

Draft Minutes

TOWN OF GUILFORD Parks and Recreation Commission Minutes – 5th March, 2012

A regular meeting of the Parks and Recreation Commission was held on Monday 5th March, 2012 at 7:00p.m. in the Guilford Community Center with Vice-Chairman Barbara Pine presiding.

Present: Theresa Bryant, Rose Dostert, Barbara Pine, Sue Robins and Judy Sullivan. Also present Director Rick Maynard. Joining the meeting in progress were Jenny Carrillo (7:08p.m.) and Seniors Program Coordinator Terry Buckley (7:15p.m.). Excused: Ralph Schipani. Absent: Calvin Page.

The meeting was called to order at 7:05p.m.

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

Ms. Pine made a motion to change the order of the agenda to take “New Business, Item A” first. Mrs. Dostert seconded the motion and it was carried unanimously.

NEW BUSINESS

A. Staying Home in Guilford Program (SHG): Bo Huhn, 465 Clapboard Hill Road, Guilford, stated that several years had been spent assessing community needs and exploring similar programs. He said the idea was to develop a program similar to the Beacon Hill Village in Boston, and that the movement had been around throughout the country. Mr. Huhn said seniors wished to stay in their homes as long as possible and could band together to accomplish this. There were two models and Guilford favored the ‘Yankee’-style volunteer approach although some paid staff would be needed. The idea would be to fill the gaps although there already was a lot of help available in Guilford for seniors. This program would be more a way of gathering information so there was a single point of contact for people who needed help. The volunteers would have to be organized and some services might be provided for free. Mr. Huhn said he was very interested in working as closely as he could with the senior center but realized that he could not burden the staff. He added that the program had 15 board members, none of whom was under 65. Mr. Huhn said he was now at the point of seeing if there were enough people interested in this program to see if he could make a go of it. Cost could be a minimum of 250 people paying \$200 per year – to cover operating expenses. Obviously a lesser number of people signing up would mean increasing the yearly payment. Mr. Huhn said he hoped to have the program operating before January 2013. He mentioned that a lot of people had said it was a great idea but that they did not need it right now and this would have to be overcome. The first in a series of open meetings is scheduled for 3/11/12 at 2:00p.m. at the Guilford Free Library. Ms. Pine asked how the senior center would be involved. Mrs. Buckley replied there could be assistance with financial accounting, registration, answering questions, etc. Ms. Bryant asked if the senior program would be allowed to provide financial assistance since it wasn’t a Town entity. Mr. Maynard replied that the SHG program was quasi-supported by the Town and that there would probably be joint sponsorship. Ms. Bryant asked if employees would be housed at the Community Center. Mr. Huhn replied that that question still had to be resolved. He added that the SHG program would be a way of supplementing the seniors program without being a burden on it. Ms. Carrillo felt the program sounded lovely but that she was more interested in the responsibilities. Mr. Huhn replied that the legal

A. Staying Home in Guilford Program: (continued)

issues still had to be resolved. He felt it made sense to work cooperatively with the Town rather than being a separate group. Ms. Bryant thought the Seniors being a financial funnel was rather unusual. Mrs. Buckley noted that some of the functions, such as walking someone's dog, would not be appropriate for the Department and so another entity was needed. Ms. Robins thanked Mr. Huhn for his work. She felt it was a great concept, very necessary, and that Guilford would definitely benefit from this.

DIRECTOR'S REPORT

Met with contractor at Jacobs Beach re removing sand from grass area; met with Town Engineer and Tom Fillian (DPW) about removing sand from boat rack area to expose bottom racks; served in interview panel for Receptionist position – Patty Haggerty will be offered the job; attended the following meetings: Safety Committee, Wellness Committee, Green Committee, Board of Selectmen (approved policy on naming facilities); wrote specs for design services for Jacobs Beach Project; reviewed Bid Tabulation Packet for grass seed/fertilizer from Capital Regional Council of Governments; met with sign contractor about signs for Mill Pond, Shell Beach, Daniel Avenue Beach; Trolley Road Beach; met with contractor on the Green about bench repairs, ordered new permanent barrels on the Green for Green Committee; met with Recreation Supervisor and soccer contractor re soccer camp; met with School Superintendent about access to schools for P&R programs; met with high school students playing basketball Saturdays in the Guilford Room; Winterfest – over 600 people attended, lots of great feedback.

Mrs. Dostert queried the meeting with Superintendent of Schools regarding access to schools. Mr. Maynard replied that it had been a good initial meeting and that Dr. Freeman had been very open and receptive. Ms. Pine queried park signs. Mr. Maynard replied that the previous sign maker was no longer available and he was working with a new person from Branford. The new contractor is aware of the Department's design requirements regarding signage. Ms. Robins said it was great to see all the different age groups that attended Winterfest. She felt the staff had worked really hard and had done a phenomenal job.

STAFF REPORTS

A. Recreation Supervisor (written): Created survey regarding fitness room – 75 responses received; attended Development Assets for Youth meeting re community values youth – evaluated last half day program and began planning for future activities; met with youth regarding community service projects; attended Wellness Meeting; met with Director and owner of Everson Soccer Camps to discuss collaboration this summer; began contacting summer sports instructors re dates for various camps; met with Ed Bartlett and received training to upload articles/upcoming events to both Shoreline Out & About and CT Out & About; Winter Wonderland – HUGE success, over 600 people enjoyed the afternoon with tons of activities; spring registration began – 450 individuals enrolled.

B. Senior Program Coordinator (written): **Program Highlights:** Financial Seminar re Social Security; Valentine Day Party and celebration of National Chocolate Month; Heal the Land Event – date selected September 30; presentation by tour company on Quebec City and Western Frontiers 2012 trips; 55+ dance with entertainment from 60's, 70's and 80's and refreshments; second showing of Pizza and A Movie "The Help" – second showing set up to accommodate large wait list; CCM training

B. Senior Program Coordinator: (continued)

in Vernon – placed on wait list, will attend May 22 in Naugatuck; second lecture with representative from Bigelow Tea on history & benefits of tea, light lunch and goody bag provided, second lecture set up to accommodate wait list. **Trips:** Trip to Backstage Players “Oklahoma” with dinner at New Deal Steakhouse; trip to Middletown Courthouse for tour, meet with a judge, lunch at First & Last Tavern; Second trip to Backstage Players “Oklahoma” with lunch at Bill’s Seafood (second trip added) bus cancelled due to snow but tickets provided to seniors to go on their own; Ethnic Cuisine trip to Puerta Vallarta; trip to UConn basketball game. **Meetings:** Triad meeting with Police Department representatives; meeting with Madison Senior Coordinator re computer program; met with Budget Committee – voted to donate funds for new pool table; met with Groton Senior representative/Guilford Seniors re Guilford sponsoring 2013. **Meal Program:** Meals served at Community Center February 2012 – 632 (February 2011 – 445); Meals on Wheels February 2012 – 1,884 (February 2011 – 1,714). **Bus Program:** Total including medical, personal care, shopping, trips: Total trips January 241, total passengers 513; total trips February 227, total passengers 487.

Mrs. Buckley said the Triad Program was a joint program with the seniors, Guilford Police Department and the business community. The goal was to promote personal safety and GPD will provide monthly tips on safety, etc. Mrs. Buckley circulated two reports on the meals program, one covering the second quarter ending December 2011 and one ending in January 2012. Originally the program had been way over budget but then it was discovered that costs for the emergency shelter in August (\$7,771.33) had been included so these were removed. Ms. Pine suggested that all Commission members should receive the seniors’ newsletter. Mrs. Buckley replied that it was available on the Department’s web site. She mentioned a Heal the Land event to benefit the Salvation Army which had been started by the Town of Groton. This was a senior talent showcase and approximately 10 towns had participated. Mrs. Buckley said she had volunteered Guilford to organize the event this year on 9/30/12. Ms. Pine said Mrs. Buckley was to be commended on all her work and that she had worked hard to reach out to younger seniors.

C. Parks Foreman (written): Snow – two minor storms, equipment cleaned/serviced; picnic tables, park signs, lifeguard chairs – repaired/repainted; Mill Pond – removed wood and pallets, cleaned up debris, old rotted pole; boardwalks – repaired; fences – finished inspections, minor repairs; Bittner Men’s Infield – met with contractors re moving infield lip out 8ft.; playground/skate park – inspections performed; Winterfest – miscellaneous tasks performed; tables – unpacked new tables/removed old ones; golf course – ran loader for them; rink – started draining it; brush – cut back several areas; inventoried all supplies and materials.

Correspondence: None.

Approval of Minutes: Ms. Robins made a motion to accept the Minutes of 6th February, 2012. Mrs. Dostert seconded the motion and it was carried unanimously.

BILLS

Ms. Pine stated that Mr. Maynard had circulated a list of additional bills totaling \$1,250.94. Mrs. Dostert made a motion to approve the bills presented for payment totaling \$78,923.98. Ms. Carrillo seconded the motion and it was carried unanimously.

OLD BUSINESS

A. Standing Fields Committee: Referring to funds in the budget for drainage issues at Long Hill Park, Mr. Maynard said test pits would be dug in the next few weeks and then a plan would be developed to address the issues. He stated that, using the Rec Trac program, he hoped to have the Master Schedule for the artificial turf field at Guilford High School placed online. People could not register for fields online but would be able to see what was available.

B. Jacobs Beach Project: Mr. Maynard stated that the specs for RFP's for architects/engineers had been completed and reviewed so these could now be sent out. He added that he would be applying to PZC for approval of the kiosk. This would be built by GHS wood shop with the Department providing materials. Ms. Robins asked about prioritizing the Master Plan items. Mr. Maynard replied that he had suggested a subcommittee be appointed for this task. Ms. Bryant thought that irrespective of what the Commission said work on some items might be driven by engineering requirements. Mr. Maynard noted that reservations were not being accepted for May or June so work could be carried out.

C. Spin Class Proposal: Mr. Maynard reported that a survey was conducted. 77% of the responses said people would use a fitness room if there was one and 85% of the responses felt it would be beneficial. Mr. Maynard said most of the comments received were supportive. He added that he had analyzed use of the Faulkner room and found that there were a total of 474 uses per year. Mr. Maynard asked the Commission to think about this because these uses would have to be accommodated elsewhere. Ms. Bryant asked if there was room to spare or if the building was full. Mr. Maynard replied that it was not full but that it was always busy. Ms. Bryant asked if one room was removed from the equation could all the activities still be accommodated. Mr. Maynard replied no. He added that it would be great to have a room with fitness elements but that originally the building was not designed for that. Mrs. Sullivan said she was in favor of fitness and she thought if a space was found through creative planning that it would be used. She added that today's philosophy was for fitness. Mr. Maynard noted that GHS had a weight room so if something could not be done at the Community Center perhaps it could be accommodated elsewhere. Ms. Pine suggested reviewing the booklet which the Commission's subcommittee had provided on all the meeting spaces in Guilford. She also asked that an assessment be conducted of the Quonnipaug Room and Mr. Maynard agreed to do so. Ms. Bryant recommended looking at increasing fitness options without committing a whole room to it.

D. Policy on Naming Facilities: Ms. Robins reported that the Board of Selectmen had approved the Department's *Policy on Memorials and Naming Facilities/Fields*. This should be included on the Department's web site.

E. Soccer Camp: Mr. Maynard reminded the Commission regarding the concern about for profit camps running programs on fields maintained by the Department. He said he had spoken to Guilford Soccer Club and the person running the Everson Soccer Camp – a professional soccer player and a very nice person. Mr. Maynard said the Department had been asked to take over this camp, although he said he had made clear that this was not the Department's intent. Mr. Maynard felt this would be a good solution and that the Department would be able to accommodate this.

F. Pick-Up Basketball at Community Center: Mr. Maynard reported that this group consisted of 12 high school sophomores. He said that he had explained that the Guilford Room was not a gymnasium

F. Pick-Up Basketball at Community Center: (continued)

so the students needed to play less aggressively. Mr. Maynard mentioned that the students were very respectful. He told the students that if they could show a good reason why they should be allowed to continue that this would happen. An adult who supervises junior high students on Fridays would be available on Saturdays also. Mr. Maynard noted that a lot more students were using the Community Center nowadays. Ms. Robins reminded him that it had been suggested to place blue mats against the wall and Mr. Maynard agreed.

G. Budget Cuts: Mr. Maynard announced that the following budget cuts had been made:- Senior Meals Program - \$3,000; Green maintenance was cut for the second year but the Green Committee may make a contribution; tennis court work was cut for the second year - \$20,000; carpet replacement - \$8,000.

NEW BUSINESS (continued)

B. April Meeting: Mr. Maynard stated that he would be away for the April meeting. After brief discussion it was agreed to reschedule the meeting to Monday 9th April, 2012.

There being no further business to come before the Commission Ms. Robins made a motion to adjourn the meeting at 8:25p.m. Mrs. Sullivan seconded the motion and it was carried unanimously.

The next meeting of the Parks and Recreation Commission will be held on the **second Monday 9th April, 2012** at 7:00p.m. in the Guilford Community Center.

Respectfully submitted,

Katharine Stewart
Recording Secretary