

Approved Minutes 5/7/12

TOWN OF GUILFORD
Parks and Recreation Commission
Minutes – 9th April, 2012

A regular meeting of the Parks and Recreation Commission was held on Monday 9th April, 2012 at 7:00p.m. in the Guilford Community Center with Chairman Ralph Schipani presiding.

Present: Theresa Bryant, Rose Dostert, Calvin Page, Sue Robins, Ralph Schipani and Judy Sullivan. Also present Director Rick Maynard. Excused: Jenny Carrillo and Barbara Pine.

The meeting was called to order at 7:02p.m.

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

Mr. Schipani stated that Mr. Page had served the Commission for 8 years and he presented him with a small clock as a token of appreciation for his excellent service.

DIRECTOR'S REPORT

Jacobs Beach: LaFata & Sons donated machine/labor to replace playground mulch and stone dust walkway. one Eagle Scout has begun constructing a boat rack, GHS woodshop class will build entry kiosk, bid opening for engineer/design services is April 9; held staff meetings; ordered grass seed/fertilizers; attended the following meetings: BOF budget hearings, Wellness Committee, Safety Committee, Heritage & Tourism, Field Committee; met with 6 parents, Recreation Supervisor & Bill Wallach about beginning a Unified Sports program during summer months; met with Superintendent of Schools and Marty Kelleher (Youth Basketball) re access to schools; checked on DPW crew removing sand from boat racks at Jacobs Beach; reviewed specs for Jacobs Beach design with In-House Town Counsel; met at Long Hill Park with Paul Schmidt, Town Engineer and contractor about drainage options; met with Recreation Supervisor and Tracy about Easter Egg Hunt – over 500 attended; met with contractor re signs for parks; met with Recreation Supervisor and Cliff Gurnham, School Facilities Manager re use of schools for summer; met at Chittenden Park with reps from National Park Service, CT Forest & Parks Services, DEEP, Environmental Planner and Terri Bryant re New England Trail and boardwalk from the field to the beach; walked several fields to check conditions; met with reps from Greater Hartford Transit District about drug/alcohol test program; met with GHS shop teacher about building kiosk for Jacobs Beach; met with contractor on the Green replacing broken benches; guest lectured at SCSU for graduate recreation class; met with Pat Brett, Recreation Supervisor and Ashton Kilillen about Unified Sports and seeking support for promoting Camp Menunkatuck for children with special needs; appeared on GCTV to promote summer concerts/fireworks.

DIRECTOR'S REPORT (continued)

Mrs. Dostert asked for clarification of the Unified Sports Program. Mr. Maynard replied that Bill Wallach had run this program at Baldwin School for a number of years. It is a one-on-one program of a special needs athlete and a partner. Currently the program is only held during the school year but it was felt it would be good to run the program during the summer and Mr. Wallach volunteered. It will be held for 8 weeks at Baldwin School. Mrs. Sullivan said this was a great program for special needs students, as well as the role model student and that she felt it would be awesome to do it during the summer. Mrs. Dostert asked about access to school facilities in general. Mr. Maynard replied that some progress was being made and additional time would be allowed at Baldwin School. Ms. Robins queried promoting Camp Menunkatuck for children with special needs. Mr. Maynard replied that he wanted to be sure people knew that special needs students were welcome at the camp.

STAFF REPORTS

A. Recreation Supervisor (written): Finalizing summer brochure, registration online to begin 4/16/12; attended the following meetings: Summer Sizzler, Unified Sports Program, Pat Brett from BOE, Community Values Youth, Vermont Systems training, Cliff Burnham from BOE Facilities; conducted returning and new summer 2012 staff interviews, hire letters to go out in April; Eggstravaganza held 3/24/12, co-sponsored with Knights of Columbus, great day with approximately 600 people in attendance.

B. Seniors Program Coordinator (written): **Program Highlights:** Financial seminar re Medicare; St. Patrick's Day lunch with entertainment; talk by VNA on memory; first Granny's Attic Collection for Senior Fair; Dinner & A Movie from the 1970's "The Blues Brothers"; display of Oil Painting Art at Birthday Lunch; **Trips:** to Sullivan's for lunch and John Cuddy Irish entertainment; Ivoryton to see Patsy Cline, lunch at Oliver's; Ethnic Cuisine trip to Hibachi Grill in Orange. **Other:** attended P&R commission meeting; visit to Madison Senior Center with Director; Tracy attended Entertainment Showcase in New London; attended LNS breakfast meeting with legislators; met with Budget Committee – voted to donate \$1,000 for Carl Hubbard Fund; attended Staying Put in Guilford meeting; attended CASP meeting – talk with FEMA representatives re seniors/emergency weather situations; met with Gables representatives re joint programs/publicizing P&R programs; met with Staying Put in Guilford representatives re program update/financial procedures; attended TRIAD meeting in Bridgeport with police officer; met with Heal the Land local committee members re planning. **Meals Program:** Meals served at Community Center March 2012 – 672 (March 2011 – 655). Meals on Wheels March 2012 – 2,018 (March 2011 – 2,055). **Bus Program:** Total trips February 2012 – 232, March – 259. Total passengers February 2012 – 492, March 2012 – 453.

C. Parks Foreman (written): Rink – drained, picked up; playscapes/skate park – inspected, minor repairs; soccer/lacrosse – all fields measured, set up, goals/nets set; several infields ready to go; Chittenden/Jacobs – dethatched, aerated, neutralizer, seeded, fertilized; topsoil in areas on all fields; GHS softball temporary fence installed; artificial turf groomed; tennis courts cleaned up, nets up; spring clean-up completed at all facilities; new high school – several meetings pertaining to fields; Shell Beach, Chaffinch, Jacobs – clean up, hauled debris; park signs/picnic tables put out at facilities.

CORRESPONDENCE

Forwarded:

Anthony LaFata, 522 S. Hoop Pole Rd, 3/20/12 Re: thank you for donating men/equipment
Guilford, CT 06437 to remove sand/debris at Jacobs Beach play-
scape.

Mr. Schipani stated that he felt this type of information should be kept on file so there was some way of acknowledging the people who had contributed to this project.

Approval of Minutes: Mrs. Dostert made a motion to accept the Minutes of 5th March, 2012. Mrs. Sullivan seconded the motion and it was carried with 4 votes in favor. Mr. Page and Mr. Schipani abstained since they were not present at the March meeting.

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 \$103,002.29.

OLD BUSINESS

A. Standing Fields Committee: Mr. Maynard reported that the GHS baseball field had been discussed. An issue arose several weeks ago when test pits were going to be dug for the new high school which would have involved the use of a backhoe, etc. One concern was damaging the irrigation lines. It was agreed to do drilling rather than digging test pits which was less invasive. Meetings have been held with different contractors to try and resolve drainage issues at Long Hill Park. Mr. Maynard said Paul Schmidt would write some specifications so the project could go out to bid. The field has been rolled to level it and make it playable. Mr. Maynard said in general the fields looked good.

B. Jacobs Beach Project: Mr. Maynard stated that the bid opening would be held on 4/12/12. The Town Engineer and Town Planner will be on the committee to review RP's that have been

B. Jacobs Beach Project (continued)

received. Mr. Maynard said 5-6 companies had submitted questions which he and In-House Counsel Pam Millman had answered. By early next week Mr. Maynard said he hoped to have the responses narrowed down. Mr. Schipani said he would like to have a Commission member involved in this process and Ms. Bryant volunteered. Mr. Maynard also mentioned that one boat rack had been built and the footings for two more had been poured. The Department of Public Works did a great job of moving the sand around. Mrs. Sullivan asked how people were notified about boat rack availability. Mr. Maynard replied that usually letters were sent out. Ms. Bryant said she did not see any downside to building additional racks and suggested the Commission consider this if there was a waiting list for the racks. Mr. Maynard replied that space could be an issue and that if a boardwalk was installed at Chittenden Park perhaps more boat racks could be installed there. Mrs. Sullivan asked for consistency regarding boat rack rental notifications. Mr. Maynard agreed and said a letter was sent out each year.

C. Spin Class Proposal: Mr. Maynard asked that this item be tabled.

D. New England Trail: Ms. Bryant reported that a meeting was held and the property was walked. The idea of a boardwalk from the field to the beach was popular. She added that there would be a long approval process. Mr. Maynard stated that the STEAP grant could only be used for Jacobs Beach so the boardwalk at Chittenden could not be included. However it may be possible to obtain a cost estimate for this project with funding sought elsewhere.

E. Golf Course: Mr. Maynard said that he had received a telephone call complaining that programs were being run which did not use Town facilities. For example golf lessons are offered but are not held at Guilford Lakes Golf Course. This set up discussions about other Town facilities which had space and, as an example, Mr. Schipani said perhaps the spin class could be held in the golf course building. He noted that a P&R program did not always have to be held at a P&R location. Mr. Page felt the golf course could not be tied up with students learning to play golf. Mr. Schipani suggested P&R could meet with the golf course commission to discuss ideas.

NEW BUSINESS

A. Summer Events: Mr. Maynard circulated a list of summer events being sponsored by the Department and Shoreline Arts Alliance.

B. Park Signs: Mr. Maynard stated that 4 parks did not have signs. He met with a sign contractor and circulated proposed designs. Cost is approximately \$713 installed. Mr. Maynard said the sign contractor recommended aluminum posts. He added that Mr. Page had said he thought several years ago that the Commission had discussed using natural materials and so he changed the posts to pressure-treated wood. The sign contractor felt that a wooden 4" x 4" post might be too big for the signs, whereas an aluminum post was narrower. Mr. Page said he did not feel the wooden posts would be out of scale and that he did not think aluminum posts would

B. Park Signs (continued)

fit with the outdoor look of a park, etc. Ms. Bryant said a material would be desired which would last a long time and which would not require maintenance. Ms. Robins expressed concern about placing a sign on Daniel Avenue Beach. Earlier in the meeting she said an area adjacent to private property had been cleared which now gave the impression of being a parking area. If a sign is installed advertising the beach people may start parking and there was potential for problems. Mr. Schipani suggested writing a letter to the Board of Selectmen stating that a sign would be installed and expressing the Commission's concerns that private property may be used for parking. It was agreed that this sign should be installed last.

C. Pickle Ball Program: Mrs. Sullivan said she had agreed to run this program this summer and asked if there might be a conflict of interest with her service on the Commission. Commission members did not have concerns but it was recommended Mrs. Sullivan consult the Board of Ethics.

D. Christmas Tree Fence: Mr. Page asked if the fence around the Christmas tree on the Green could be removed. Mr. Maynard replied that the fence was being kept in place until the lights could be removed.

There being no further business to come before the Commission, Mr. Page made a motion to adjourn the meeting at 7:55p.m. Mrs. Dostert seconded the motion and it was carried unanimously.

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

Respectfully submitted,

Katharine Stewart
Recording Secretary