

Town of Guilford, Connecticut

31 Park Street, Guilford, CT 06437

01-04-10

TOWN OF GUILFORD
Recreation and Park Commission
Minutes – 4th January, 2010

A regular meeting of the Recreation and Park Commission was held on Monday 4th January, 2010 at 7:00p.m. in the Guilford Community Center with Chairman Ralph Schipani presiding.

Present: Stephanie Erb, Gary Gilbert, Robert Guadagno, Jeff Hedberg, Calvin Page, Barbara Pine and Ralph Schipani. Also present Director Rick Maynard. Jenny Carrillo joined the meeting in progress (7:05p.m.). Excused: Kenneth Mulvey.

The meeting was called to order at 7:03p.m.

Public Forum: There were no members of the public present.

CORRESPONDENCE

Received:

Mr. Schipani read a letter, which he said he had just received, expressing condolences on behalf of the Recreation and Park Department to the family of Kellie Duggan who died recently. Ms. Duggan was assistant aquatics director and a swim instructor for the Department.

Guilford Interfaith Ministries, 12/4/09 re: apology for omission of Department's contribution
310 State Street, Guilford to MOW program in recent Shore Line Times article

Forwarded:

Email from Commissioner 12/18/09 re: proposal to alter GCTV coverage of town meetings to
Gary Gilbert to First Selectman encompass other commissions with oversight of large
Joseph Mazza departments

Commissioner Barbara Pine 12/22/09 re: new policy regarding reservation of meeting and event
to Cindi Kobac, Menunkatuck space at the Community Center
Audubon Society

Commissioner Barbara Pine 12/22/09 re: new policy regarding reservation of meeting and event
to Karen Olson, Guilford space at the Community Center
Shoreliners Square Dance Club

Approval of Minutes: Ms. Pine made a motion to accept the Minutes of 7th December, 2009 with the following correction: on page 3, under "D. Jacobs Beach Boat Racks", the first sentence should say "Ms. Clow reported that the footings *for the new boat racks* had been installed". Mrs. Erb seconded the motion and it was carried unanimously.

Follow-Up to Commission Questions: There were no follow-up questions to be discussed.

BILLS

Mrs. Erb made a motion to approve the bills presented for payment. Mr. Page seconded the motion and it was carried unanimously.

DIRECTOR'S REPORT

Spent much of the month preparing budget request; contacted contractor and checked on removing *phragmites* at Jacobs Beach; attended following meetings: Directors', Commission budget workshop, Fields Committee, Safety Committee; met with ice skate guards for training; updated Emergency Procedure list; staffed Community Center on 12/28/09 in case people needed shelter during power outage – no one came; reviewed winter program registrations with Recreation Supervisor; checked condition of ice at Guilford Lakes and Mill Pond.

Mr. Maynard stated that the *phragmites* had been removed from Jacobs Beach by the same contractor who had worked at Chittenden Park. The beach area and a section on Seaside Avenue north of the beach were cleared. Mr. Maynard said this had made a big difference. The area looks larger and the view has been improved. Mr. Maynard said the ice rink at Guilford Lakes opened on 1/2/10. The ice at Mill Pond was being cleared today but the rough patches will have to be smoothed off. Mr. Maynard noted that there would be supervision at Mill Pond because of the fireplace, etc.

STAFF REPORTS

A. Recreation Supervisor (written): Winter registration: 80% of registrations have been completed online. Total current registrations for Winter – 1,000 (Winter 2009 – 1,400). Completed and submitted an ACHIEVE grant application through the National Recreation & Parks Association. The grant is for expanding the Wellness initiative within Town. Attended two classes at Southern Connecticut State University to review student's final presentation. Met with Mike from Youth & Family Services regarding possible collaboration on future special events. Contacted winter instructors regarding programs.

Mr. Maynard said total registration as of today was 1,050 – down a little from last year. He added that some programs with really low registrations were cancelled. Mr. Maynard noted that the Recreation Supervisor had done a great job applying for the ACHIEVE grant. The grant will be awarded in February 2010. If received, the grant will be used towards initiatives for better nutrition in the school system, to expand the wellness program to townspeople, not just town employees.

B. Seniors Program Coordinator (written): **Program Highlights:** Annual Rotary Christmas Luncheon – 185 seniors and 40 Rotarians attended; Christmas party and luncheon with entertainment and grab bag gifts (65 attended); staff from Branford Hills Health Care visited with dessert for all; delivered Christmas food baskets to homebound Guilford seniors for Social Services Department; delivered "Secret Santa" gifts to homebound Guilford seniors. **Trips:** Annual Christmas trip went to beautiful White Mountains of New Hampshire (32 attended). **Upcoming Events:** Pizza Pie Contest. **Statistics:** Meals served at Community Center for December 2009 – 438 (December 2008 – 385). Meals on Wheels for December 2009 – 1,798 (December 2008 – 1,946). December 2009: Income - \$7,270.51, Expenses - \$9,216.47, Deficit - \$1,945.96. For comparison December 2008: Income - \$8,244.40, Expenses - \$9,694.06, Deficit - \$1,449.66.

B. Seniors Program Coordinator: (continued)

Mr. Maynard said the seniors always looked forward to the Christmas luncheon. Guilford Rotarian Al Jacobs did a great job running the event and obtained many items donated by local merchants for "stockings". Referring to the Pizza Pie Contest, Mr. Maynard said local restaurants would deliver pizza and the seniors would conduct a taste test.

C. Parks Foreman (written): Contractor completed Bittner tree work; brush cut at approximately 13 of 18 facilities; barrels/picnic tables/bases – inspected, started scrape/paint; skating areas ready to go, testing thickness; cleared snow from two storms – most of crew worked 20 hours straight, equipment kept serviced, clean and ready; Christmas tree lighting – assisted with lights, put up fence, show-mobile, barrels, staging to/from Community Center, set ups at Community Center; worked with director on budget request, especially capital items; shipped 80 bales of hay for Baldwin sledding hill; cleaned drains behind backstop at Guilford High School softball B; Bittner bathrooms being painted; keeping field corners painted for spring; removed debris in high grass area at Jacobs Beach.

Mr. Maynard noted that there had been overtime due to several snowstorms. He added that someone had made a huge jump using the hay bales at Baldwin School and this had to be broken up for safety reasons. Mr. Maynard also noted that one maintenance worker had broken his thumb so he was on light duties painting the Bittner bathroom. Mr. Schipani asked about the concession stand at Bittner Park. Mr. Maynard replied that Guilford Little League had considered contracting this out. However, there is the concern about a private business making a profit at town property. This matter is being reviewed by the town's purchasing agent.

OLD BUSINESS

A. Standing Fields Committee: Mr. Maynard reported that he had collected information on usage of the artificial turf field

by non-high school groups. The athletic director will also obtain information on usage by high school groups. This information will then be used to build a case for obtaining donations towards replacing the field when necessary. Mr. Schipani mentioned the cost of preparing fields for non-Guilford events and that it may become necessary to charge a fee for these type of events. Mr. Schipani also mentioned that he would be replacing Mr. Mulvey as the Recreation & Park Commission representative on SFC.

B. Land Acquisition Commission: Ms. Carrillo said the next LAC meeting was scheduled for 1/7/10.

C. Policy on Community Center Use: See above under "Correspondence". Ms. Pine stated that she would respond to anyone who had concerns about the new policy. She added that it had been suggested that a short program on the new reservation policy should be shown on GCTV and asked that the Commission follow up on this. Mr. Schipani replied that he would talk to GCTV. Ms. Pine also mentioned the issue of liability insurance associated with usage of school buildings. Mr. Schipani replied that he believed a "Hold Harmless" agreement would be drafted to deal with this matter. Ms. Pine asked that the Commission follow up on this item.

D. Jacobs Beach Boat Racks: No report.

E. Coastal Area Management Plan: No report.

OLD BUSINESS (continued)

F. Community Center Sign: Mr. Maynard stated that William Thompson was unable to attend tonight's meeting to discuss this topic. He added that there had been a sign in the past which had rotted but the footings were still there. The plan was to have the new sign be a similar size. Mrs. Erb queried materials but Mr. Maynard did not know. Ms. Pine felt the sign should include the wording "Town of Guilford" as well as the name of the Community Center. It was agreed to table this item to the February meeting. Mr. Schipani requested that Mr. Thompson be asked to provide his thoughts on lighting, materials, etc. to the Commission before the February meeting. Mr. Hedberg warned that the sign should not obstruct the sightlines of the entrance/exit to the Community Center.

G. Dock at Lake Quonnipaug: Mr. Maynard reported that bids for this proposal would be opened on 1/8/10.

H. Park Signs and Map: The Commission had agreed that parks and fields would be listed on its web site. Ms. Pine noted that many facilities were not identified on site and Ms. Carrillo said the Commission had talked about doing this in collaboration with other committees such as Standing Fields. Mr. Maynard suggested using the Town's GIS system. Mr. Gilbert believed this was on line and that it was very quick and user friendly. Mr. Maynard noted that the Department's sign maker had just died but he thought there was someone else who could be contacted. Mr. Gilbert said he would not want a metal sign from a sign shop. Ms. Pine said that again the signs should say "Town of Guilford" in addition to other information.

I. Budget Presentation: Mr. Maynard reported that the budget presentation was scheduled for 1/14/10 at 1:30p.m. This meeting will be televised. Mr. Schipani mentioned an email which he had sent out today regarding a capital request. He said a truck had been found which would meet requirements and the cost was \$70,000 rather than an estimated \$129,000 and this was presented back to the Town. The proposal was put with the understanding that it had not yet been approved by the Commission as a whole. Mr. Gilbert expressed concern that items tended to come before the Commission at the last minute. In the past the Commission had discussed purchasing a trash trailer or a roll off truck. Mr. Gilbert said he did not expect increased trash from the newly acquired East River Preserve but he agreed that there were extra trash barrels on the Green. He said when talking about a \$70,000 truck he wondered again why the Department was in the trash collection business. Mr. Gilbert suggested that by summer or early September the Commission should be discussing these issues and working out a solution so that everyone was on the same page before the budget presentation. Mr. Schipani replied that he was going to try and ensure that as much as possible was published so there were no surprises. He added that he also hoped to have committees assigned to perform specific functions.

NEW BUSINESS

A. Reimbursables Projects: Mr. Maynard reviewed a list of 5 proposed reimbursable projects. He noted that the improvements to the Keeping Room would make it more child friendly so it could be better used for preschool classes. Ms. Pine asked if the room would still be usable for adult classes. Mr. Maynard replied yes, that the preschool items could be stored away. Mr. Page asked about the plumbing for the room. Mr. Maynard replied that the staff kitchen was immediately below so the plumbing could be brought up easily. Mr. Gilbert asked if he was aware that the Town had a plumber

A. Reimbursables Projects: (continued)

and electrician on staff and Mr. Maynard replied yes. Mr. Schipani asked how the proposed projects should be prioritized. Mr. Maynard replied that the Lake Quonnipaug dock had already been agreed to. Mr. Schipani said the technology improvements would be his number one priority. Mr. Maynard asked if there was any reason not to do all of the projects. Mr. Page recommended doing the items which brought in revenue, adding that technology improvements would pay for themselves over time. Ms. Pine felt the technology improvements were really important. Mr. Gilbert said they would also help with efficiency. He added that the estimate for Leete room furniture was lower than he would have expected and he said he hoped good quality furniture was being purchased. Mr. Gilbert then asked if resources could be pooled to share a floor scrubber. Mr. Page suggested waiting until the bids for the Lake Quonnipaug dock had been opened and voting on these reimbursable projects next month.

Mr. Gilbert felt the dock project should not be held up in the middle of the bid process. Ms. Pine suggested voting on the concept of the proposed projects. Following brief discussion Mr. Page then made a motion that the Commission approved all 5 of the reimbursable projects at a cost not to exceed \$63, 265, and with the stipulation that an outside plumber should not be used unless it was absolutely necessary. Ms. Pine seconded the motion and it was carried unanimously.

B. Reimbursable Report: Mr. Maynard noted that Mrs. Buckley had made some of the requested changes. Ms. Carrillo said she would like some kind of summary line – perhaps a net total on each column. Referring to the Total Available Unallocated column, Mr. Gilbert said if some of this was encumbered was this total really available. Ms. Carrillo suggested the formatting should be changed and said she would work with Mrs. Buckley on this. Mr. Gilbert also noted that the Commission did not really know what “Misc. Expenses” were. Mr. Maynard replied that Mrs. Buckley could provide a full report on any item listed.

C. East River Preserve: Mr. Schipani said a volunteer was needed to review the management plan for this property. Ms. Pine volunteered.

There being no further business to come before the Commission, Mr. Gilbert made a motion to adjourn the meeting at 8:20p.m. Mrs. Erb seconded the motion and it was carried unanimously.

The next meeting of the Recreation and Park Commission will be held on Monday 1st February, 2010 at 7:00p.m. in the Guilford Community Center.

Respectfully submitted,

Katharine Stewart
Recording Secretary