

Approved Minutes 11/7/11

TOWN OF GUILFORD
Parks and Recreation Commission
Minutes – 3rd October, 2011

A regular meeting of the Parks and Recreation Commission was held on Monday 3rd October, 2011 at 7:00p.m. in the Guilford Community Center with Chairman Ralph Schipani presiding.

Present: Theresa Bryant, Rose Dostert, Sue Robins, Ralph Schipani and Judy Sullivan. Also present Director Rick Maynard. Joining the meeting in progress were Jenny Carrillo (7:15p.m.), Mark Iacobellis (7:10p.m.) and Barbara Pine (7:06p.m.). Absent: Calvin Page.

Public Forum: Cort Chapman introduced himself and said he was with Boy Scout Troop #474. Mr. Chapman said he would like permission for an Eagle Scout project – to build a boat rack at Jacobs Beach to replace one lost to Hurricane Irene. Mr. Schipani said the Commission would really appreciate this work and he asked Mr. Chapman to work closely with Mr. Maynard. Ms. Robins then made a motion to grant approval for this Eagle Scout project. Mrs. Dostert seconded the motion and it was carried unanimously.

DIRECTOR'S REPORT

Walked GHS fields with Building and Field Committee members; wrote specifications for tree removal from parks due to Hurricane Irene, solicited three contractors, Bartlett Tree will do the work; reviewed applications for receptionist position, six invited for interviews; attended bid opening for paving Bittner Park entrance driveway, recommended BOS award bid to Atwater Paving (\$10,575); checked on water leak at Leete fields irrigation pump, contracted Canestri Plumbing for repairs; attended Guilford's Got Talent and Larry Stevens concert, GGT was excellent event co-sponsored by P&R and Youth & Family Services; met with Parks crew on several mornings to discuss work assignments; worked on 5-year capital plan; met with Will Thompson at Jacobs Beach to discuss value of adjacent property for the Master Plan – we decided there was little value; we are seeing major grub damage to various fields.

STAFF REPORTS

A. Recreation Supervisor (written): Fall registration: 854 (2011), 1,039 (2010); Recreation staff have contacted surrounding towns about Fall registration, everyone's numbers are down compared to last year, possibly due to the economy, Hurricane Irene and YMCA, will evaluate again after Winter registration; met with various instructors for start up needs for programs; contacted WB Mason to phase in office furniture project; worked with Finance Office and Bonnie Francis on financial reports; Guilford's Got Talent – rescheduled to 9/25/11 – 19 youth performed, 250 people attended, collaboration among Youth & Family Services, Developmental Assets for Youth Committee, Guilford Foundation, John Saville, etc., excellent event; Dodgeball Tournament – 9/30/11, 14 teams registered; Fall Co-ed Softball – 7 teams. **Events/Upcoming Dates:** Haunted Mansion – 10/22/11; Halloween Party – 10/30/11.

Referring to the Aquatics Report 2011 submitted by Tracy Guiliani, Mr. Schipani said it appeared that there had been a loss of approximately \$12,000 on beach pass fees for Jacobs Beach and Lake Quonn-

A. Recreation Supervisor: (continued)

ipaug. Mr. Schipani asked the Commission to keep this in mind when setting fees for next year. He added that he was not concerned with making money but that he felt personally there should be a net zero on beach passes. Also referring to the report, Ms. Bryant said it would be helpful to have a comparison with last year. Ms. Pine agreed saying she would like to have the past several years for comparison. Mr. Maynard provided some figures from 2010 for comparison. Referring to the Recreation Supervisor's report, Mr. Schipani stated that there had been some issues with the beaches being closed without proper signage, people had been concerned about water quality, etc. He said the Department needed to do better next year. Ms. Bryant said she would like to see a line item for the revenue generated by boat rack rentals. Mr. Maynard replied that this year it had been approximately \$12,000. It was noted that this income offset the loss from beach pass fees and so there was no net loss this year, at least.

B. Seniors Program Co-ordinator (written): Trips: Blue Plate Special cancelled due to Hurricane, rescheduled for 10/6/11; Dock & Dine trip moved to Westbrook Elks' Club; National Baked Potato Month luncheon; Pizza and a Movie; Sea Mist trip to Thimble Islands, lunch at Dockside Restaurant. **Programs:** Lunch and Learn – Medicare changes lecture. **Meetings:** Attended budget committee meeting; met with Senior Fair chairmen re fair planning/worked on publicity; met with instructor of new Brain e.ology program; met with Friendship Tours and Tours of Distinction representatives; met with Home Instead representative re Be A Santa to a Senior program. **Coming Up:** 10/4 – talk on Octoberfest, 10/6 – Blue Plate Special luncheon, 10/11 – trip to Aqua Turf for Octoberfest, 10/12 – Lunch & Learn, healthy eating during the holidays, 10/13 – VNA flu shot clinic, 10/14 – National Pizza Month Lunch/October birthdays, 10/14-20 – trip to Virginia/Tennessee, 10/18 – Bocce Banquet, 10/25 – Tracy to attend West Hartford Entertainment Showcase, 10/27 – Presentation by Staying Put, 10/29 – Senior Fair. **Meals Program:** September figures not available. Meals served at Community Center: August 2011 – 525 (August 2010 – 429); Meals on Wheels: August 2011 – 1,983 (August 2010 – 1,750). Bus Program: Total Trips – 182 (August 2011), total passengers – 468 (August 2011).

CORRESPONDENCE**Received:**

Tony & Carmela Shattuck 9/25/11 re: thank you for caring and shelter at Community Center during Hurricane Irene.

Email from Nancy Richmond 9/26/11 re: thank you for time and hard work put into Guilford's Got Talent event.

Approval of Minutes: Ms. Pine made a motion to accept the Minutes of 12th September, 2011 with the following corrections: on page 3, under "Bills", in the second paragraph the first sentence should say "...helpful to go over *the financial reports format* a few minutes...". On page 4, under "B. Jacobs Beach Project", the fourth sentence should say "Ms. Bryant *asked if* they will receive FEMA money...". Also on page 4, under "E. Policy on Naming Facilities", the third sentence should be deleted and replaced with "*They are not responsible for collecting money for particular events.*" Ms. Bryant seconded the motion and it was carried with 5 votes in favor. Mr. Iacobellis and Ms. Pine abstained since they were not present at the September meeting.

BILLS

Mr. Schipani said the bills were not yet available for approval.

OLD BUSINESS

A. Standing Fields Committee: Mr. Maynard reported that two meetings had been held last month, one of which had been at meeting with the GHS Building Committee to discuss fields and what they were used for. There is a proposal to build the new high school on an existing baseball field so a replacement field would be needed. SFC looked at the Cox Lower Field. However, the best option appeared to be at Baldwin School right at the end of Bullard Drive. In time this could become a permanent field which is needed. Mr. Schipani said this would not be a premier field but would be built to meet the minimum CIAC requirements. Mrs. Dostert expressed concern about traffic and parking at Baldwin. Mr. Maynard replied that this was being considered.

B. Jacobs Beach Project: Mr. Maynard said he was still waiting for the results of the STEAP grant application. The Finance Director has also submitted an estimate for reports to FEMA. Mr. Maynard mentioned that the playground surface had received storm damage. Referring to boat rack replacement, Mr. Maynard said one would not want to build them in the same place since they were destroyed by the storm. He said it might be possible to build 3 racks on the playground side, with another 2 on the upper end of the waterside. Mr. Maynard said he had sent an email to the scout leader suggesting a work day and campout. Ms. Pine noted that the boat racks could not be too far from the water since kayaks were heavy. Mr. Maynard felt preventing further erosion would be helpful. Mr. Schipani said when plans were in place the Commission should provide information on GCTV. Ms. Bryant recommended having a long-range fund raising committee as she felt that it would take someone to plan this project and she was not sure if the Commission could or should be doing this.

Property at Guilford Point: Mr. Maynard said this parcel had been reviewed and it was felt the limitations superseded the desire to pursue this unless the Master Plan for Jacobs Beach was changed. If one looked at the Plan, where the shade structure was located would require one to go 60ft. onto the property in order to get around the shade structure. Ms. Pine queried the purchase price but Mr. Maynard said he did not know. Ms. Pine felt the property might have a use in the future, especially if it could not be used by the property owner. Ms. Carrillo said it sounded unlikely that the property would be developed in any way. Ms. Bryant noted that a piece of the property was for sale at present. Ms. Pine made a motion that Ms. Carrillo ask the Land Acquisition Commission to explore the possibility of purchasing this property. Mrs. Dostert seconded the motion and it was carried unanimously.

D. Discuss Fee for Senior Transportation Outside of Guilford: Information was circulated on the Dial-A-Ride Program which has three vans available 4 days a week in Guilford. Mr. Maynard said some residents were resistant to registering with Dial-A-Ride and the reason for this was being researched. Mrs. Sullivan suggesting setting parameters on how far the Department's vans would travel.

F. Office Furniture: The Commission briefly reviewed the proposed layout. Mr. Maynard said he wished to create some privacy for the administrative assistant and so for an extra \$400 a partition could be installed. Ms. Pine said one concern with this was the fact that one duty of the administrative

F. Office Furniture: (continued)

assistant was to oversee the receptionists and to act as a receptionist herself when necessary. She said she would not want the view to be blocked so that this aspect of the job was not being carried out properly. Mr. Maynard replied that the view of the counter would not be blocked. Mr. Schipani pointed out that there would be a phased approach to this project and that staff were making the decisions on the order of the phasing.

Mr. Maynard left the meeting briefly at 7:50p.m. to attend the Board of Selectmen's meeting and returned at 7:55p.m.

E. Policy on Naming Facilities: Ms. Robins circulated information on this policy and asked Commission members to email their comments to her before the next meeting. She will then draft a new document for review.

NEW BUSINESS

A. Paving of Bittner Driveway: Mr. Maynard said the entrance had major potholes and needed to be repaired. Tonight BOS had approved Atwater Paving for this project (\$10,575).

B. Eagle Scout Project – Jacobs Beach Boat Rack: See under "Public Forum".

C. Five-Year Capital Plan: Mr. Schipani stated that late Monday the Department had received a request from the Finance Department to submit a plan by Friday. Since this was insufficient notice, this was deferred until Tuesday 4th October. Ms. Pine asked that a letter be sent to the Finance Department stating that this request was needed in September so that the full Commission could discuss it and make timely decisions. Mr. Schipani agreed to write this letter. Mr. Maynard said he had divided the Capital Plan into Budget and Equipment Projects. He briefly reviewed the Budget Projects noting that constructing a new baseball field was a two-year project. Also new was the Jacobs Beach Master Plan – to be done in 3 phases. Regarding resurfacing Bittner Park and the Community Center, Mr. Schipani asked if chip seal could be done. It was felt paving was better than chip seal and so chip seal would only be done if necessitated by cuts to the proposed budget. Mrs. Dostert asked if work at Chittenden Park would be covered by FEMA. It was agreed this work should be added to 2013. Ms. Carrillo noted that the dollar amounts proposed for future years were much lower. She felt that projects proposed for 2013 and 2014 had more realistic figures and so she felt funds for future years should be at a similar level since costs were unlikely to go down. Since repairs to the GHS tennis courts were cut from this year's budget, it was agreed this should be added to 2013. Mrs. Dostert then made a motion, that with the changes suggested at tonight's meeting, the proposed 5-year Capital Plan was approved for submission to BOS. Ms. Carrillo seconded the motion and it was carried unanimously.

D. Spring Reimbursable Report: Mr. Maynard briefly reviewed this with the Commission. Commission members liked the new format.

E. New Receptionist: Mr. Maynard reported that the new receptionist would be starting on 10/11/11.

F. Field Use Fees for Private Clinics Sponsored by Youth Groups: Mr. Maynard explained that some of the Youth Sports groups ran similar clinics to those run by the Department. Numbers were

F. Field Use Fees for Private Clinics Sponsored by Youth Groups: (continued)

down this year, and there were issues when students who were enrolled in Department clinics withdrew after they had signed up in order to join the Youth Sports clinic, and then asked for refunds. Mr. Maynard noted that the Department had always hired staff from the school system. He asked at what point should the Department say that it did not wish to compete with Youth Sports programs, or could they be run jointly with the Department. Mr. Schipani noted that some Youth Sports programs made approximately \$16,000. He stated that the Department still had the cost of maintaining fields no matter who was using them. Mr. Schipani added that all he wanted was to have this maintenance cost covered and that he was not looking to make money. Mr. Maynard mentioned that he had received an email from Youth Soccer offering to contribute to projects. He said he could talk to them about the Jacobs Beach Master Plan proposal.

G. Budget Workshop: It was agreed a budget workshop would be held on Monday 24th October, 2011 from 7:00p.m. – 9:00p.m.

H. Survey Monkey: Ms. Pine said she had received information on the Survey Monkey and would review this with the Recreation Supervisor.

There being no further business to come before the Commission, Ms. Pine made a motion to adjourn the meeting at 8:40p.m. Mrs. Sullivan seconded the motion and it was carried unanimously.

The next meeting of the Parks and Recreation Commission will be held on Monday 7th November, 2011 at 7:00p.m. in the Guilford Community Center.

Respectfully submitted,

Katharine Stewart
Recording Secretary