

Town of Guilford, Connecticut

31 Park Street, Guilford, CT 06437

03-01-10

TOWN OF GUILFORD  
Recreation and Park Commission  
Minutes – 1<sup>st</sup> March, 2010

A regular meeting of the Recreation and Park Commission was held on Monday 1<sup>st</sup> March, 2010 at 7:00p.m. in the Guilford Community Center with Acting Chairman Kenneth Mulvey presiding.

Present: Jenny Carrillo, Stephanie Erb, Gary Gilbert, Robert Guadagno, Jeff Hedberg, Kenneth Mulvey and Calvin Page. Also present Rick Maynard and Administrative Assistant Terry Buckley. Excused: Barbara Pine and Ralph Schipani.

The meeting was called to order at 7:10p.m.

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

Mr. Mulvey made a motion to change the order of the agenda. Mr. Gilbert seconded the motion and it was carried unanimously.

**NEW BUSINESS**

**D. Fall Reimbursable Report:** Mrs. Buckley briefly reviewed the Fall Reimbursable Report for the Commission. Referring to the Total Available Unallocated Funds, Mr. Gilbert asked if it was correct to say that not all of these funds were actually available. Mr. Maynard replied yes. Mr. Mulvey then made a motion to accept the Fall Reimbursable Report as presented. Mr. Hedberg seconded the motion and it was carried unanimously.

**OLD BUSINESS**

**K. SARAH Recycling Proposal for Facilities:** Mr. Maynard reported that Mrs. Buckley had had a conversation with Purchasing Agent Pam Millman. Mrs. Buckley stated that Ms. Millman's interpretation of the Town's contract with Connecticut Resource and Recovery Authority (CRRA) was that any activity over which the Town had control was required to send funds to CRRA. Mr. Hedberg asked if anyone had had a discussion with CRRA to see what its interpretation of the contract might be. Mr. Mulvey wondered if the SARAH program could be renamed so it was not a recycling program. He added that he felt the Commission should decide first whether or not it wished to support SARAH's proposal and what the ramifications might be with regard to safety, etc. Mr. Gilbert felt it was a worthwhile cause and he encouraged the Commission to support it. However, he recommended that SARAH should approach Ms. Millman directly rather than having the Commission in the middle of the discussion. Mrs. Buckley mentioned that she had received suggestions over the years asking why the Town did not provide recycling at facilities so people wanted to see this. Mr. Mulvey said again that first the Commission needed to decide whether or not it wished to support this proposal. Mr. Maynard agreed to contact SARAH to ask for a written proposal to be presented to the Commission.

Mrs. Buckley left the meeting at 7:30p.m.

**CORRESPONDENCE**

**Forwarded:**

Email to Jim Lamb, SARAH, Inc. 2/2/10 re: SARAH proposal to place recycling barrels at various park, beach and athletic field locations in Guilford.  
First Selectman Joseph Mazza 2/2/10 re: reductions in the 2010 – 2011 proposed R&P budget.

**Approval of Minutes:** Mr. Gilbert made a motion to accept the Minutes of 1<sup>st</sup> February, 2010 with the following correction: on page 4, under “C. Policy on Community Center Use”, the ninth sentence in the second paragraph should say “...has a policy – to add for a 1 night event \$150; if there is no insurance it would be \$300-\$325 for 1 night”. Mr. Guadagno seconded the motion and it was carried with 3 votes in favor. Carrillo, Hedberg and Page abstained since they were not present at the February meeting.

## **BILLS**

Mr. Mulvey made a motion to approve the bills presented for payment. Mr. Hedberg seconded the motion and it was carried unanimously. MTD Actual was: \$78,854.52.

## **DIRECTOR’S REPORT**

Check Mill Pond for skating several times – open 15 days total (9 days in February); Daniel Avenue Beach – met with Tree Warden Kevin Magee and Jennifer Allcock (Chair, Conservation Commission) about removal of invasive trees. Met with First Selectman Mazza and Mr. Magee about a plan to remove the trees. Spoke to DEP about proper herbicide to apply to tree stumps. Met with Commissioner Barbara Pine to discuss and responded to various emails; met with Recreation Supervisor and Ashton Killilea about Camp Menunkatuck – also met with camp directors; met with Will Thompson to review dock bids – attended BOS meeting to request bid award to Beebe Dock & Marine; met with Senior Program Coordinator about senior tasks; met with representative of a printing company regarding senior newsletter; scheduled groups at parks and beach; attended following meetings: Inland Wetlands at Lake Quonnipaug regarding dock, Fields Committee, BOS (dock bid), BOF budget meeting, Green Committee, meeting on Handcraft Fair; met with Commissioner Jeff Hedberg, Ellen Clow and Tracy re Harlem Superstars basketball game; worked on summer concerts – booked 3 tribute bands (Beach Boys, John Lennon, Chicago); met with Mitch Goldblatt and First Selectman Mazza re custodian staffing and weekend hours.

Referring to Mill Pond, Mr. Maynard said that overall it had not been a bad year and the skating had been well attended. He added that he had met with Will Thompson to review the bid specs for the dock at Lake Quonnipaug and had met with the Inland Wetlands Commission after that. The BOS awarded the bid to Beebe Dock & Marine of Madison. Mr. Maynard said he would be meeting again with Mr. Thompson and hoped the dock would be installed by early April 2010. He mentioned that one custodian had been lost but one of the kitchen workers was now doing 1 day of custodial work. Mr. Maynard said the First Selectman had suggested covering weekend custodial hours from the program account. However, Mr. Maynard said a large percentage was not R&P activities. Mr. Mulvey said perhaps the rental fees should be retained by the Department with custodial fees paid out of this, otherwise it would become a negative for the Department. Maybe groups using the building

## **DIRECTOR’S REPORT** (continued)

would have to pay some of the cost for a custodian. Mr. Maynard said he was still gathering information on the whole situation. Mr. Gilbert felt it was a complex question that would not go away until there was a significant rebound in the economy. He added that last year the Department offered to give money to the Town from programs but this was declined. Maybe this could be revisited. Mr. Gilbert thought paying out of program money was not the way to go and might cause problems in the future.

## **STAFF REPORTS**

**A. Recreation Supervisor (written):** Spring online registration began 3/1/10. New programs/events include: Photography, Friday Sports Fanatics, Parent/Child Craft Programs, Ceramics, Playwell TEKnologiies (Legos), Ballroom Cardio, Adult Tennis Singles Ladder, Prom Fair, Harlem Super Stars Comedy Basketball Game; met with Director and Ashton Killilea regarding Camp Menunkatuck responsibilities – interviewed co-directors for camp and discussed changes; received returning applications from aquatics and camp staff and interviews are scheduled for March; attended CT Recreation & Parks Association Credit Card Compliance informational meeting. Also attended training on Creating Buy-In and the Customer Experience – all training was beneficial; registered for an American Red Cross Instructor Course in March; continued to work with Shannon Gale on the updated website.

Mr. Maynard said the Prom Fair was the first time this program had been tried and, if successful, it would become an annual event. He said it would be a good sized event with modeling of gowns, hairstyles, etc. Mr. Maynard said as of 7/1/10 there would be big changes in how credit cards were managed and so Ms. Clow had attended an informational meeting on

this. Ms. Clow had also applied to become a certified Red Cross instructor.

**B. Parks Foreman (written):** Soccer goal sets being brought in, repaired, repainted and put back out; prioritized fence repair list and contacted contractor with repair estimates; bleacher/bench inspections completed, repair list made; several storms this month requiring snow removal; Mill Pond/ice rink – minimal work this month; met with sports groups re spring fields; all 5 maintenance workers certified for pesticide license; 1 person on light duty since December with broken thumb; contacted Russ Pierson about doing repairs to existing park signs, building new ones; organized equipment in old Public Works garage – had to consolidate because of proposal for GCTV to take over approximately one-third of the garage.

Mr. Gilbert mentioned repairs in the past to the gaskets on the Showmobile. Mr. Maynard replied that when the Showmobile had been kept outside the gaskets got wet, froze and then cracked so keeping them dry was important. He added that this year the Showmobile was not under cover but was being kept outside under a tarp. Mr. Maynard said the Town Engineer had suggested installing a lean-to at the rear of the old Public Works garage to store the Showmobile. Mr. Mulvey asked if some of the equipment in the garage could be under the lean-to so the Showmobile could be moved inside. Mr. Page suggested meeting with Public Works staff to rearrange some of the stored equipment. Mr. Mulvey felt the Public Works/Recreation Commissions should be able to work something out. He also felt whoever was in charge of the garage needed to give some consideration to other town departments and their needs. He suggested walking through the garage and setting priorities. Mr. Gilbert said

**B. Parks Foreman** (continued)

everything in the garage was a town asset but the most expensive and delicate one needed some consideration. He felt exterior storage could be a topic for discussion at the Department's next workshop.

**C. Seniors Program Coordinator (written): Program Highlights:** Tax assistance offered during February, March and April; St. Valentine's Day Party held with entertainment by Don Hurteau (60 attended); staff from Guilford Tax Department presented program on the Elderly Tax Relief Benefit Program (35 attended). **Trips:** Ethnic cuisine went to Tata's of Wallingford. Tata's is known for Spanish dishes (18 attended); a 10-day Hawaiian Island tour was the trip highlight this month. All returned with wonderful memories (21 passengers from Guilford). **Statistics:** Meals served at Community Center for February 2010 – 375 (February 2009 – 632). Meals on Wheels for February 2010 – 1,602 (February 2009 – 1,813). February 2010: Income - \$5,881.23, Expenses - \$7,602.13, Deficit - \$1,720.90. For comparison February 2009: Income - \$7,141.40, Expenses - \$8,620.16, Deficit - \$1,478.76.

Mr. Maynard felt meals were down this February because of snow storms.

Mr. Mulvey made a motion to accept the Director's and Staff Reports as presented. Mr. Gilbert seconded the motion and it was carried unanimously.

**OLD BUSINESS** (continued)

**A. Standing Fields Committee:** Mr. Maynard reported that discussion was continuing on how to raise funds to repair the artificial turf field, when needed.

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

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

**D. Jacobs Beach Boat Rack:** Mr. Maynard stated that the boat rack had been completed but that it was higher than he had expected. Mr. Mulvey suggested storing the camp equipment on the top rack.

**E. Coastal Area Management:** Mr. Mulvey said this was tabled until April 2010.

**F. Community Center Sign:** Mr. Maynard reported that a Certificate of Appropriateness with stipulations had been received from the Historic District Commission. He said that he would be going before PZC on 3/3/10. Also, William Thompson will make a mock up of the sign for the Commission to review.

**G. Dock at Lake Quonnipaug:** See above under "Director's Report" (page 2). Mr. Maynard stated that it had been suggested that the dock be named in memory of Kellie Duggan who had been actively involved in the swim program. Ms. Duggan's family was very touched and supportive of this suggestion. Mr. Gilbert then made a motion, seconded by Mrs.

Erb, to name the dock being installed at Lake Quonnipaug in memory of Kellie Duggan, with a permanent plaque as part of the structure. The motion was carried unanimously.

**OLD BUSINESS** (continued)

**H. Park Signs and Map:** No report.

**I. Budget 2010-2011:** Mr. Maynard stated that there would be a hearing tomorrow at 7:30p.m. in the Guilford Community Center. A workshop has been scheduled for 3/4/10 at 7:30p.m., also in the Community Center. Mr. Hedberg asked where the \$6,000 cut from utilities was going to come from. Mr. Maynard replied that it would come from a combination of utilities – irrigation, better management of the system at the Community Center, etc.

**J. Senior Newsletter Printing:** Mr. Maynard reported that Mrs. Czaplicki had met with a company from North Guilford but had not yet received a response. He said she had also talked to another person who would be the sole sponsor for the newsletter but had not heard back from this person. Mr. Maynard said he himself had just received a proposal today.

**K. SARAH Recycling Proposal for Facilities:** See above under “New Business” (page 1).

**L. Early Morning Fitness Classes:** Mr. Maynard said that a class was now being offered at 6:30a.m. in the spring. He added that he had asked the person who had requested early fitness classes to provide some information on the possible number of participants but had received no response to this.

**NEW BUSINESS** (continued)

**A. Minutes Via E-mail:** Mr. Maynard stated that Ms. Pine had asked if the minutes could be emailed to Commission members immediately after the meeting rather than waiting to receive them right before the next meeting. The Commission approved this request.

**B. Daniel Avenue Beach:** Mr. Maynard said that there were invasive Tree of Heaven trees in this area and that the beach was town-owned property. Several years ago representatives of the Indian Cove Association (ICA) had asked if the brush could be cut down and Mr. Maynard said some work was done on that. He later found out from the Tree Warden that there were other species which should be removed. Mr. Maynard noted that not all of the ICA members were in favor of the removals. He added that ICA was meeting on 3/5/10 and that Ms. Pine, who was on the Board of Directors, would represent the Department’s viewpoint. Mr. Page objected saying if one could not park legally by the beach why should residents’ tax dollars be spent to improve the beach area. Mr. Gilbert agreed that the general public had very limited access and noted that there were other town properties which received no attention at all. He did not feel this property should be a priority when there were other properties which could not be taken care of because of budget limitations, especially if ICA was not in favor of the proposal. Mr. Mulvey said there had been complaints about people ‘partying’ behind the under-growth. He felt this should be cleared out before there as an incident at a party – potentially there was a safety issue. Mr. Mulvey added that the project would not be very expensive because the work would be done in house. Mr. Page said if this was the case why was approval needed from ICA. Mr. Mulvey replied that it was a case of being courteous to one’s neighbors.

**C. April Meeting Date:** Mr. Mulvey stated that there were conflicts with the regular April meeting date. Following brief discussion, it was agreed to hold the meeting on the second Monday 12<sup>th</sup> April, 2010.

**NEW BUSINESS** (continued)

**D. Presentation:** Mr. Page presented Mrs. Erb and Mr. Mulvey with plaques, and thanked them for their hours of service and dedication to the Recreation & Park Commission.

There being no further business to come before the Commission, Mr. Gilbert made a motion to adjourn the meeting at 8:45p.m. Mr. Page seconded the motion and it was carried unanimously.

The next meeting of the Recreation and Park Commission will be held on the **second Monday 12<sup>th</sup> April, 2010** at 7:00p.m. in the Guilford Community Center.

Respectfully submitted,

Katharine Stewart  
Recording Secretary