

Corrected Minutes (12/6/10)

TOWN OF GUILFORD  
Recreation and Park Commission  
Minutes -25<sup>th</sup> October, 2010

A regular meeting of the Recreation and Park Commission was held on Monday 25<sup>th</sup> October, 2010 at 7:00p.m. in the Guilford Community Center with Chairman Ralph Schipani presiding.

Present: Gary Gilbert, Calvin Page, Barbara Pine, Sue Robins and Ralph Schipani. Also present Director Rick Maynard and Recreation Supervisor Ellen Clow. Excused: Jenny Carrillo and Alexandra Gross. Absent: Robert Guadagno.

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

**Budget Process:** Mr. Schipani reported that due to time constraints a Capital Improvements plan had been presented on 10/8/10 which had not been seen by the Commission. Mr. Schipani said that although he clearly stated that the plan had not been reviewed or approved by the Commission, the draft plan was instead taken as fact by other agencies. In future one person will be nominated to make a budget presentation to the Board of Selectmen. Also, any budget request presented should be a reflection of what the Commission as a whole feels should be done. Ms. Pine agreed that a very carefully planned budget process was needed. Ms. Robins stated that she was new to the commission and so did not fully understand the process. However, she said she found it unacceptable that a 5-year capital plan could have been presented without any review by the Commission. Ms. Robins recommended the Commission should include a list of all the items that have been voted on and approved for action in order to keep track of their completion. Mr. Gilbert pointed out that the Commission had learned at the end of its October meeting that a Capital Plan had to be presented by Friday of the same week. To meet this obligation the Capital Plan from the previous year was essentially resubmitted. Mr. Gilbert said since everything was cut from the previous year's plan by the Town it made no sense to re-present it. He added that by Town Charter the Commission was responsible for budget requests and not the Director. Mr. Page suggested presenting a Capital Plan was a farce since the Town never approved it. Mr. Schipani thought perhaps the Commission needed to start at ground zero for a new budget request rather than updating last year's figures. Mr. Gilbert added that if the Commission knew something needed to be done then it had to support the requests that it was making. Mr. Maynard noted that the Finance Director had contacted him about what staff wanted in the Capital Plan. He said when he responded to this request he had made it clear that the Commission had not reviewed this material. Mr. Gilbert did not feel other Departments should be contacting the Director directly about budget issues.

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

**CORRESPONDENCE**

**Received:**

Shoreline Arts Alliance, 725 Boston Post Road, Guilford, CT 06437 8/24/10 re: thank you for assistance with *Shakespeare on the Shoreline* production

## **CORRESPONDENCE**

### **Received:** (continued)

Email from Peter Civitello 10/19/10 re: concerns regarding fee for field usage

Mr. Schipani stated that a tournament was being held this week involving Guilford Baseball. One game involves two non-Guilford teams and the plan was to charge them a fee of \$100. Mr. Maynard added that he had received a telephone call from Paul Schmidt, Standing Field Committee. SFC took a poll and it was felt some or all of the fee should be charged. Following discussion Mr. Gilbert made a motion authorizing the Director to use his discretion with regard to charging fees for the balance of the playing season. The Director should also communicate to SFC that a final draft of a policy and fee schedule should be devised for the Commission to vote on. Ms. Pine seconded the motion and it was carried with 4 votes in favor. Mr. Schipani abstained because he was an advocate for the baseball program.

**Approval of Minutes:** Ms. Pine made a motion to accept the Minutes of 4<sup>th</sup> October, 2010 with the following corrections: On page 3, under “Land Acquisition Commission”, the third sentence in the second paragraph should say “.....ongoing conversations with the *owners* and they let everyone...” On page 3, under “C. Policy on Community Center Use”, the second sentence should say “*Ms. Millman* wanted a standard rider.....” On page 3, under “D. Coastal Management Plan”, add to the tenth sentence “.....should not be a priority *because it is state owned*”. On page 4, in the first paragraph, omit from the last sentence “...represents Parks and Recreation on the Green Committee (*and the Land Acquisition Committee*)”. On page 4, under “N. Parks and Recreation Survey”, the words “survey monkey” should be *Survey Monkey*”. Mr. Gilbert seconded the motion and it was carried unanimously.

## **DIRECTOR’S REPORT**

Community Center Sign – met with architect, electrician and Facilities Manager about trenching conduit, connecting to power for sign lights, kept in contact with sign contractor, contractor ordered light fixtures, sign installed; worked on 5-year Capital Plan and met with BOS with Commission chairman; conducted interviews for Administrative Assistant position with panel, 72 applicants of which 8 were interviewed and 3 invited for second interview, Jenny Carrillo assisted with second interview; attended following meetings: CMT and Green Committee; checked Jacobs Beach boat rack area – Eagle Scout dug holes and installed sonitubes for footings; Community Center landscaping – trees removed from courtyard, Historic District Commission to review plans for patio and landscaping; roof repair to be done by Glenn Gunderson.

## **STAFF REPORTS**

**A. Recreation Supervisor (written):** Attended CMT and ASSETS meetings; continued to discuss Department logo and website with The Computer Company; requested quotes from two companies for the preschool playscape area; made revisions to Community Needs Survey; met with Barbara Pine, Rob and representative at WB Mason to discuss office layout/design, drawings will be available for

**A. Recreation Supervisor** (continued)

review; continued planning/coordination for Haunted Mansion (10/30/10) and Halloween Party & Parade (10/31/10); winter brochure – instructors being contacted and dates are set for winter session.

**B. Parks Foreman (written):** Late fall fertilization completed; clay hauled to fields and stockpiled, to be applied when fall infield work is done; Community Center – raked, overseeded, fertilized and cordoned off front of building, 1 rear island, also took down trees in the courtyard, pulled stumps, seeded, fertilized entire area, assisted inside the building; playground inspections completed, waiting for some replacement parts which will be installed asap; brought in lifeguard chairs from beaches; rolled all infield lips, Bittner soccer; memorial bench is being installed at Daniel Avenue beach, met with Shelley Bros, graffiti found on equipment at Skatepark; grass came in very well at Cox Lower and Jacobs.

**Bills:** Tabled.

**OLD BUSINESS**

**A. Standing Fields Committee:** No report.

**B. Land Acquisition Commission:** No report.

**C. Policy on Community Center Use:** No report.

**D. Coastal Management Plan:** No report.

**E. Community Center Sign:** Mr. Maynard said this project should be completed by the end of this week.

**F. Bittner Park Sign:** Mr. Maynard reported that he and Mr. Page would be meeting on 10/27/10 with the one contractor who had responded to this proposal.

**G. Update of Plan of Conservation and Development:** No report.

**H. Community Center Landscaping:** Mr. Maynard stated that the trees in the courtyard had been removed. Landscape designer John Cunningham brought landscape plans to the Historic District Commission for a preliminary review. The shrubs can be planted now but the hardscape has to wait for HDC approval. Estimated cost for the shrubs was \$500. Mr. Cunningham recommended using concrete rather than pavers and the estimated cost for this was \$5,200. Mr. Gilbert said if the Department wished to add more paved areas next spring that it would be easier to add pavers rather than bringing in a concrete contractor. Mr. Maynard replied that Mr. Cunningham had proposed concrete because it matched other materials around the Community Center. Mr. Gilbert then recommended using pavers for everything except the new sidewalk section. Mr. Schipani requested that a revised plan, with pavers, be presented at the December meeting.

**I. Community Center Interior Improvements/Office Furniture:** Ellen Clow stated that after WB Mason did a preliminary plan to redesign the office space, a second meeting was held with this company and she circulated copies of a revised plan. There will be 5 work stations with staff being

**I. Community Center Interior Improvements/Office Furniture:**

sectioned off in individual 7ft. x 7ft. areas. The work stations will have overhead storage bins and there will be storage along the back wall. The original cost was estimated at \$12,000 and the revised cost was \$17,000. Ms. Clow said it might be possible to make some minor changes to reduce this cost slightly. Work stations cost approximately \$2,500 - \$3,000 and chairs would be extra at \$100 each. Ms. Pine felt this proposal would improve the professional look of the office with materials put away, etc. Mr. Schipani mentioned that he had discussed this project with the First Selectman who had had no issues. Ms. Pine felt that the spaces for the Recreation Supervisor and Seniors Program Coordinator should also be included in this project. Mr. Gilbert said all the furniture should be purchased at once in a comprehensive plan, and that all the offices should be redone correctly. He thought the Department only had one chance at doing this project right. Ms. Robins made a motion that the redoing of the office space should also include the office space for the Recreation Supervisor and Seniors Program Coordinator. Mr. Gilbert seconded the motion. During discussion Mr. Page suggested waiting until there was a final plan for the whole proposal. Mr. Gilbert pointed out that a better price could be obtained if everything was done at once. The motion was amended to say that the project would move forward with the furniture and chairs, including the office space for the Director, Recreation Supervisor and Seniors Program Coordinator. The motion was carried unanimously. Ms. Pine mentioned that the Leete Room upgrade was mostly completed with two things remaining: a coffee table to go in front of the black couch. Also she said she had asked Kathryn Greene, Greene Art Gallery for ideas on how to obtain art work.

**L. Website:** Ms. Clow said a logo had been finalized and she circulated a picture of this.

**P. Survey:** Ms. Clow said she had received and incorporated comments from the Commission. The survey will be available on the web site and there will also be a newspaper article on it.

**O. Community Center Playscape:** Ms. Clow reminded the Commission that the existing wood chips had become a problem. She said she was proposing a rubber surface and quotes were received for two different products. Rubber tiles @ \$8,200 – these could be replaced individually. However, the second vendor had pointed out that there were cracks between the tiles and the corners could lift up and become a safety hazard. This vendor recommended a poured-in-place rubber mat @ \$9,600. Installed cost would be \$13,000 but Mr. Maynard said perhaps some work could be done in house. Mr. Page asked about rubber mulch. Ms. Clow replied it would still have the problem of mixing in with the sand pit. Mr. Gilbert asked if the poured surface would meet the fall zone requirements and Ms. Clow said yes.

Ms. Clow left the meeting at 8:30p.m.

**J. Community Center Roof Repair:** Mr. Maynard reported that a purchase order for \$7,200 went out on Friday.

**K. SARAH Recycling:** Mr. Maynard said that 8 recycling bins had been installed. This project would be starting small in Clinton, Madison and Guilford with one crew emptying the bins.

**M. Jacobs Beach Boat Rack:** Mr. Maynard stated that the footings for the boat rack had been poured and the project should be finished within the next two weeks.

**N. Administrative Assistant:** Mr. Maynard reported that the position had been offered to a Guilford resident but a response had not yet been received.

### **NEW BUSINESS**

**A. Relay for Life Request:** Mr. Schipani said a request had been received to use Bittner Park for this event on 5/14/11 because the Guilford Fairgrounds were unavailable. Mr. Maynard said he was very supportive of this event but that there had been problems in the past – bad weather caused the fields to be damaged, there were problems with alcohol, litter, etc. He added that he had suggested the event be held at Hammonasset State Park or Bishop’s Field in Guilford. Ms. Robins said she, too, was very supportive but agreed that the event caused problems. Mr. Page then made a motion that the Commission deny the request to hold this event at one of its fields but offer to help find an alternative site. Ms. Pine seconded the motion and it was carried unanimously. Mr. Gilbert said the Department could not risk the liability to the fields.

**B. Reassignments of Tasks:** It was agreed that Mr. Schipani should ask Ms. Carrillo if she would be able to assist with this project.

**C. Budget Workshop:** A workshop was scheduled for Tuesday 16<sup>th</sup> November, 2010 at 6:00p.m. at the Guilford Community Center.

**D. Garbage Truck Proposal:** Mr. Schipani said the question of collecting garbage had been raised and ideas included giving it to Public Works. It was also suggested soliciting bids for outsourcing the work currently being done by two maintenance employees twice a week. Since the matter was unresolved a garbage truck (\$80,600) had been included in the budget. Three quotes for garbage collection were received, two @ \$50,000 and one @ \$24,000. Mr. Page said he thought the Commission had decided against outsourcing this work because an outside company would pick garbage up on a specific day irrespective of the weather and so fields could be damaged. He suggested that it should be left up to the Task Force to decide where the trash issue should go. Mr. Gilbert replied that the Task Force did not have enough data or knowledge to make this decision and also it had completed its work. He felt the Commission needed to look at the maintenance department and see what work was done every day. Mr. Page said there was a recommendation for a truck at \$80,600 but costs were not known. Mr. Maynard replied that the Finance Director had estimated a cost for trash per year (2 people, Monday and Friday) at \$41,900. If a garbage truck was purchased this would be \$42,500. Mr. Page was not optimistic that the Town would approve this purchase. Mr. Gilbert pointed out that if the Commission supported the request it might fare better. He asked if the Department wished to be in the trash collecting business or should Public Works do it. Mr. Page stated that he did not trust a private contractor to take care of the fields. Mr. Maynard felt that the trash collection needed to be done differently because one worker had been badly injured and off work for 5 months. Mr. Gilbert pointed out that if the Commission did not say it did not want to do trash collection then it needed to move forward with a recommendation for a garbage truck. Mr. Schipani said in his opinion the Commission should retain the staff, continued with garbage collection and recommend the purchase of the truck. Ms. Pine noted that the current method of collecting garbage was unsafe and Mr. Page added also illegal. Mr. Maynard stated that the Town’s insurance company representative had recommended purchasing a proper garbage truck. Mr. Schipani said he would like Mr. Maynard and the Parks Foreman to put together a proposal before the November 16<sup>th</sup> budget workshop addressing the projections put together by the Finance Director, based on the Department picking up

**D. Garbage Truck Proposal:** (continued)

the trash. To support the request for the truck Mr. Page said it should be pointed out that in order to comply with federal law, the trash collection needed to be done differently. Mr. Gilbert recommended also bringing a letter from the insurance company.

There being no further business to come before the Commission, the meeting was adjourned at 9:15p.m.

The next meeting of the Recreation and Park Commission will be held on Monday 6<sup>th</sup> December, 2010 at 7:00p.m. in the Guilford Community Center.

Respectfully submitted,

Katharine Stewart  
Recording Secretary