Town of Wilton Parks and Recreation Commission

Meeting Minutes

Date: August 10, 2026
Time: 7:00 PM
Location: Gavin Park

Call to Order

The meeting was called to order at **7:05 PM**.

Attendance

Absent: Bob Garrett, Ken Bishop, Erinn Kolligian, Shawn Lescault

Other Attendees: Ross MacNeil

Approval of Previous Minutes

The July meeting minutes were approved.

- Motion: Sara
- Second: Andrea
- Vote: Unanimous approval

Director's Report

Ross MacNeil provided the Director's Report and shared the following updates:

- Summer camp is entering its final week.
- The annual Health Department inspection was completed with **no violations**.
- Pickleball participation remains strong, with residents of all ages utilizing the new courts.
- Open gym programming will begin next month.

- The After-School Program has 35 available spots and is nearly full.
- Jr. NBA registration is open, with scholarship support available through the Christopher Dailey Foundation.
- Trunk or Treat and the Halloween Magic Show are scheduled for **October 9**.
- The splash park has experienced heavy usage throughout the season.
- The AIM Services croquet fundraiser was successful.
- Tournament activity has remained busy throughout the summer.

Tournament Parking Discussion

- Recent parking estimates indicate Vincek Field can accommodate approximately **600 vehicles** at one time.
- During a recent lacrosse tournament weekend, nearly **2,000 vehicles** were recorded over a two-day period.
- Vincek Field parking operations continue to generate revenue through parking fees.
- Parking at Dorothy Nolan remains a challenge. The Commission discussed the need for parking attendants and improved communication regarding parking arrangements.
- Ross reviewed tournament-generated revenue and noted that fee increases may be considered. The largest tournament currently generates approximately **$7,000** in revenue.
- Any fee adjustments would need to account for labor, restroom facilities, and other Town-related costs.

Town Board Update

Mark reported, on behalf of Erinn, that she presented updates on Commission projects at the previous Town Board meeting.

Gavin Park Master Plan

Mark reported that he, Erinn, and Ryan Riper met with the School Superintendent to discuss:

- A proposed one-way roadway.
- Additional ParkingCollaboration between the Town and School District.

Erinn has a meeting scheduled with Ryan and school representatives on **September 14** to continue discussions regarding parking plans.

The Commission also reviewed elements of the LA Group proposal.

In regards to the parking spaces the LA Group has drawn on their draft Master Plan sketch, in order for those spaces to be built, the School would have to go the School Board for approval. School representatives were open to these discussions at the meeting with Erinn, Ryan and Mark.

Meeting Notifications

Ross noted that a resident has expressed interest in attending Commission meetings and asked how meeting dates are publicized.

Kellie responded that meeting notices should be posted by the Town and stated she would follow up regarding the posting process.

Veterans Banner Program

Sara provided an update regarding discussions Ken and Erinn had with a local contact (Hady Fitch) experienced in veterans banner programs. Ken provided a summary of those conversations by email to the Veterans Project sub-committee. Sara also passed out copies of forms that she had drafted to be used by Veterans and their families when applying for the Banners.

Items identified as necessary before implementation include:

- Confirmation of a vendor by the Town.
- Vendor lead-time information.
- Hardware requirements.
- Website information.
- Payment processing options.
- Determination of whether payments will be processed through the Town or Friends of Wilton Recreation.
- Creation of a QR code.
- Launch timing through the Town newsletter.

Ross indicated the goal is to have the Town Newlsetter distributed in residents' homes by the **end of September**.

Additional discussion included:

- Strong interest has already been expressed by local organizations.
- Sara recommended providing information to interested organizations prior to broader public outreach through social media and the newsletter.
- Information should also be shared with local elected officials.
- Kellie noted local news stations could be contacted to help publicize the program.
- Andrea inquired about vendor minimum order requirements; Sara reported there are none.
- The Commission agreed there is likely to be significant community interest.

Mark added that Erinn reported at the Town Board meeting that utility companies will need to be notified, which could affect project timing.

Additional considerations include:

- Inventorying the utility poles leading into Gavin Park.
- Establishing banner placement terms, anticipated to be a minimum of two years, subject to future demand.

Alternative Properties / Trail Stewardship Project

Mark reviewed discussions with Ryan Riper and Erinn, as well as a site walk attended by Thomas Khairallah and Kurt Smemo.

Updates included:

- SMBA requested equipment and support funding.
- A small Town grant has been approved in concept but has not yet been formally voted on.
- A Memorandum of Understanding (MOU) is required between the Town and SMBA.
- The Town requires insurance documentation and clarification of the project's intended use.
- The goal is to have a volunteer stewardship agreement VSA)ready for the next Town Board meeting.

Additional observations:

- A general trail already exists on the property.
- GPS mapping of the property has been completed.
- One neighboring property owner is located near Edie Road, and additional neighboring landowners may need notification, though no encroachments have been identified.
- Ryan indicated a highly formal site sketch is not necessary.
- Erinn remains optimistic about the project's progress.

Mark also noted discussion at a recent Greenfield Town Board meeting regarding future trail connectivity near Forest Grove. Long-term plans envision interconnected trails, while ensuring continued accessibility for walkers.

Kellie raised concerns regarding:

- Dog waste management.
- Trail marker kiosks and associated costs.

Recreation Survey

Ross reported that he is compiling the recreation survey results. The Commission is interested in seeing the most recent results.

Mark asked whether the Commission could have a column in this next addition of the newsletter updating the Town on our various projects.

Fishing Pier Update

- The fishing pier sustained impacts from recent heavy rainfall but performed well overall.
- A sign has been completed and will be installed shortly.
- A ribbon-cutting ceremony and official opening event are anticipated in the near future.

Next Meeting

The next Parks and Recreation Commission meeting will be held on:

September 14, 2026

The Commission will not meet on September 7 due to the Labor Day holiday.

Adjournment

The meeting was adjourned at **7:55 PM**.