

Draft Minutes

TOWN OF GUILFORD Parks and Recreation Commission Minutes – 9th January, 2012

A regular meeting of the Parks and Recreation Commission was held on Monday 9th January, 2012 at 7:00p.m. in the Guilford Community Center with Chairman Ralph Schipani presiding.

Present: Theresa Bryant, Rose Dostert, Calvin Page, Sue Robins, Ralph Schipani and Judy Sullivan. Also present Director Rick Maynard. Joining the meeting in progress were Jenny Carrillo (7:25p.m.) and Barbara Pine (7:10p.m.). Absent: Marc Iacobellis.

The meeting was called to order at 7:06p.m.

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

Mr. Schipani made a motion to change the order of the agenda to take “New Business Item #7” next. Mrs. Dostert seconded the motion and it was carried unanimously.

NEW BUSINESS

A. Boy Scout Presentation – Boat Rack Eagle Project: **a) Kevin Dean** stated that he was from Troop 471. He circulated information on a material list and blueprint to build a boat rack at Jacobs Beach. Mr. Dean said the rack would have 3 tiers and would hold 15 kayaks. The rack will be built using pressure-treated wood. He added that he would like the Commission to pay for all the lumber and he would raise funds for the hardware. Mr. Dean said he hoped to have the project built by April 2012. Mr. Schipani mentioned that it had been suggested that materials be purchased through the Town in order to obtain a discount. Ms. Bryant said she would want all the racks to look uniform. Mr. Maynard replied that the blueprint was the same as the existing racks. Ms. Robins thought raising funds was a requirement for the Eagle Scout project. However, Scout Master Steve O’Connor stated that it was not a requirement. Mr. Schipani then made a motion that the Commission would provide up to \$475 towards this boat rack project with the stipulation that costs would be covered if materials came in at a higher cost. Mr. Page seconded the motion and it was carried unanimously. **b) Teddy Shay,** also with Troop 471, said he wished to build 4-5 picnic tables for Jacobs Beach. He circulated a material list and said the tables would be built out of pressure-treated lumber. Mr. Shay said he had obtained two estimates ranging from \$98.14 to \$141.28. Mr. Maynard asked Mr. Page if pressure treated wood was acceptable for picnic tables. Mr. Page replied yes because it no longer contained arsenic. Ms. Pine asked what kind of seating was included in the Jacobs Beach Master Plan. Mr. Maynard replied that the Plan had not yet reached that point. He also noted that picnic tables were used all over town and so if the Master Plan required a different style of table the existing ones could be moved elsewhere. Ms. Bryant then made a motion that the Commission would fund 5 picnic tables at a cost of up to \$750. Ms. Robins seconded the motion and it was carried unanimously.

DIRECTOR’S REPORT

Notification that STEAP grant for Jacobs Beach was awarded; met with Finance Director about FEMA report from Storm Irene; completed budget and submitted to Finance Office; worked with staff on preparations for Mudder’s Day Race; checked installation of sod by contractor at Baldwin A field; met

DIRECTOR'S REPORT (continued)

with new School Superintendent about future baseball field for GHS, and access to facilities for P&R activities; checked on contractor for storm clean up at Shell Beach; met with John's Refuse owner re trash collection issues; attended bid opening for Jacob's playscape resurfacing, due to technicality this will be re-bid; directed maintenance crew to install ice rink at Guilford Lakes tennis court, ordered water delivery; met with 3 Eagle Scout candidates about their projects at Jacobs Beach – boat racks, picnic tables.

Mr. Schipani queried the trash collection problems. Mr. Maynard replied that some barrels were not being emptied in a timely manner. He also told John's Refuse that some of the barrels could be removed at this time of year.

STAFF REPORTS

A. Recreation Supervisor (written): Met with library staff to go over use of AV equipment for viewing "The Green"; attended class at Southern CT State University with Tracy, took part in evaluating students' final presentations; met with Youth & Family Services/library staff re second half day program for middle school students (1/25/12) – a band will perform and food will be offered to students; observed/participated in fitness programs – staff will be encouraged to stop in to classes during the next month; met with Jim Ford/Jerry Turk re Mudder's Day 5K challenge in May; met with First Selectman re Facebook page, looking to utilize Facebook to make residents aware of various department happenings; attended Juvenile Review Board meeting.

B. Seniors Program Coordinator (written): **Programs:** Senator Meyers Senior Fair at Community Center; 10th Annual Meals on Wheels Lasagna Dinner; Lunch & a Movie – "The Green" at the library; Rotary Lunch; Christmas Lunch – performance by staff of "Here at Guilford Park and Rec" to "Walking in a Winter Wonderland"; Senior Chorus, Hula group performs at Statewide Senior Showcase in Groton; distributed Christmas baskets; VNA Lunch & Learn Recipe for Healthy Stress; The Bells of Fire entertainment at Birthday Lunch. **Trips:** Trip to Foxwoods and Diana exhibit; shopping at West Farms Mall; **Meetings:** Representatives from My Ride to discuss program, do intakes; Senior Fair follow-up meeting; attended Madison Senior Center Open House; SILL board meeting. **Meals Program:** Meals served at Community Center December 2011 – 611 (December 2010 – 460). Meals on Wheels December 2011 – 2,106 (December 2010 – 2,125). Bus Program Total Trips November 236, December 287, Total Passengers November 447, December 612.

C. Parks Foreman (written): Fences – inspected, repaired, list for contractor; soccer goals – inspected, started repairing/repainting; wood pallets to Mill Pond, split logs; brush cutting – finished 25 facilities; staff attended snow plow/fork lift classes; ice rink – set up, filled, locked up, signs up; Mill Pond – general clean up, brought benches, signs up; installed hot water heater/clothes drier; tennis – courts cleaned, nets off (not Adams), GHS locked; Baldwin Hill – installed 80 bales of hay; road race – miscellaneous tasks done; Shell Beach – A&W cleaned beach, hauled 16 tons; Bittner – backfilled curbs in parking lot; Christmas Tree – lites, fence up, band risers, stage out, etc.

CORRESPONDENCE**Forwarded:**

Court Chapman, 5 Garrison Drive, 12/23/11 re: Eagle Scout Project – boat rack at Jacobs Beach
Guilford, CT 06437

Memo to Finance Director Sheila 12/23/11 re: Capital Budget request for funds to improve field
Villano conditions at Long Hill Park

Town Engineer James Portley 1/9/12 re: request to review bid specifications for improve-
ments at Jacobs Beach

Recreation Supervisor Ellen Clow re: thank you for completing application for STEAP
grant for improvements at Jacobs Beach

Approval of Minutes: Mrs. Dostert made a motion to accept the Minutes of 5th December, 2011 with the following addition: on page 4, under “C. Senior Transportation Outside of Guilford”, add to the second sentence “...in July there were only 6 *out-of-town* medical trips”. Mrs. Sullivan seconded the motion and it was carried unanimously.

BILLS

In the Monthly Budget Report, Ms. Robins queried #85 Dogi Pot Bags which was over budget. Mr. Maynard replied that he had had to order the bags twice but that the surplus would be stockpiled. Mr. Page made a motion to approve the bills presented for payment. Mrs. Dostert seconded the motion and it was carried unanimously. MTD Actual is \$116,314.80.

OLD BUSINESS

A. Standing Fields Committee: At GHS Mr. Schipani said the new baseball field would go where the two existing softball fields were now.

B. Jacobs Beach Project: Mr. Maynard reported that the STEAP grant had been received. He said the next step was to develop specifications for the bid process for the design of the construction phase. Architect William Thompson has written specifications which will be reviewed by the Town Engineer. Ms. Bryant mentioned the issue of climate change/sea level rise and asked if anything should be changed. Mr. Maynard replied that FEMA guidelines had to be met. He added that the Town was still hoping to receive funds from FEMA for repairs at Jacobs Beach. Mr. Maynard said all work would be coordinated and he suggested that perhaps a subcommittee might be needed for this project. Ms. Bryant also asked that the fact some of the boat racks were destroyed by Storm Irene be considered when building new racks. Mr. Schipani reminded the Commission that it wished to solicit in-kind services and donations. Ms. Pine thought fund raising would be helped by having a plan of implementation.

C. National New England Trail: Ms. Bryant said she had heard nothing further about this project. She agreed to contact the CT Forest & Park Service for an update.

D. Spin Class Proposal: Mr. Maynard circulated information on a proposal to purchase 13 bikes at a cost of \$13,000. Mrs. Dostert requested information on how many meetings would be displaced by this proposal. Ms. Bryant wished to be sure that the projected budget would cover the cost of the entire project. Ms. Robins asked if residents were asking for this class or was it an idea that the staff produced. Mr. Maynard replied that he thought it was a combination of these two things. He added that the Commission would have to make a philosophical decision – the Community Center was originally designed as a meeting place but did the Commission wish to change the focus more to recreation. Ms. Robins said she was hesitant about the building becoming a fitness center but that she would still be open to ideas. She added that the YMCA had 10 bicycles for its spin class and that 13 seemed rather ambitious. Mrs. Dostert asked if 10 bicycles could be accommodated in another room. Ms. Robins said she would like information on how many residents were requesting this class. She thought it was a big change and wanted to be sure that it would be utilized so that the cost would be justified. Ms. Bryant agreed that a needs assessment was needed since there was a significant investment in equipment which would require maintenance and would take up a lot of space. Ms. Robins wondered the bicycles could be rented rather than purchased. Mr. Maynard stated that the origin of the idea was that the staff saw a need for more fitness and that this type of activity was available in the community. Ms. Robins recommended reaching out to the public for input maybe by asking 5 basic questions. Mr. Schipani stated that the staff believed that the Department did not have the facilities to offer the type of classes that it would like to offer, and there was concern on the part of the staff as to what the Department really was. The staff felt hindered and hampered by what could be offered.

NEW BUSINESS (continued)

B. Mudder's Day Race: Mr. Maynard announced that this race would be held on the day before Mother's Day. He circulated a flyer on the race and said he would like the Commission's approval of this proposal. Mr. Maynard stated that it was not a typical road race since it would be an obstacle course through Bittner Park and Baldwin School. He added that this type of event was becoming more and more popular throughout the country and that he hoped to raise funds for Jacobs Beach. Due to the nature of the course Mr. Maynard said runners would have to be started in waves. Many of the Department's staff were involved in this proposal and were really excited about it. Mr. Maynard mentioned that he had drafted a waiver which would have to be reviewed by Town Counsel. Support will also be needed from the Fire Department, EMT's, etc. A motion was made that the Commission approved the concept of the Mudder's Day 5K Challenge and would wait for the review by Town Counsel of the draft waiver. Mrs. Sullivan seconded the motion and it was carried unanimously.

C. Election of Officers: Ms. Pine made a motion to nominate Ralph Schipani as Chairman. Mr. Page seconded the nomination and it was carried unanimously. Mr. Schipani then made a motion to nominate Barbara Pine as Vice-Chairman. Ms. Robins seconded the motion and it was carried unanimously.

There being no other business to come before the Commission, Mrs. Dostert made a motion to adjourn the meeting at 8:06p.m. Ms. Robins seconded the motion and it was carried unanimously. The next meeting of the Parks and Recreation Commission will be held on Monday 6th February, 2012 at 7:00p.m. in the Guilford Community Center.

Respectfully submitted: _____ Katharine Stewart, Recording Secretary