

Draft Minutes

TOWN OF GUILFORD  
Parks and Recreation Commission  
Workshop Minutes – 13<sup>th</sup> December, 2010

The Parks and Recreation Commission held a workshop on Monday 13<sup>th</sup> December, 2010 at 5:30p.m. In the Guilford Community Center with Chairman Ralph Schipani presiding.

Present: Jenny Carrillo, Gary Gilbert, Barbara Pine, Sue Robins, Ralph Schipani and Judy Sullivan. Also present Director Rick Maynard and Parks Foreman Phil DeMond. Excused: Alexandra Gross and Calvin Page. Absent: Robert Guadagno.

The meeting was called to order at 5:40p.m.

**Budget Summary Sheet:** Mr. Maynard said the Commission had reviewed most of this material at last week's commission meeting. **Full Time Salaries:** Mr. Maynard noted that he had added the narrative regarding the reduction in salaries and wages suggested earlier by Ms. Pine. Ms. Pine said that during the interview process for the Seniors Coordinator position the issue of salary had been discussed and she thought a percentage had been agreed upon. Therefore, she asked why the increase was now so large. Mr. Maynard said he, too, had wondered about that and so had contacted the Human Resources Director. This person went from a 35- to a 40-hour week but the hourly rate was reduced by \$2 per hour. He added that the information on salaries was provided by the Finance Department and not the P&R Department. **Part Time Wages:** Mr. Maynard said that again that much of this information was provided by the Finance Department. He pointed out that a line item for an Office Assistant had been added. Later in the meeting Mr. Gilbert said he was unaware that the Department had an office assistant. Mr. Maynard explained that this person had worked as a volunteer with the Seniors Coordinator and her assistant. When the assistant became ill last December the volunteer began working 3 days a week (19 hours) and so was entitled to reimbursement and this needed to be listed as a line item. Mr. Maynard said he had been asked to look at the budget request very carefully. The Department has greater needs in the spring/fall than in the summer and so one of the summer positions was eliminated. Mr. DeMond mentioned that some of the summer staff had worked 4-5 years with the Department and so they were like full time staff without being paid benefits. They could run any kind of machinery and so were very helpful to the Department. Mr. Schipani stated that it was interesting the concept people had about what the artificial turf field meant to the Department. He said he had been asked if there was an accounting on all the money that had been saved. Another question was about whether or not personnel had been reduced on either a temporary or permanent basis. Mr. Schipani asked if the Finance Department had any information on this matter. Mr. Maynard replied that he was not sure the savings were there since the cost of materials had increased. Mr. Gilbert added that the artificial turf had allowed the redeployment of staff to work on fields that had been left dormant. Mr. Maynard stated that the salary for gate guards at Lake Quonnipaug had been increased because of overseeing the docks and boats. **Utilities:** Mr. Maynard said the Finance Department would like to see this reduced. Mr. Gilbert recommended asking for what was needed. **Community Center Operation:** Mr. Maynard said this item went over budget regularly. A line item has been added for General Repairs/Refurbishing (as requested by Ms. Pine). **Grounds Maintenance:** Mr. Maynard stated that he reviewed this account line by line and also reviewed last year's bills. Ms. Pine suggested adding narrative at the bottom saying that loam had been created because artificial turf had been installed at the high school. Mr. Gilbert asked if there were Town contracts on fuel, etc., and Mr. Maynard replied yes. **Field Maintenance:** Mr. Maynard said this request would be much the same as

last year. Costs for clay have gone down and fertilizer has increased. It is petroleum based so costs increase when the price of oil increases. Ms. Pine said since herbicides were no longer allowed at elementary and middle schools there might be a question about why costs weren't reduced. Mr. Schipani replied that they were still used at other facilities. Referring to the Green Maintenance account, Mr. Maynard said this fluctuated depending on what kind of year we had.

Ms. Carrillo pointed out that some pages of the budget request did not have listed the percentage of increase. In order to be consistent she said this should be listed on each page and if there was no increase then 0% should be listed. On another matter, Mr. Gilbert said the issue of room fees, etc., needed to be addressed and clarified. Ms. Pine added that the issue of beach passes should be discussed at the January meeting.

**Trash Collection Vehicle:** Mr. Maynard circulated information on The Pup trash collection unit (\$80560), recommendations from CIRMA regarding safe trash collection, and a 5-year Capital Plan. Mr. DeMond said he had solicited information on a multi-use truck. Last year Sanitary Services had quoted \$129,000 and this was now \$139,000 for a multi-use truck with three bodies (dump, trash, flatbed). Mr. DeMond noted that next year he would have to replace two trucks. If The Pup and two trucks were purchased the cost would be \$185,000. However if a multi-use truck and a dump truck were purchased this would cost \$200,000, the Department would only have two vehicles and one of these would be lost to trash collection two days a week. Ms. Carrillo asked if two trucks were needed at all times every day. Mr. DeMond replied that six trucks were needed all day. He added that over a two-year period the Department could have two new trucks and one trash truck. Mr. Gilbert said that he personally felt the trash truck would have a low probability of remaining in the budget process. However, if a new truck was purchased it would be replacing an existing truck which was easier to justify. Mr. Gilbert asked what the multi-use truck would be replacing and Mr. Maynard replied the 1992 18GU truck. Mr. Schipani pointed out that there was still another alternative – outsourcing trash collection. Mr. DeMond felt that realistically the cost of outsourcing would be \$50,000 and over 10 years this would be \$500,000, whereas in 3 years a truck would be almost paid for. Mr. Gilbert replied that this assumed that if trash collection was outsourced there would be no reductions made. He stated that he had telephoned John's Refuse Collection and raised the Commission's concerns regarding collection schedule, damage to fields, etc. Mr. Gilbert said he had learned that John's was in Guilford every day and so could alter trash schedules according to weather; the company has small pieces of equipment; if necessary the company would put two people on its truck; it would guarantee no damage to fields and would provide a performance bond, if required. Mr. Gilbert felt this might not be done for John's earlier quote of \$23,000 but would probably be closer to \$25,000. He added that he did not think the Department wanted to be in the trash collection business. Ms. Carrillo said she would like to hear more about the staff's concerns. Mr. DeMond replied that his main concern was protection of the fields. Ms. Carrillo said because of the business's reputation she would expect it to be very careful. Mr. DeMond pointed out that there were things in the fields that should not be driven over. Ms. Carrillo replied that she presumed the company would have insurance and could be held accountable. Mr. DeMond said he would like to prevent damage from happening in the first place. Ms. Pine felt if staff were not collecting trash then they would be able to work on other things so part-time wages could be saved. Mr. DeMond stated that his staff was his "eyes" around town noticing damage, needed repairs, etc. Ms. Robins asked what the savings would be in outsourcing. Ms. Carrillo said there could be a savings in not having to maintain/repair a truck, insurance, etc. She then asked why the department was paying for trash collection. Mr. Gilbert replied that whatever department the cost was in it all came out of the Town's overall budget. He pointed out that Public Works was very busy in the

winter and less so in the summer but the Department did not have the authority to recommend a staff member be temporarily transferred to Public Works. Mr. Gilbert said if \$41,000 was spent on trash collection and then it was outsourced the question became why can't we save \$41,000. Mr. DeMond pointed out that the man-hours saved by not collecting trash could be put towards many other projects. At present these cannot be done due to limited time. He added that he would not want services jeopardized by reducing personnel because the trash collection was outsourced. Mr. Schipani said he personally did not feel the Department should be in the trash collection, and that it had had nothing but problems with trash collection. He echoed an earlier comment by Ms. Carrillo that the Department should stick to the things that it could do well. Mr. Gilbert agreed with Mr. DeMond's comment about services saying it had taken a decade to get the fields to where they were and he would not want to see that lost. Mr. Maynard pointed out that most departments in the state did trash collection so Guilford was not unique. He also mentioned that it might be possible to purchase a second hand Pup from Glastonbury. Ms. Carrillo said she did not see cutting personnel since the staff were needed. Mr. DeMond stated that if the Commission decided not to purchase The Pup he would not wish to omit a truck from the budget request. Ms. Robins said the Commission did not have a business plan in place and that it needed to be very mindful of a fiscally sound budget that was palatable. She personally felt she could not support a large item without sufficient information on which to base a decision. Ms. Pine asked why having two people working who no longer had to collect trash would not reduce the summer part-time staff. Mr. Gilbert pointed out that the Finance Department had estimated trash collection cost \$41,000. He suggested saying \$41,000 should be cut from the budget and leaving the Finance Department to work out how to do this.

Ms. Carrillo left the meeting at 7:48p.m.

Mr. Schipani said the Commission had three options: 1) Change the Capital Budget for a multi-use vehicle @ \$139,000; 2) Submit the Capital Budget as it exists with a request for The Pup @ \$80,560; 3) Try outsourcing trash collection for 1 year and then find where to accommodate the \$41,000 cost given by the Finance Department. Mr. Gilbert said he would have no problem taking an item from 2013 and moving it up to the 2011 budget request because the Department had a truck which had been deadlined. Mr. Gilbert then made a motion that the Commission recommended outsourcing trash collection for a one year trial period with a corresponding reduction being made in the grounds maintenance payroll. Ms. Robins seconded the motion and it was carried unanimously. Mr. Gilbert then made a second motion that the replacement of the 1988 54GU truck be moved from the 2013 to the 2012 Capital Budget Plan and that the trash collection vehicle be removed from the budget. Ms. Robins seconded the motion and it was carried unanimously.

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

Respectfully submitted,

Katharine Stewart  
Recording Secretary