

Corrected Minutes – 10/25/10

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

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

Present: Gary Gilbert, Robert Guadagno, Calvin Page, Barbara Pine, Sue Robins and Ralph Schipani. Also present Recreation Supervisor Ellen Clow and Seniors Program and Recycling Coordinator and Administrative Assistant Terry Holland-Buckley. Joining the meeting in progress was Jenny Carrillo (7:09p.m.).

Excused: Alexandra Gross, Jeff Hedberg, Director Rick Maynard.

The meeting was called to order at 7:08p.m.

Comment: The new signs say “Parks & Recreation”.

1. Public Forum:

None.

2. Correspondence:

Chairman Schipani related an e-mail that Rick Maynard received from Kevin Carregal (9.26.10) concerning the lights at Long Hill Park. He asked that this e-mail be considered their formal request for lights at the field. He will also forward a Certificate of Insurance.

3. Approval of Minutes: 9.13.10

Terry Holland-Buckley reported that First Selectman Joe Mazza had called concerning a reference that he had met with Jim Lamb. Mr. Mazza never met with Jim Lamb; his contact was through Terry. He asked that this correction be made to the minutes. p. 7 of 7.

“M. SARAH Recycling Proposal: Mr. Maynard reminded the Commission that funds from recycling were received back from Connecticut Resource and Recovery Authority (CRRA) and it was thought these could be used towards the SARAH recycling project. However, under the Town’s contract with CRRA any activity over which the Town had control was required to send funds to CRRA. SARAH representatives met with the First Selectman and it was agreed to go forward with this proposal. Mr. Maynard said the project would start small with collection bins at GHS stadium field and Adams School. SARAH has one collection crew only and so cannot handle a bigger project.

Approval of Minutes: Mr. Guadagno made a motion to accept the corrected Minutes of 13th September, 2010. Ms. Robins seconded the motion and it was carried unanimously.

4. Approval of Bills

Mr. Gilbert commented in Mr. Maynard's absence (Terry H-B will relay to Rick).

F-T salaries were under but P-T salaries were over resulting in overage. This will slow as Aquatics comes to an end. Mr. Schipani said that Virginia Czaplicki would work a few weeks past her retirement (2 days/wk) and that recycling had not been moved yet.

Ms. Pine made a motion to approve the bills presented for payment. Ms. Carrillo seconded the motion and it was carried unanimously. MTD Actual was \$88,144.58

5. Staff and Director Reports

Reports will no longer be read in full or summarized at the meetings; instead, they will be issue driven. If there is a question/comment the commission will address.

(reports attached at end of minutes)

Director's Report – Rick Maynard**September 2010 Maintenance Report: Phil DeMond, Parks Foreman**

- 8) Grubs – HS Baseball (being treated)
- Leete 3, 5 (cannot treat – school)

Mr. Schipani brought up the question of why they could not treat for grubs at Leete. It was thought that it was a question of age of the children. This brought up the question of can the Middle school fields be treated for grubs. Ellen Clow will keep a list of these questions/issues for Rick Maynard to review.

Recreation Report – Ellen Clow

“Met regarding the Administrative Assistant to the Parks and Recreation Director position. 12 applicants have been chosen for interviews.”

Ms. Carrillo asked for an update. Ms. Clow responded that interviews were scheduled for Friday, 10/8 and that they had 10 applicants. Interviews will be 10-15 minutes for this first round.

Mr. Gilbert/Ms. Clow – the playscape was in process. The representative was here today measuring for Jacobs and here. They will prepare a proposal now for Spring.

6. Old Business:

A. Standing Fields Committee: - there is still some discussion relating to fees for the adult soccer program. They will have to get back to Mr. Akel.

B. Land Acquisition Committee: - Ms. Carrillo said there had not been a LAC meeting since the 9.13.10 Parks and Recreation Commission meeting.

Ms. Pine queried about improving access to Indian Cove Beach. She asked to put in motion trying to purchase the private property parking lot. Ms. Carrillo said that LAC has done that; they have had ongoing conversations with the owners and they let everyone park there but will not give up the land. She said she would bring up to the Committee again.

C. Policy on Community Center Use: - Mr. Maynard has been working with In-House Counsel Pam Millman on this relative to the insurance and liability. Ms. Millman wanted a standard rider for all the town buildings. At some point Terry Holland-Buckley could give the commission an update on the new policy and how it is working for her. Some town boards and commissions don't like booking 4 times/year. Mr. Schipani asked Terry if she had any complaints about booking the rooms quarterly. Town commissions can book for the whole year. Terry said there were a few complaints but that people were adjusting. Mr. Schipani suggested that they may go back to the old way once they get a new administrative assistant. Mr. Gilbert said they had not made any progress with the other building concerning standardizing use of the buildings. There is a lack of consistency in policy across town buildings. Ms. Pine said that Parks & Rec programs were being bumped for recreation programs because we allowed outside groups to book for a year.

D. Coastal Management Plan: - Ms. Pine related that they had one meeting when Ken Mulvey was chair; now it's back to Parks and Recreation. Carrillo/Pine/Mulvey rated the ideas. John Henningson asked why they assigned the boat rack to P&R when the DEP owns them. They were not sure what the CMP committee meant. Ms. Pine said they have not discussed as a commission and have not responded to the items. *Ms. Carrillo asked that this be added to the agenda for next month before the budget.* Mr. Gilbert asked them to remember the softball fields at Peddlers Park and that Shell Beach should be prioritized and put in the budget. Ms. Pine said there are 13 items. Some need to be discussed with John Henningson. Mr. Gilbert commented that the boat launch should not be a priority because it was state owned. Ms. Pine added that a priority should be to work with then Faulkner's Light Brigade to get more access to the island. Mr. Schipani said that Kevin Magee (Environmental Planner) is mapping all our parks and beaches and will put them on the P&R website.

E. Community Center Sign: - the electric work is getting done. As mentioned earlier, all the signage will say *Parks and Recreation*.

F. Bittner Park Sign: - Woody Page said they went with the wood look and backed it. The letters are carved and stand out.

G. Plan of Conservation and Development: - Meeting has been postponed to late October.

Mr. Schipani and Ms. Pine discussed that an e-mail to all the members should go out before the meeting asking for items that need to be added to the agenda. An e-mail should go out on the Monday before the Agenda is sent out on Wednesday for the following Monday meeting.

Ms. Pine brought up that in the latest issue of the Courier she noticed that none of the Parks and Recreation Commissioners were on the Harbor Management Commission. Mr. Gilbert did not think they needed to be on that Commission and not to confuse them with the Marina Commission. Ms.

Pine thought there might be a connection because of the Coastal Resources Report. Harbor Management is concerned mainly with moorings. They will ask Rick Maynard to look into. Mr. Maynard represents Parks and Recreation on the Green Committee.

H. Community Center Landscaping: - The trees are down and stumps removed in the front of the Community Center and with the new sign it looks good.

I. Community Center Interior Improvements: - The new furniture for the Leetes Room will come in Wednesday. Terry and Ellen have cleaned the closets and are getting things ready. They made more room and will order some new pre-school supplies. Mr. Schipani asked what they will do with the office. Ms. Pine and Ms. Carrillo met with Mr. Maynard – this should be put on the list to discuss with Mr. Maynard.

Ms. Pine asked that @\$2,500/work station come to the budget meeting Oct. 25th. Since Ellen Clow worked with the W.B. Mason person she asked that Ms. Clow be at the workshop meeting.

J. Community Center Roof Repairs and HVAC Repair: - The A/C has been taken care of. Steve Neydorff is handling getting 2 more bids for the roof. The repair will cost @\$7,000 and will be paid from Community Center Operations Fund.

K. Re-assignment of Tasks: - Rick Maynard will go over this.

L. Administrative Assistant Status: - As mentioned previously the first round of interviews will be held this week.

M. Website: - Ms. Clow reported that she had had a kick-off call with the computer company and they will have weekly phone calls. They will work on the layout and how to navigate and then the logo. They are moving in the right direction and should be done by Christmas the latest.

N. Parks and Recreation Survey: - A copy of the first draft was included in the packets. They discussed should each park be listed separately or generally. It was decided that listing each park would be too long. Ms. Clow said it would be a “Survey Monkey” – interactive. Mr. Gilbert asked what do we want to learn from this information we are asking.

#1 – Does it matter how long they have lived in Guilford?

#2 – Does it matter how many people in household over 6?

#3 – what parks are high use? Great.

#9 – Is it the playscape at Bittner or Jacobs? Does it matter? Depends on their answer to #7. If people have a complaint we might not get out of the survey the information that we want

Ms. Carrillo said that even though not park specific it could be helpful. Say the complaint was about restrooms – then we know we need to do a better job across all the parks. Ms. Clow added that since we are doing this for the first time, she felt that we want more global information and space has been left for additional comments. Ms. Clow said she understood Mr. Gilbert’s point on #1 – and Ms. Carrillo suggested consolidating the ranges to: 0-1; 2-5; 6-10; 10+; 20+.

Ms. Pine was concerned about #10 and #11 that there were no options listed; just a box. Ms. Clow responded that there had never been a needs survey done. Ms. Holland-Buckley added that there is another page with 4 more questions for Seniors that was not added to the copies in the packet. Ms.

Clow said she will make some changes base on this input and e-mail to Ms. Pine and Ms. Carrillo for feed-back.

Ms. Pine congratulated them both on the e-mail Blast for October.
Mr. Schipani also congratulated the staff on the great job on the float.

7. New Business

A. Spring Reimbursable Report: -

The commission reviewed the report. Mr. Gilbert commented that we were within \$5,000 of last year. Total Unallocated = \$181,058.26. Last year was \$186,003.19.

Phil DeMond, Terry Holland-Buckley and Ellen Clow should have a list of needs to present. The directors will be polled for a wish list and they will work on the top 2-5 items. This should be worked on later this month.

Because of the budget process the next meeting will be October 25th. 5-year Capitol Budgets by Department Heads are due Friday, Oct. 8. The tentative presentation date is Oct. 22nd. Ms. Clow said she would check with Mr. Maynard.

There being no further business to come before the Commission, Ms. Carrillo made a motion to adjourn the meeting at 8:15p.m. Mr. Page seconded the motion and it was carried unanimously.

The next meeting of the Recreation and Park Commission will be held on Monday 25th October, 2010 at 7:00 p.m. in the Guilford Community Center.

Respectfully submitted,

Sue Gomez substituting for
Katharine Stewart
Recording Secretary