

Wallingford Parks & Recreation Commission
Regular Meeting - Minutes
Wednesday, May 13, 2026 @ 5:30pm
6 Fairfield Blvd, Wallingford
Room 3

Meeting was called to order at 5:30pm.

1. Pledge of Allegiance

2. Roll Call

Commissioners in Attendance: Don Crouch, Lori Cooke-Marra, Steve Rossacci, Dave Anderson, and Lars Edeen (arrived at 5:35pm)

Recreation Staff in Attendance: Director - Kenny Michaels and Superintendent – Shawn Keogh

3. Public Comments (10 minutes total time)

- Resident brought up concerns with the paving of the parking lot at Doolittle Park this week. She will email pictures of her concerns to Kenny Michaels. He will reach out to the Public Works Director.

4. Approval of Minutes: February 11, 2026

A motion was made by Dave Anderson and seconded by Steve Rossacci to approve the minutes of February 11, 2026. Unanimously Approved.

5. Reports

a. Director Report Kenny Michaels reviewed his report. *(attached)*

i. Review Budget – FY 26/27

- Kenny Michaels stated that not much has changed in the budget. The small increase will be used for additional upgrades to meeting and fitness rooms at the Parks & Recreation building. Some office equipment is being replaced. The increase to the CAP & Non fund is for the Lufbery Park project. This is a 2-phase project focusing on the parking lot, playground and pavilion.

b. Project Reports – updates on Director's Report (attached)

i. Update: Community Pool Park – updates included in the Director's report.

- Pat Wall field improvements listed on Director's Report – Steve Rossacci asked if BOE would collaborate with Parks & Recreation for these upgrades since Lyman Hall High School baseball uses it as their home field. He mentioned that BOE might have access to more grants and other funding sources that Parks & Recreation does not qualify for. This is something they can investigate further.

- Annual Report – Kudos to Parks & Recreation Superintendent, Shawn Keogh for producing the report. One of the main highlights this year is the addition of Program Specialists Bob Kilpatrick and Max Robbins. Bob will focus on sports, leagues, middle school camps/events, STEM/STEAM, and bus trips. Max will focus on adaptive programs, health & fitness, performing arts, preschool-elementary school camps, arts and special interest programs. Kenny Michaels was elected to the Board of Directors for the Connecticut Parks and Recreation Association. Kenny reviewed the report attached.

c. Chairman – none

7. Old Business

a. Discussion: Possible Workshop to research Park/Facility Rental Fees and non-profit usage – The Commission discussed the use of parks and facilities by the YMCA and Ulbrich Boys & Girls Club. Discussion included the non-profit fee waiver submitted by

these organizations vs how much they charge for their camps/events/activities that are held on town property. Discussion also included how much Parks & Recreation charges others use to use the same facilities and the cost to maintain these facilities. Dave Anderson noted that not only are they using these facilities at no cost, but it also takes away from public use when they are booked by these types of organizations. The Commission discussed the 25% fee structure that was proposed to Town Council in the past. The Commission would like to work together to come up with a solution that benefits both parties. The Commission agrees that if the organization charges for these programs, they should incur a fee to use the facility. Dave Anderson and Steve Rossacci will gather more information and work towards possibly holding a Workshop in June or July. Secretary will email the current Rental Packets and Fee Waiver Packet to the commission for review. Discussion will continue.

8. New Business

a. Discussion: Park bathrooms cost to open and maintain – The commission discussed the cost of port-a-lets vs having the bathroom buildings at the parks opened and closed each day by Public Works. Each league that uses park facilities that have bathroom buildings is given a key and choose whether they open them or not. The pavilions that have bathroom buildings are Marcus Cooke, Lufbery and Community Lake. Pragemann Park has bathroom building for field users and port-a-lets. Doolittle is port-o-lets only. The current bathroom/port-o-let use is controlled by Parks & Recreation by reservation and pavilion use reports are sent to Public Works weekly for weekend maintenance/cleaning.

b. Discussion: Pragemann Park Turf field – The commission is looking into State funding/grants for a turf field project for the multi-use quad field at Pragemann. Upper Highland is another field that has a ton of potential for a multi-use sport field or turf. The parks master plan will focus on these types of projects. It would be helpful to have league participation numbers at the end of each season to see what leagues are growing and what their field needs. Discussions to continue.

c. Review sign sponsorship process – Kenny Michaels worked with Town Counsel, Janis Small to create the contract for field users to get sign sponsorships. The income will be a 50/50 split, and the league will forfeit their town contribution amount. This program is for 100% volunteer-based organizations serving Wallingford youth with dedicated fields. Discussion will continue.

d. Discussion: Use of Recreation Commission Fund for Commissioners plaque – Don Crouch stated that there is \$800.00 in the Recreation Commission fund. He suggests using this fund for a Recreation Commission Member Plaque to be displayed at the Parks & Recreation building. Commissioners will continue to discuss what criteria commissioners will need to be met before being added to the plaque.

Steve Rossacci left the meeting at approximately 6:43pm

9. Commission Around Town

a. Comments/Concerns

- Lori Cooke Marra stated that the soccer fields are either not being mowed or the blades on the mowers are not sharp or balanced. Kenny Michaels will reach out to Public Works.

10. Adjournment – meeting adjourned at 6:56pm. **Motion to adjourn made by Lars Edeen, seconded by Lori Cooke-Marra. Unanimously approved.**

Next Meeting: September 9, 2026 @ 5:30pm

Respectfully submitted,
Stacey Hoppes
Parks & Recreation Commission Secretary