

## Draft Minutes

### TOWN OF GUILFORD Parks and Recreation Commission Minutes – 7<sup>th</sup> March, 2011

A regular meeting of the Parks and Recreation Commission was held on Monday 7<sup>th</sup> March, 2011 at 7:00p.m. in the Guilford Community Center with Chairman Ralph Schipani presiding.

Present: Gary Gilbert, Robert Guadagno, Calvin Page, Sue Robins, Ralph Schipani and Judy Sullivan. Also present Director Rick Maynard. Jenny Carrillo joined the meeting in progress (7:10p.m.).  
Excused: Barbara Pine.

The meeting was called to order at 7:04p.m. Mr. Schipani noted that a boy scout named Justin was present at the meeting as part of a merit badge that he was working on.

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

#### **DIRECTOR'S REPORT**

Met with sports groups to inform them of spring field availability and make assignments; checked Mill Pond and Guilford Lakes ice rink – heavy snow reduced open days, 10 days at Mill Pond, 6 days at ice rink; Fireworks – met with volunteers raising funds; met with staff re room scheduling; worked on summer concert schedule; met with Parks Foreman and maintenance crew re snow removal tasks; worked on specs for trash collection bid; attended following meetings: Green Committee, Directors', Preferred Provider Network training (worker's comp).

#### **STAFF REPORTS**

**A. Recreation Supervisor (written):** Spring/Summer brochure completed – online registration will begin 3/30/11, staff have done excellent job working together to complete this task; met with Admass Peer Helpers – a decision was made to hold a dance on 3/4/11 at the Community Center; attended Community Mobilization meeting; interviewed various staff for summer positions – a great job has been done on coordinating and organizing Summer Camp programs.

**B. Seniors Program Coordinator (written):** Healthy Issues – lecture on shingles; attended SILL board meeting – five SILL programs; attended CRPA entertainment showcase; Oil painting workshop – program will be added for spring session; Valentine Day party – Julie Harris Entertainer; Jean Cherner, New Haven Register – lecture on myths and fairytales about aging; Wii tournament with Town of Clinton; Bingo and Lunch at the Gables; Genealogy program started with 2 sessions per group; David Booth, RN – lecture on Love Your Heart for American Heart Month. Statistics: Meals served at Community Center February 2011 – 445 (February 2010 – 375); Meals on Wheels February 2011 – 1,714 (February 2010 – 1,602). Bus Program: Total including medical, personal care, shopping, trips – February 2011 total trips: 253, total passengers: 463.

**C. Parks Foreman (written):** Snow (3 storms total), trucks/equipment cleaned/serviced between storms, assisted DPW cleaning CVS sidewalks per order of First Selectman, cleaned Boston Terrace/Goose Lane sidewalks per order of First Selectman; Mill Pond/ice rink – cleaned off twice, brought 2 loads of pallets; Painting (continued) – picnic tables, barrels, start on park signs, started exchanging

**C. Parks Foreman** (continued)

barrels, tables at facilities; Assess facilities – inspections/repairs still on hold due to snow/ice; Community Center – worked on several occasions setting up tables/chairs; started researching/ordering materials, etc., for spring.

**CORRESPONDENCE****Received:**

First Selectman Joseph Mazza 2/22/11 re: acceptance of Alexandra Gross's resignation from the Parks and Recreation Commission

**Approval of Minutes:** Mr. Gilbert made a motion to accept the Minutes of 7<sup>th</sup> February, 2011. Mr. Guadagno seconded the motion and it was carried with 4 votes in favor. Mr. Page abstained since he was not present at the February meeting.

**BILLS**

Mr. Maynard announced that there was an additional bill from the Connecticut Water Company for \$7,499.39 for the period 4/5/10 – 11/12/10. He said that normally bills were received quarterly but last year bills were not submitted. When Mr. Maynard queried this a bill for the total period was submitted. He noted that the school system also did not receive a bill. Mr. Schipani was concerned about what this late bill might do to the budget. Ms. Robins asked why the missing billing was not questioned sooner. Mr. Maynard replied that some bills were received for other facilities but this one was overlooked. Mr. Gilbert said that since this bill had been submitted late he felt payment could be put off until next month and the Commission agreed. Mr. Page queried some bills from Cintas which appeared to have been entered more than once. Mr. Maynard replied that these were weekly bills. Mr. Page also queried bills from Lesco Service Center. Mr. Maynard replied that these were all for ice melt. Mr. Schipani then made a motion to approve the bills presented for payment (omitting the Connecticut Water Company bill). Mr. Page seconded the motion and it was carried unanimously. MTD Actual is: \$75,541.20.

**OLD BUSINESS**

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

**B. Bittner Park Sign:** Mr. Maynard said the sign would be ready by mid-April.

**C. Community Center Landscaping:** Mr. Gilbert noted that last year some of the trees were removed at the Community Center and he recommended pruning the remaining trees now. Ms. Robins queried the Bradford Pear trees. Mr. Maynard replied that some of these were pruned last fall. Ms. Robins asked about outstanding projects. Mr. Maynard said the connection to the sidewalk and the concrete pavers still had to be installed – probably in mid-April.

**D. Budget Hearing:** Tuesday 8<sup>th</sup> March, 2011 at 7:30p.m.

**E. Department Restructuring:** No change.

**F. Fireworks:** Mr. Schipani reminded the Commission that a last minute budget reduction decision had to be made and he had recommended omitting the fireworks display. Since then private fund raising has taken place. Mr. Gilbert noted that the Commission had assumed that it could make up any shortfall on the funding for this event. However, the Commission has been reminded that its funds are Town money, not the Department's, and so it cannot automatically make up any shortfall. Mr. Schipani said there was concern about a perception that the Department would be using Town money to fund the fireworks in a poor economic climate. Therefore, it will be made clear that the Department will just be a repository for funds raised and a facilitator for the event.

### **NEW BUSINESS**

**A. Special Projects Meeting:** This meeting was scheduled for Monday 21<sup>st</sup> March, 2011 at 7:00p.m. in the Guilford Community Center.

**B. Other Items:** Mr. Gilbert said he had made a list of things which he wished to discuss. He asked Mr. Maynard to list the summer concerts. Mr. Maynard replied that the Community Picnic would be held on 7/9/11. Summer concerts included Jazz Collective, New York City Swing, American Idol finalist from Season 4, and one TBA. Mr. Gilbert stated that a middle school dance was organized for March 4<sup>th</sup> but very few tickets were sold. He suggested holding this type of event with no fee in order to try and engage the students. Mr. Maynard pointed out that the school had asked the Department to run the dance and he did not feel that cost had been an issue. He said he had talked to the school principal and she felt there was a perception that it was going to be a family dance with parents in attendance so students did not want to attend. The boy scout Justin stated that a lot of the students did not like the dance being at the Community Center rather than at the school. Mr. Gilbert also suggested having a St. Patrick's Day event for the seniors and Mr. Maynard said this was already arranged.

**C. PCDC Survey Results:** Mr. Maynard circulated information which he had compiled from the Plan of Conservation & Development Committee's online survey. He thought it was interesting that parks and recreation facilities were mentioned frequently. Mr. Gilbert pointed out that one item was another playground and he felt the Commission should talk about this, and possibly add it to the Capital Plan. Mr. Gilbert also asked Mr. Page if there was a product which could be used to paint the concrete block of the bathhouses at Jacobs Beach. Mr. Page recommended an epoxy paint. Mr. Maynard stated that he had talked to landscape designer John Cunningham about improvements to Jacobs Beach. Mr. Cunningham had recommended an individual in Branford who has been supplied with blueprints.

There being no further business to come before the Commission, Mr. Page made a motion to adjourn the meeting at 7:50p.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 4<sup>th</sup> April, 2011 at 7:00p.m. in the Guilford Community Center.

Respectfully submitted: \_\_\_\_\_ Katharine Stewart, Recording Secretary