

## Draft Minutes

### TOWN OF GUILFORD Parks and Recreation Commission Minutes – 6<sup>th</sup> February, 2012

A regular meeting of the Parks and Recreation Commission was held on Monday 6<sup>th</sup> February, 2012 at 7:00p.m. in the Guilford Community Center with Chairman Ralph Schipani presiding.

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

The meeting was called to order at 7:02p.m. Mr. Schipani announced a change to the agenda – “New Business Item E. Executive Session” would be omitted.

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

#### **DIRECTOR’S REPORT**

Met with youth sports groups to discuss spring fields needs; met with program staff and Jerry Turk re Mudder’s Day Race; presented budget to BOS with chairman/vice-chairman; met with Barbara Pine, Rose Dostert, Judy Sullivan, Recreation Supervisor, Senior Program Co-coordinator about senior programs and marketing for 55+ group; reviewed specs for Jacobs Beach Project with Town Engineer; solicited quotes to replace heavy green tables with lighter plastic tables, arranged for GHS wood shop teacher to remove heavy wooden tables from Quonnipaug Room; met at Calvin Leete with Parks Foreman, Tree Warden about Guilford Garden Club proposal to plant trees; wrote annual report; attended following meetings: Christmas Tree Lighting evaluation, Green Committee, Standing Fields Committee; met with 2 Eagle Scout candidates at Jacobs Beach to select boat rack location; cancelled classes on Saturday snow day and checked crew doing snow removal; sent letter to First Selectman requesting easing restrictions on Dudley property for field use; held staff meeting; worked on schedules for turf field.

#### **STAFF REPORTS**

**A. Recreation Supervisor (written):** Winter programs began – 1,100 participants registered; attended Juvenile Review Board meeting; began interviews with some of returning summer staff; met with Jerry Turk re Mudder’s Day Race event; met with Director, Senior Program Co-coordinator and commission members re senior programming; January 25<sup>th</sup> – early dismissal day – Moose and the Stoop played - 75 Adams & High School students attended; observed wrestling program at GHS; Chili Cook Off and concert held, 10 participants entered chili competition, 50 people attended event

Ms. Robins asked if there was information on the number of participants registered this winter compared to last year. Mr. Maynard replied that he did not have the actual numbers but that they were very similar. He noted that the Winter Registration was usually a lower one compared to other seasons. Mrs. Sullivan mentioned that many of the morning fitness participants went south for the winter.

**B. Seniors Program Co-coordinator (written): Program Highlights:** Magical Night of Music by Backstreet Players and Dinner at Denny's; Financial Seminar 55+ Group "Plan for the Retirement You Want"; Lunch with entertainment "The King – Elvis and Ann Margaret"; Volunteer Luncheon with entertainment singer/comedian; U.S. Coast Guard Concert Band favorite classic films and lunch at 2 Wives Brick Oven Pizza; Representative from Bigelow Tea on history and benefits of tea, light lunch and goody bag provided; Pizza and a movie "The Help". **Meetings:** met with Budget Committee; met with First Selectman re Staying Put Program; met with several Commission members re 55+ programs; met with several instructors re spring programs and possible PM programs; discussions with Madison Senior Coordinator and potential computer instructor re offering joint Madison/Guilford computer classes in Madison. **Meal Program:** Meals served at Community Center, January 2012 – 592 (January 2011 – 203). Meals on Wheels January 2012 – 1,976 (January 2011 – 1,636). **Bus Program:** Total Trips December 2011 – 287, January 2012 – 232; Total Passengers December 2011 – 612, January 2012 – 502.

**C. Parks Foreman (written):** Soccer Goals – re-welded, painted, back in field; Snow – 1" and 8" snow falls, did our tasks plus DPW; Trucks/Equipment – kept clean and serviced; Picnic Tables – half repaired/repainted; Park Signs – half repaired/repainted; Bittner Irrigation Tank – met with our irrigation person; Bases – repainted, new ones put together; Town Green Benches – inspected, wrote report; GHS Stadium Drains – met with 3 contractors to possibly clean drains; Town Docks – moved benches with our loader; Bittner Hill – cut swathe for Mudder course; Inspections – bleachers, benches, fences, etc.; Mill Pond – brought wood and pallets for fire.

### **CORRESPONDENCE**

#### **Forwarded:**

William Huhn, 465 Clapboard Hill Rd, Guilford, CT 06437  
1/23/12 re: Staying Home Program

Memo to First Selectman 1/17/12 re: Overtime Account

Emails with Soccer Club of Guilford regarding Pee Wee Soccer and possible conflicts with Department programs. (See also under New Business Item D).

Ms. Robins asked for an explanation of the Staying Home Program. Mr. Maynard explained that the idea was to create the equivalent of assisted living facilities for elderly people who were staying in their homes. Information on all the services offered in town would be gathered and this would be reviewed for what might be missing. A geographic area of people in their 70's and 80's could become a "community" for this organization and these people might pay a fee per year. A case manager would get to know each person individually in the "community" to see what the needs were. Mr. Maynard said this group was hoping the Department would administer the program. Mr. Schipani suggested that when the Department was asked to provide this type of service that a category or unique identifier should be used in case it involved a significant administrative burden.

**Approval of Minutes:** Ms. Pine made a motion to accept the Minutes of 9<sup>th</sup> January, 2012 with the following corrections: on page 1, under “A. Boy Scout Presentation – Boat Rack Eagle Project: a) Kevin Dean”, the tenth sentence should say “Ms. Robins *asked if raising funds was.....*” On page 4, under “D. Spin Class Proposal”, add to the eleventh sentence “...thought it was a big change *and expense* and wanted.....” Mr. Page seconded the motion and it was carried unanimously.

### **BILLS**

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 \$73,680.23.

### **OLD BUSINESS**

**A. Standing Fields Committee:** Mr. Maynard said drainage at Long Hill Park was still being discussed and he believed funds for this were still in the budget. He added that approval was granted to install an underground water tank at Bittner Park and the Parks Foreman was researching cost estimates. There was also discussion about the tennis court area at Baldwin School which was no longer usable. Part of the fence may be removed to provide more parking space. Mr. Schipani said he believed that the options for the new high school had been reduced to two. One resident had expressed concern that baseballs might be hit into her yard but this can be resolved.

**B. Jacobs Beach Project:** Mr. Maynard reported that he had received the documents on the STEAP grant last Friday and was reviewing these. The specifications will be reviewed by the Town Engineer and Mr. Maynard said he hoped to go out to bid soon.

**C. Spin Class Proposal:** Mr. Maynard showed a long list of groups produced by the Administrative Assistant that would be displaced by this program. This documentation was divided into P&R programs, town meetings, private organizations, etc. Mr. Maynard added that he was still digesting this information. It was suggested a Survey Monkey should be done to see what interest there was in the spin class and Mr. Schipani said he had no problem with that. He also suggested that perhaps some of the other rooms in the building could be re-purposed.

**D. Policy on Naming Facilities:** Ms. Robins reminded the Commission that it had already voted on this policy. She said she and Mr. Maynard had reviewed the policy again and made some minor changes and she circulated copies of the latest version. This will also be reviewed by Town Counsel and a final version will be available by the March commission meeting. Ms. Pine asked if the Department’s policies were available on its web site. Mr. Maynard replied that he thought this policy would have to be approved by the Board of Selectmen so it could go on the Town’s web site.

### **NEW BUSINESS**

**A. Summer Concerts:** Mr. Maynard reported that he was gathering information on this. He added that the Shoreline Arts Alliance and the Department had raised the bar on entertainment on the Green and it was always high quality and drew a large crowd. Ms. Pine queried having rain dates. Mr. Maynard replied that this was difficult because performers committed to a specific date. He said that the tribute-style and jazz concerts seemed very popular and so he would continue in this direction,

**B. Green Committee – Sign Kiosk:** Mr. Maynard said a proposal had been received from a group of residents for a sign kiosk on the north end of the Green so the A-frame signs could be omitted. He added that he thought the Green Committee would like to omit signs altogether but people have come to accept them at that location. There has been some concern about having a permanent structure on the Green and Mr. Page felt it would be vandalized. An alternate suggestion was to have more of a handbill-style kiosk at the Community Center. Mr. Maynard noted that this would not be something one could read while driving by. Obviously this proposal would have to be reviewed by the Commission. Another idea was to have the A-frame signs at the Community Center but this, too, did not seem very feasible. Mr. Maynard said he just wanted the Commission to be aware of the sign kiosk proposal.

**C. Replace Pool Table:** Mr. Maynard stated that the Community Center had three pool tables. Two of these were replaced but the third table is very old and the bumpers no longer work well so balls don't bounce as well. Mr. Maynard said he had 10-12 seniors who played regularly and they had requested that this table be replaced. One knowledgeable player had said the table could not be repaired but he had a good quality used table available for \$2,100. Mr. Maynard noted that Town procedures would have to be followed which included trying to find a home for the old table. He added that he had heard East Haven had a teen center that was looking for pool tables. Ms. Pine asked if some of the funds generated by the Senior Christmas Fair could be put towards this purchase. Mr. Maynard replied that he would look into that. He mentioned that youths also used the pool tables after school.

**D. Community Center Basketball:** Mr. Maynard reported that students were playing basketball in the Guilford Room on Friday's and Saturday's and there had been some damage to the walls. This is not a formal Department program and it is unsupervised for the most part. Mrs. Sullivan said she thought basketball would be for younger students and Ms. Carrillo said older students could play at GHS. Mr. Schipani asked if there was a liability issue due to the lack of supervision. Mr. Maynard replied that this was his concern also, adding that he could not ask the custodian to provide supervision. Mrs. Dostert wondered if staff hours could be staggered. Mr. Page expressed concern about basketballs hitting the windows. Mr. Maynard said if it was known that this was a consistent activity then perhaps a part-time person could be hired to cover Saturdays. Ms. Robins stated that this matter warranted a deeper discussion. Mr. Schipani suggested looking at offering a specific program for a certain age group. Mr. Maynard mentioned that he had an instructor who had a project at 5:30p.m. and perhaps he could be asked to come in earlier, if he was available. Mrs. Dostert asked if the windows could be covered with Plexiglas. Ms. Pine queried the policies surrounding a group of students using a facility without a formal program. As an example of this she mentioned the skate park.

**E. Youth Sports Camps:** Mr. Maynard circulated information on Youth Sports Camps Options. Mr. Schipani said the Commission had discussed earlier the issue of other groups running programs which competed with the Department's programs, plus the issue of private enterprises running programs on Town facilities and making a significant amount of money from this. As part of this earlier discussion the Commission had talked about how much it cost the Department to prepare and maintain fields. Mr. Schipani felt he would like to see this cost covered and wished to discuss this topic further. Ms. Carrillo said the Commission had talked about assessing a fee for private programs. Mr. Page thought it would be better if the Commission had a list of the programs involved. Ms. Carrillo recommended putting a policy in place, with programs scheduled through the Department's central office, and

**E. Youth Sports Camps** (continued)

assessing a fee. It was suggested allowing the status quo to continue but if a private contractor was involved then a charge should be levied. Ms. Pine liked #3 in the handout which would allow youth sports leagues to continue operating camps/clinics but require a fee. The fee could be based on costs to maintain fields; or a per child fee could be charged. Cost to maintain one soccer field per week \$150, one baseball field per week \$350. Mr. Maynard asked if a per child fee and a field fee would be charged and Ms. Pine replied yes. Ms. Carrillo pointed out that since different groups used the fields including the Department, that the fees should be apportioned across all the programs. The Department should think about how many users there were, what proportion was private use versus other uses. Ms. Carrillo felt the Department should not over-assess. Mr. Schipani agreed saying he just wanted to cover the Department's costs. Ms. Pine said if it was not possible to estimate a fee why not just have a per child charge for entrepreneurial camps, i.e. have a consistent, across the board fee. Mr. Page asked Mr. Maynard to provide a proposal on this issue to the Commission by its March meeting. Ms. Pine said this should include information on the camps, how many students were enrolled in them, and the cost for each student. Mr. Schipani agreed that he would not wish to make a rash decision without having all the information. Mr. Page said he did not feel that it was right for a private enterprise to come in to a public facility supported by taxpayers and make money from this, and that the Department should receive a fee for this. Ms. Pine stated that she would like more information before making a decision. Mr. Schipani volunteered to research information on baseball programs. Mrs. Dostert asked how many weeks were involved. Mr. Maynard replied two weeks in the summer. Ms. Carrillo agreed that more data was needed. She also asked if the Department was looking for a revenue stream. Ms. Pine pointed out that the Department charged a higher fee to out-of-town residents for trips, to use the beaches, etc. Ms. Robins recommended researching what other towns did and, again, said more discussion and facts were needed. Mr. Schipani stated that any fee charged would be across the board.

There being no further business to come before the Commission, Ms. Pine made a motion to adjourn the meeting at 8:26p.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 5<sup>th</sup> March, 2012 at 7:00p.m. in the Guilford Community Center.

Respectfully submitted,

Katharine Stewart  
Recording Secretary