) utilizes an exclusive technology that allows existing cracks on your court to move without breaking the membrane of this system. Many who have tried other systems have complained about “dead spots,” “hollow sounds” and “bubbling.” Although these other systems have proven to keep cracks from coming back, RiteWay Crack Repair not only keeps cracks from coming back, but its exclusive technology does not have any dead spots, hollow sounds or bubbling.

The installation is so unique that many tennis court owners can't believe its proven success until they see it for themselves.

No other overlay system can give you the RiteWay results. We've seen the other systems on the market - some have success, some have failures - but none of them can give the guarantee that RiteWay offers. Our proven success and durability will last much longer than the written guarantee.

When considering your repair options, there's only one question to ask yourself:

Are you repairing cracks the old traditional way, or are you repairing them the RiteWay?



Fix Your Cracks - Do It The RiteWay!

For more information go to www.ritewaytennis.com.



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Official 10 and Under Tennis Court Installer

RESURFACING



Court Resurfacing

Since 1994, Hinding Tennis has been building and resurfacing tennis courts throughout the United States and in the Caribbean. With headquarters located in West Haven, Connecticut, Hinding Tennis' major client concentration runs up and down the U.S. East Coast.

Resurfacing your tennis court is important in the overall maintenance, upkeep, playability and longevity of the court. Typically, a tennis court should be resurfaced every 4-7 years. This varies depending upon the surface, weather, amount of play, and preservation of the court. Hinding Tennis offers all types of coating and cushion systems and will give you several resurfacing options to keep your court performing at its highest level of playability.

Hinding Tennis resurfaces over 400 courts per year. We retain 90% of our professional workforce yearly, therefore we are not training new court technicians each season. Our quality of workmanship, professionalism and customer service is second to none. Examples of our projects include Chelsea Piers, Stamford CT; U.S. Coast Guard, New London CT; and Match Point Tennis, Brooklyn, NY.



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SQUEEGEE MARKS



Acrylic color surfacing systems are generally applied with a squeegee in multiple coats. Most systems include one or more filler coats, followed by two to three coats of color. Some systems also include texture or cushion coats between the filler and the top coats.

There are several theories regarding the application of color coatings. In any case, coating systems must be applied smoothly to a uniform thickness over the entire court surface. This requires an experienced applicator and careful attention to the technique.

Even when color coatings are applied with care by a skilled operator, some squeegee marks and other slight variations in color and texture are inevitable. This is because the formulation of acrylic causes components to migrate to the edge of the material as it is being applied. As a result, an observer will be able to locate the spot where the acrylic material was poured on the surface, where the squeegee operator turned to make a pass in the opposite direction or where one pass overlapped another. Squeegee marks will be more visible on lighter colors and more common when coatings are applied in hot weather or when they include coarser sand. Humidity, angle of the sun when the acrylic is applied and other factors also may affect frequency and visibility of these marks.

Due to the nature of the material and the human element in tennis court construction, squeegee marks are likely to occur, like marks in newly vacuumed plush carpet or newly mown grass. They will not affect play and will become less visible as the court wears and ages.

While squeegee marks are within industry standard, more serious flaws – ridges, drips, tool marks, foot prints, bucket marks and areas of excess material - are unacceptable and should be corrected by the surfacing contractor.

Differences in site, weather and soil conditions require variations in construction and repair methods and materials. Readers are advised to consult a qualified contractor or design professional before undertaking construction or repair of a court. Rev. 03/04



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BIRDBATHS

LOW SPOTS



“Birdbath” is a term commonly used in the tennis industry to describe a low area on a tennis court that holds water.

More precisely, the American Sports Builders Association (ASBA) defines a birdbath as any area where standing water more than 1/16" (2mm – commonly measured using a nickel) remains after drainage of the area has ceased or after one hour of drying at 70 degrees Fahrenheit in sunlight. Birdbaths delay play on the court after rain and may cause staining and/or peeling of the surface.

Among the causes of birdbaths are:

1. Unsuitable material in the subsoil;
2. Inadequate drainage around the tennis court;
3. Improper slope or grade;
4. Inadequate compaction of the subgrade; or
5. Paving error



Paving and surfacing, even with laser-guided equipment, involves both skill and judgment. The number of variables impacting the paving and surfacing processes makes it unreasonable to expect perfection. Minor depressions in the surface, those less than 1/16" deep or those that drain or dry in under an hour, are considered within tolerance and are acceptable. In a new or recently resurfaced court, however, the contractor should correct birdbaths.

Because site selection, design and construction can involve compromise, even properly designed and constructed courts may develop birdbaths over time. Tennis courts sometimes are built on sites which are reclaimed or which have been deemed unsuitable for other purposes. In such cases, less than ideal subsoil, grade, or drainage conditions may exist. Additionally, over time, new circumstances may arise which lead to settling or drainage problems.

The owner's expectations regarding repair of birdbaths should be based on the nature of the birdbaths that exist to be repaired and the amount of money budgeted for the repair. Owners also should understand that available repair methods and materials are imperfect. Complete removal of standing water may be impossible. Generally the owner should accept that repair of the birdbaths is only a means of reducing the inconvenience they cause and extending the useful life of the court.

The number, size and depth of birdbaths is another consideration. The existence of multiple birdbaths or major depressions of 1/2" or more may indicate more serious problems. Repairing multiple or deeper birdbaths is labor intensive and often results in cosmetic imperfections, which may require resurfacing to correct. The larger the birdbath, the more difficult it can be to repair.

Differences in site, weather and soil conditions require variations in construction and repair methods and materials. Readers are advised to consult a qualified contractor or design professional before undertaking construction or repair of a court. Rev. 11/10



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Official 10 and Under Tennis Court Installer

ACCESSORIES



Hinding Tennis is your resource for court equipment and accessories. With close to 20 years of experience in court construction and maintenance, we know what you need to give your game a boost and keep your court in shape. We work with the best suppliers of quality court products. Quality products come from quality manufacturers and we can provide you with a variety of choices to meet your personal preferences.



Fencing, lighting and windscreens, tennis nets, tennis posts and benches. Backboards, score boards, goals, ball machines, roll dries and court brooms – we've got you covered. Looking for something? Just ask.



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203-285-3055 • HindingTennis.com

Official 10 and Under Tennis Court Installer

MAINTENANCE



Maintaining your court is one of the most important things you can do to preserve the longevity of its appearance. Like changing the oil in your car every 3,000 miles, properly cleaning and inspecting your court once a year is very critical.

To maximize the useful life of any type of court, we recommend that owners develop and implement a regular schedule of maintenance. Regular inspection and repair of minor irregularities is more cost effective than allowing the court to deteriorate to the point of requiring major repairs.

Our maintenance programs include servicing both All Weather and Har Tru Courts. For all weather courts, we recommend you pressure wash once a year, check for cracks, grease net post cranks, check mesh and tighten fence and install your net. Our Har Tru reconditioning includes removing all the dead material. Installing new Har Tru, grooming court, checking fence fabric and tightening, greasing net post cranks and installing your net.



Call us today to inspect your court and for a free non-obligational estimate.



24 Spring Street • West Haven, CT 06516
203-285-3055 • HindingTennis.com

Official 10 and Under Tennis Court Installer

No Matter What Your Game,



HINDING HANDLES IT



Official 10 and Under Tennis Court Installer

24 Spring Street • West Haven, CT 06516
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Like us on Facebook



Overhead Door Company of Norwich

88 Route 2A
Preston, CT 06365-8568
www.ohdct.com

Contact: Bryan Streeter
Phone: 860-889-3848
Email: bstreeter@ohdct.com

This proposal is valid till Friday, February 2, 2024

Quote: SQCH001590-1 | Created: 1/3/2024 9:13 AM

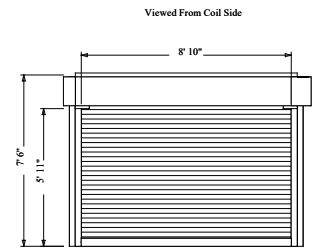
Job:

Judge Crandall Field - Lower Doors
1864 CT 12
Gales Ferry, CT 06335

Prepared For:

Town of Ledyard
1864 CT 12
Gales Ferry, CT 06335

Item	Qty
1 600.RD 600, 8' 10" x 5' 11" Opening	2
Mounting: R: Wood, Face Mount E Guide (Bolt on Design); L: Wood, Face Mount E Guide (Bolt on Design); Lintel - Wood, Header - Wood	
Curtain: ,Windload - None, F238(CAW), Steel, Primed, White, 26 gauge, Exterior Wall, Alternate Endlock	
Operation: Push Up, Right Hand	
Bottom Bar: Extruded 'T', Aluminum, Mill Finish, Astragal, Slide Lock, Both Jambs, Coil Side	
Guide: Steel, Galvanized, Double Flared Entry	
Hood: Round, Steel, White, Primed, Drive and Tension (Non-Drive)	
Bracket: Steel, Galvanized	
Misc: 10,000 Cycles, ReadyPak	
Last Changed: 1/3/2024 9:19 AM EST	



SubTotal (USD): \$8,448.16
Est. Tax - 0%: \$0.00
Total With Tax (USD): \$8,448.16

Overhead Door appreciates the opportunity for us to quote your door needs.

General Notes:

- * 50% deposit is required before ordering products. If a Purchase order is used, please see terms for details and conditions.
- * Please review quote and sign and return with either Purchase Order or deposit to proceed with this project.
- * Overhead door does not perform any electrical services. This includes but is not limited to electrical for the operator, low voltage associated with safety devices, and operator controls.
- * The owner/contractor responsibility for obtaining and pay for any permits needed for this project.
- * All prep or modifications to the opening are the requirements of the homeowner / Contractor.
- * Standard manufacture warranties apply to all items quoted.
- * Electrical Requirements must be verified and signed off before ordering.
- * All commercial scheduling will be done via email.

Project Notes:

- * Remove the two rollup doors and haul.

Overhead Door Company of Norwich



88 Route 2A
Preston, CT 06365-8568
www.ohdct.com

Contact: Bryan Streeter
Phone: 860-889-3848
Email: bstreeter@ohdct.com

- * Furnish and Install (2) new Overhead Door model 600 Coil Away doors.
- * Doors will be white, manual push up operation, exterior mount, slide bolts on both jambs.

Terms and Conditions

Terms and Conditions:

Contractual Provisions: The subsequent elements, including jambs, spring pads, non-standard finishes, and all wiring linked to motors and control stations, shall not be encompassed within this agreement, unless otherwise distinctly stipulated in the relevant sections. These elements are considered as supplied by other parties (I.e. Contractor Or Owner).

* The Purchaser hereby acknowledges that the ownership of the doors shall remain vested with the Seller until the full payment has been duly settled. In the eventuality of a breach or default by the Purchaser concerning the terms and stipulations outlined within this Agreement, the Purchaser shall bear the responsibility for the expenses associated with the collection process, which encompasses reasonable legal fees. The Seller reserves the prerogative to demand absolute and final payment in connection with the specified Purchase Order. An interest charge of 1.5% per month shall be applied to any outstanding payments that remain unresolved and overdue beyond 15 days.

** Upon the submission of a purchase order, an invoice for a deposit amounting to 50% of the quoted cost shall be prepared and forwarded to the company for prompt remittance.

*** Should a purchase order be submitted without the corresponding receipt of a deposit payment, the stipulated 30-day terms shall be deemed null and void. In such instances, full payment shall become obligatory upon the successful culmination of the agreed-upon work.

**** In the event that the Purchaser is unable to install the doors within 30 days from the date of the initial request and no alternative arrangement(s) are made or agreed upon, the supplier shall seek full payment for the remaining costs of all materials associated with the contract.

***** The provided pricing is contingent upon the existence of a fully finished concrete floor or an equivalent surface. Supplementary costs shall be integrated into the proposal if the nature of the installation necessitates completion without the presence of a finished floor. (Agreements remain subject to external influences beyond our control, including but not restricted to strikes, accidents, or delays.)

Payment Details

Payment Terms: NET 15 DAYS

Acceptance:

Terms, price, and specifications on all pages of this proposal are hereby accepted.

Authorized By (Buyer): _____ Date: _____

Print Name (Buyer): _____

Purchase Order: _____

IF YOU CAN
PLAY ON IT,



WE CAN
BUILD IT

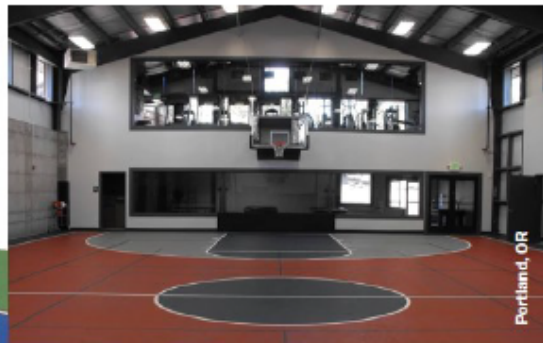
Durability • Reliability
Playability • Engineered to Last



Chelsea Piers, Stamford, CT



New Canaan High School



Portland, OR



Tennis Industry Magazine Contractor of the Year —
10 and Under Tennis (2011)



Hinding Tennis Courts, LLC • 24 Spring Street • West Haven, CT 06516 • p 203-285-3055

Jan 10, 2024

Town of Ledyard
Accounts Payable, 741 Colonel Ledyard Highway, Ledyard, CT, 06339
scott@ledyardrec.org
860-705-2123

RE: Crack repair on two basketball courts.

Dear Scott Johnson,

Thank you for considering Hinding Tennis for your recreational needs. It is our goal to provide you with the highest quality sport surfacing products and installation in the industry.

We at Hinding Tennis stand committed to excellence and it is our goal to provide you with the highest quality materials. As a current member of the American Sports Builders Association we are always up to date on the newest innovations and industry trends. Our goal is always to exceed your expectations and let the finished product speak for itself.

We know you have many options when choosing a sport-surfacing contractor, therefore we continually strive to provide the most competitive pricing without compromising the quality or workmanship.

All of us at Hinding Tennis thank you for the opportunity to provide you with this proposal and look forward to working with you in the future.

Sincerely,
Vincent Rapuano



HINDING PROPOSAL

PROCEDURE TO BE AS FOLLOWS:

Furnish all materials, labor and insurance to perform the Crack repair on two basketball courts..

Rite way crack and AB repair I'm to basketball courts.

Specifications of Services to be Provided:

Material	Qty	Unit Price	Subtotal
Surface Cleaning: Using a "High Powered" Cleaning apparatus, Hinding Tennis thoroughly cleaned your existing surface free of all algae, mold, dirt and any other foreign materials on your court.	14628	\$0.28	\$4,095.84
Riteway Crack Repair: Rout and air blow all structural cracks. Fill with multiple applications of acrylic crack binder. Install the Riteway Crack Repair System to cracks.	275	\$28.00	\$7,700.00
AB Crack Repair: Two Part Epoxy	230	\$18.00	\$4,140.00
Color Coating: Touch-up color and lines in areas of repair	168	\$30.00	\$5,040.00
Low Spot Repair: Repair areas of low spots to remove standing water. The maximum improvement to be expected is 65-75% improvement.	1	\$350.00	\$350.00
Mobilization and Fuel Surcharge: 4% of total proposal price for Mobilization and 3% of total proposal price for Fuel Surcharge	1	\$1,492.80	\$1,492.80

Pricing as Indicated Below:

Total: \$22,818.64



PAYMENT SCHEDULE

SALES TAX WILL BE CHARGED AT 30% OF THE STATE TAX RATE WHEN APPLICABLE TO ACCOUNT FOR TAX ON LABOR. PAYMENT IS EXPECTED UPON TIMELY COMPLETION.

CREDIT CARD PAYMENTS WILL REQUIRE A 2% CREDIT CARD PROCESSING FEE.

Payment Schedule is to be as follows **unless otherwise specified on the contract:**

For jobs priced below a threshold of approximately \$3,000.00 (subject to vary):

100% "Full payment", plus applicable tax on total amount, due upon signing and remittance of forthcoming contract if this estimate is approved, before work can begin. Please be ready to include a payment along with a signed contract.

For jobs priced above a threshold of approximately \$3,000.00 (subject to vary):

50% "Down payment", plus applicable tax on total amount, due upon signing and remittance of forthcoming contract if this estimate is approved, before work can begin. Please be ready to include a payment along with a signed contract.

20% "Good faith payment", considered due the day we begin work on your project.

30% "Remainder payment", considered due the day we end work on your project.

PLEASE NOTE: In the event that payment is not made as specified above, it is agreed that Hinding Tennis, LLC will receive interest at the prevailing wage rate unpaid balance, plus all the cost of collection, including a reasonable attorney's fee. In the event that payment is not made as specified, Hinding Tennis, LLC retains the right to halt works until past due payments are made. Above prices are submitted for approval within sixty days and after that time may be revised. We reserve the right to take before, during & after photos of your particular job & use photos for marketing purposes. We will never give out your name or street address without your consent.

ACCEPTANCE OF PROPOSAL: Please call the office (203-285-3055) or one of the owners directly if someone is not in touch with you shortly and you are intent on proceeding with the work as described. We will provide a contract for you to sign and remit with payment so that we may begin work.

www.HindingTennis.com



ABOUT US



“Over the years, Hinding Tennis has helped make GRSC a community club with the best hard court surfaces inside and out, as well as junior lines and stand alone courts, outdoor lighting and pickleball courts. They are a great partner in the tennis business.”

— Sarah Boone, Owner, Guilford Racquet & Swim Club



Since **1994** the Team at Hinding Tennis, LLC has been building superior Recreational Courts for all types of surfaces. We specialize in Post Tension Concrete Courts and our patented Rubberized Cushion System is a very popular surface among many avid players.

Hinding prides itself on quality workmanship and retains over 90% of its work force each season; our crews are extremely knowledgeable and are some of the most experienced in the business.

From Har Tru to Post Tension Concrete to Tennis and Basketball Courts to Playgrounds and just about anything recreational, we offer only the best products and services. We are actively involved in the ASBA (American Sports Builders Association) and we are constantly on the cutting edge of new technology.

Our reputation speaks for itself and clubs, residential, parks, schools and municipalities count on us everyday.

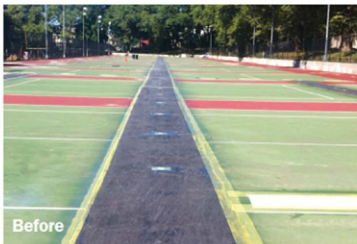
We can customize any job to any size, any color and any speed. Our customer service and sales representatives are extremely knowledgeable of all types of surfaces, coatings and building new courts. So please call us today for a free analysis of your project.



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Official 10 and Under Tennis Court Installer

RITEWAY CRACK REPAIR



The RiteWay Crack Repair System (U.S. Patent No. 7,597,503) utilizes an exclusive technology that allows existing cracks on your court to move without breaking the membrane of this system. Many who have tried other systems have complained about “dead spots,” “hollow sounds” and “bubbling.” Although these other systems have proven to keep cracks from coming back, RiteWay Crack Repair not only keeps cracks from coming back, but its exclusive technology does not have any dead spots, hollow sounds or bubbling.

The installation is so unique that many tennis court owners can't believe its proven success until they see it for themselves.

No other overlay system can give you the RiteWay results. We've seen the other systems on the market - some have success, some have failures - but none of them can give the guarantee that RiteWay offers. Our proven success and durability will last much longer than the written guarantee.

When considering your repair options, there's only one question to ask yourself:

Are you repairing cracks the old traditional way, or are you repairing them the RiteWay?



Fix Your Cracks - Do It The RiteWay!

For more information go to www.ritewaytennis.com.



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RESURFACING



Court Resurfacing

Since 1994, Hinding Tennis has been building and resurfacing tennis courts throughout the United States and in the Caribbean. With headquarters located in West Haven, Connecticut, Hinding Tennis' major client concentration runs up and down the U.S. East Coast.

Resurfacing your tennis court is important in the overall maintenance, upkeep, playability and longevity of the court. Typically, a tennis court should be resurfaced every 4-7 years. This varies depending upon the surface, weather, amount of play, and preservation of the court. Hinding Tennis offers all types of coating and cushion systems and will give you several resurfacing options to keep your court performing at its highest level of playability.

Hinding Tennis resurfaces over 400 courts per year. We retain 90% of our professional workforce yearly, therefore we are not training new court technicians each season. Our quality of workmanship, professionalism and customer service is second to none. Examples of our projects include Chelsea Piers, Stamford CT; U.S. Coast Guard, New London CT; and Match Point Tennis, Brooklyn, NY.



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SQUEEGEE MARKS



Acrylic color surfacing systems are generally applied with a squeegee in multiple coats. Most systems include one or more filler coats, followed by two to three coats of color. Some systems also include texture or cushion coats between the filler and the top coats.

There are several theories regarding the application of color coatings. In any case, coating systems must be applied smoothly to a uniform thickness over the entire court surface. This requires an experienced applicator and careful attention to the technique.

Even when color coatings are applied with care by a skilled operator, some squeegee marks and other slight variations in color and texture are inevitable. This is because the formulation of acrylic causes components to migrate to the edge of the material as it is being applied. As a result, an observer will be able to locate the spot where the acrylic material was poured on the surface, where the squeegee operator turned to make a pass in the opposite direction or where one pass overlapped another. Squeegee marks will be more visible on lighter colors and more common when coatings are applied in hot weather or when they include coarser sand. Humidity, angle of the sun when the acrylic is applied and other factors also may affect frequency and visibility of these marks.

Due to the nature of the material and the human element in tennis court construction, squeegee marks are likely to occur, like marks in newly vacuumed plush carpet or newly mown grass. They will not affect play and will become less visible as the court wears and ages.

While squeegee marks are within industry standard, more serious flaws – ridges, drips, tool marks, foot prints, bucket marks and areas of excess material - are unacceptable and should be corrected by the surfacing contractor.

Differences in site, weather and soil conditions require variations in construction and repair methods and materials. Readers are advised to consult a qualified contractor or design professional before undertaking construction or repair of a court. Rev. 03/04



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BIRDBATHS

LOW SPOTS



“Birdbath” is a term commonly used in the tennis industry to describe a low area on a tennis court that holds water.

More precisely, the American Sports Builders Association (ASBA) defines a birdbath as any area where standing water more than 1/16" (2mm – commonly measured using a nickel) remains after drainage of the area has ceased or after one hour of drying at 70 degrees Fahrenheit in sunlight. Birdbaths delay play on the court after rain and may cause staining and/or peeling of the surface.

Among the causes of birdbaths are:

1. Unsuitable material in the subsoil;
2. Inadequate drainage around the tennis court;
3. Improper slope or grade;
4. Inadequate compaction of the subgrade; or
5. Paving error



Paving and surfacing, even with laser-guided equipment, involves both skill and judgment. The number of variables impacting the paving and surfacing processes makes it unreasonable to expect perfection. Minor depressions in the surface, those less than 1/16" deep or those that drain or dry in under an hour, are considered within tolerance and are acceptable. In a new or recently resurfaced court, however, the contractor should correct birdbaths.

Because site selection, design and construction can involve compromise, even properly designed and constructed courts may develop birdbaths over time. Tennis courts sometimes are built on sites which are reclaimed or which have been deemed unsuitable for other purposes. In such cases, less than ideal subsoil, grade, or drainage conditions may exist. Additionally, over time, new circumstances may arise which lead to settling or drainage problems.

The owner's expectations regarding repair of birdbaths should be based on the nature of the birdbaths that exist to be repaired and the amount of money budgeted for the repair. Owners also should understand that available repair methods and materials are imperfect. Complete removal of standing water may be impossible. Generally the owner should accept that repair of the birdbaths is only a means of reducing the inconvenience they cause and extending the useful life of the court.

The number, size and depth of birdbaths is another consideration. The existence of multiple birdbaths or major depressions of 1/2" or more may indicate more serious problems. Repairing multiple or deeper birdbaths is labor intensive and often results in cosmetic imperfections, which may require resurfacing to correct. The larger the birdbath, the more difficult it can be to repair.

Differences in site, weather and soil conditions require variations in construction and repair methods and materials. Readers are advised to consult a qualified contractor or design professional before undertaking construction or repair of a court. Rev. 11/10



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ACCESSORIES



Hinding Tennis is your resource for court equipment and accessories. With close to 20 years of experience in court construction and maintenance, we know what you need to give your game a boost and keep your court in shape. We work with the best suppliers of quality court products. Quality products come from quality manufacturers and we can provide you with a variety of choices to meet your personal preferences.



Fencing, lighting and windscreens, tennis nets, tennis posts and benches. Backboards, score boards, goals, ball machines, roll dries and court brooms – we've got you covered. Looking for something? Just ask.



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MAINTENANCE



Maintaining your court is one of the most important things you can do to preserve the longevity of its appearance. Like changing the oil in your car every 3,000 miles, properly cleaning and inspecting your court once a year is very critical.

To maximize the useful life of any type of court, we recommend that owners develop and implement a regular schedule of maintenance. Regular inspection and repair of minor irregularities is more cost effective than allowing the court to deteriorate to the point of requiring major repairs.

Our maintenance programs include servicing both All Weather and Har Tru Courts. For all weather courts, we recommend you pressure wash once a year, check for cracks, grease net post cranks, check mesh and tighten fence and install your net. Our Har Tru reconditioning includes removing all the dead material. Installing new Har Tru, grooming court, checking fence fabric and tightening, greasing net post cranks and installing your net.



Call us today to inspect your court and for a free non-obligational estimate.



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No Matter What Your Game,



HINDING HANDLES IT



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FY2025 CIP Requests		
Rank	Improvement	Notes
1	Judge Crandall Doors	\$8,448.16 and 10% \$844.81
2	Park Automation	\$11,865.34 and 10% \$1,186.53
3	Blonders Court Crack/Low Spot Repairs & Cleanning	Project \$22,818.64, 10% \$2,281.86, have \$12,750 allocated
4	Pickleball Courts at the GFCC	\$83,819.35 and 10% \$8,381.93
5	Storage Container	\$5,995.00 and 10% \$599.50
6		
7		
8		
Total		\$133,493.00



11 Gavitt Avenue
 Westerly, Rhode Island 02891

P: 401-290-7008
 F: 401-216-6191

www.outbackstoragecontainers.com

ESTIMATE

Billing Address:

Ledyard Park and Recreation
 Courtney Sizer
 12 Van Tassel Dr
 Gales Ferry, CT 06335

Estimate #	Estimate Date
2411	1/2/2024

Delivery Address:
 Ledyard Park and Recreation
 Courtney Sizer
 12 Van Tassel Dr
 Gales Ferry, CT 06335

Terms

Item	Qty	Description	Rate	Total
20' Duocon	1	THIS CONTAINER CAN BE USED AS A DOUBLE DOOR CONTAINER OR CAN BE CUT IN HALF TO MAKE 2-10' SHIPPING CONTAINERS	5,900.00	5,900.00
Container Delivery Fee	1	Delivery of container to customer site.	95.00	95.00

There is a one month minimum on container rentals. You will only be billed the exact number of days over a month which you rent a container as opposed to the whole month.

Subtotal	\$5,995.00
Sales Tax (6.35%)	\$0.00
Total	\$5,995.00

AA LOCK & KEY, Inc.



Security Solution Specialists
WWW.AALOCKKEY.COM

AA LOCK & KEY, INC.
1055 COLONEL LEDYARD HWY
LEDYARD CT 06339
Phone: 860-464-8664

QUOTE

DATE	QUOTE #	CUST #
1/15/2024	000025460	0000433

BILL TO:

LEDYARD PARKS & REC
12 VAN TASSEL DR
GALES FERRY CT 06335

SHIP TO:

LEDYARD PARKS & REC
12 VAN TASSEL DR
GALES FERRY CT 06335

P.O. NUMBER		TERMS	SALES PERSON	
		NET 30	DAVE V	
QUAN	DESCRIPTION		PRICE EACH	AMOUNT
	FURNISH AND INSTALL PUSHBUTTON LOCKS AND ASSOCIATED HARDWARE AT 4 LOCATIONS--GALES FERRY COMMUNITY CENTER, JUDGE CRANDALL FIELD, COLONEL LEDYARD PARK AND BOARD OF ED BUILDING BASEMENT. THE HARDWARE AT 12 VAN TASSEL DRIVE IS NOT COMPATIBLE WITH ACCESS CONTROL LOCKS BOARD OF ED AND COMMUNITY CENTER LOCATIONS TO BE REMOTE PROGRAMABLE FROM SENIOR CENTER			
	--			
3.00		TRILIGY LOCKS CYLINDRICAL (NOT NETWORKED)	1,033.79	3,101.37
2.00		GATEWAY	555.55	1,111.10
2.00		TRILIGY NETWORKABLE MORTISE LOCK	1,683.95	3,367.90
1.00		TRILIGY NETWORKABLE EXIT TRIM	1,514.07	1,514.07
1.00	25724	ALPCI2-U COMPUTER INTERFACE W/USB AND SOFTWARE--ALARM LOCK	270.90	270.90
1.00		ESTIMATED LABOR	2,500.00	2,500.00
	THIS QUOTE REQUIRES TOWN OF LEDYARD IT DEPARTMENT TO PROVIDE NETWORK CONNECTION AND WIRING (CAT 5 OR CAT 6 IF POE IS AVAILABLE) TO THE 2 GATEWAYS AND THAT ALL SOFTWARE IS INSTALLED BY TOWN IT DEPARTMENT			
	-			
	PROGRAMMING AT JUDGE CRANDALL AND COL LEDYARD PARK WILL BE DONE AT LOCK WITH A LAPTOP USING WINDOWS SOFTWARE--INTERFACE CORD INCLUDED IN QUOTE--LAPTOP TO BE FURNISHED BY TOWN			
	QUOTE INCLUDES BASIC SETUP OF SOFTWARE BUT DOES NOT INCLUDE ANY DATA ENTRY			

AA LOCK & KEY, Inc.



Security Solution Specialists
 WWW.AALOCKKEY.COM

AA LOCK & KEY, INC.
 1055 COLONEL LEDYARD HWY
 LEDYARD CT 06339
 Phone: 860-464-8664

QUOTE

DATE	QUOTE #	CUST #
1/15/2024	000025460	0000433

BILL TO:

LEDYARD PARKS & REC
 12 VAN TASSEL DR
 GALES FERRY CT 06335

SHIP TO:

LEDYARD PARKS & REC
 12 VAN TASSEL DR
 GALES FERRY CT 06335

P.O. NUMBER		TERMS	SALES PERSON	
		NET 30	DAVE V	
QUAN	DESCRIPTION		PRICE EACH	AMOUNT
This proposal may be withdrawn by us if not accepted within thirty (30) days.				
TOTAL				\$11,865.34