

## Draft Minutes

### TOWN OF GUILFORD Parks and Recreation Commission Minutes – 2<sup>nd</sup> May, 2011

A regular meeting of the Parks and Recreation Commission was held on Monday 2<sup>nd</sup> May, 2011 at 7:00p.m. in the Guilford Community Center with Chairman Ralph Schipani presiding.

Present: Theresa Bryant, Jenny Carrillo, Rose Dostert, Gary Gilbert, Calvin Page, Barbara Pine, Sue Robins, Ralph Schipani and Judy Sullivan. Also present Director Rick Maynard and Seniors Program Coordinator Terry Buckley.

The meeting was called to order at 7:07p.m. Mr. Schipani welcomed newly appointed Commission members Theresa Bryant and Rose Dostert.

**Public Forum: 1) GHS Project Presentation:** There was no-one present to make this presentation.

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

Met with architect Will Thompson about Jacobs Beach project and specs for RFP; completed writing specs for trash collection and discussed with the Purchasing Agent; attended following meetings: budget workshops, Wellness Committee; Fields Committee; Green Committee, Board of Selectmen; attended Easter Egg Hunt (about 400 people); attended bid opening for Adams tennis court repairs – awarded to Dalton Track & Tennis (\$5,174); checked crew cleaning beach; walked fields with Field Committee; checked on contractor installing sod at Bittner soccer field and Leete #1; checked damage at Bittner Park after heavy rain and flood – some damage to entrance road/lower softball field; checked on erosion at Lake Quonnipaug Beach and parking area – seeking quotes for repairs; worked with contractor and landscape architect on sidewalk/patio project in Community Center courtyard; floor in Guilford Room refinished week of 4/18; met with First Selectman and resident about skate park noise – contacted Town Engineer for a solution.

#### **STAFF REPORTS**

**A. Recreation Supervisor (written):** Sent out hire letters for 2011 Aquatics/Camp staff (43 returning, 17 new hires, and 53 are Guilford residents, 7 non-residents), set up dates for aquatic CPR, First Aid and staff orientation; held meetings with aquatics director/assistant director, placed ad for Water Safety instructors in Guilford Courier; met with Camp Program Coordinator, Director and Assistant Director; sent out request for bids on summer shirt order and inflatables, summer shirt order awarded to Zuse; wrote the following grants: United States Golf Association for Adams tennis court project, and Guilford Foundation for firework/paddle boat funding; attended aquatic section meeting and Community Mobilization Team meeting; met with architect Will Thompson regarding Jacobs Beach improvements – Will outlined scope of work, a request for quotes was sent to engineering firms to create a Master Plan – bids due 5/6/11; 136 boat racks paid for Summer 2011; **Events/Upcoming Dates:** 400 people attended Easter egg hunt, Fishing Derby – 5/14/11 at Millpond (8:00a.m.), Summer Staff Training (Aquatics/Camp), 5/23/11 (5:00p.m.).

Mr. Schipani queried the grant for the tennis court project. Mr. Maynard replied that only Adams was being considered for now and that GHS would be done separately.

**B. Senior Program Coordinator (written and verbal): Program Highlights:** Met with Senior Chorus to discuss ways to increase awareness of new Chorus; met with coordinator of new Genealogy Research program, discussed becoming periodic Genealogy Workshop; met with Financial Advisor Group to discuss possible 55+ seminar on planning for retirement; met with Madison Senior Citizen Director re joint programming, especially on trips; met with Tom Romano, Orchard House, about services to seniors; attended SILL board meeting; April Fools Lunch held, seniors encouraged to ‘Dress Like a Fool’, prizes awarded; worked on planning 55+ event – Cinco de Mayo dinner social and meeting; lecture “You Are What You Eat”; Richard Deno talked to Seniors re being an organ donor cheerleader; Bocce started 5/19/11 – 35 in program; Birthday Lunch with Senior Chorus Sing A Long and entertainment. **Trips:** Arena at Harbor Yard for Smuckers on Ice show (20 participants); Ethnic Cuisine to East Side German Restaurant in New Britain (20 participants); Tour of Cedar Woods – met with marketing coordinator about Guilford Seniors attending some of their social programs; Groton for Wii social event with Groton and surrounding towns; Hubbard Park to see daffodils and lunch at 99 Restaurant. **Coming Up:** May 5 – Cinco de Mayo social, May 6 – Mothers’ Day lunch, May 10 – Wii trip to Old Saybrook, May 11 – Norwalk Aquarium/Stew Leonard’s trip, May 13 – presentation on GHS options, May 18 – To Toss or Not to Toss lecture by VNA, May 20 – Senior Prom Dance, trip to health fair in New Haven, May 26 – Frankie Vallie Tribute at Aqua Turf, June 15 – Senior Strawberry Social Picnic, June 21 – tour of Gracie Mansion, June 23 – Mystery Trip, June 29 – trip to Roseland Cottage with lunch at Inn at Woodstock Hill. **Meal Program:** Meals served at Community Center April 2011 – not available (April 2010 – 542); Meals on Wheels April 2011 – not available (April 2010 – 1,784); Bus Program: total including medical, personal care, shopping, trips – March total trips – 240, total passengers – 443; April total trips – 243, total passengers – 432.

Mrs. Buckley said that the Senior Chorus was a very successful new program, and it was hoped to hold intergenerational events. She stated that the Genealogy Program was another new program that had really taken off. Hopefully this can be continued perhaps as a monthly club or workshop. Mrs. Buckley said there had been a few problems with major trips and the trip to Gettysburg had to be cancelled. She did not know if this was due to the poor economy but she noted that the Town of Madison was having the same problem. Mrs. Buckley said she was working on trying to find less expensive programs. Another big item was a Cinco de Mayo event geared to the 55+ group. Mrs. Buckley stated that she met today with a representative from a financial group who would offer free Medicare information. This would be general information and not the sale of a product. Mrs. Buckley said the Mystery Trip was filled and that the Wii program had picked up and had visited other towns.

Mrs. Buckley left the meeting at 7:20p.m.

**C. Parks Foreman (written):** April fertilizing almost complete; slit seeding in-service fields, aerate/topdress/seed out of service fields; all irrigation systems running except GHS, installed new irrigation pump at Bittner, new backflow cover at Long Hill; storm cleanup – Green, Jacobs, Chittenden, Chaffinch, Lake Quonnipaug, Bittner, GHS tennis; mowing started; Jacobs Playscape – installed new sand diggers, waiting for DPW to pull out old climber; sod work (Leete 1, Bittner Soccer) – period inspections; Town Green – swept entire Green of debris; bleachers/fences – minor repairs performed, waiting on contractor to do bigger work; Daycare – aerated, added topsoil, seed, fertilizer, hay in play area.

Mr. Schipani said he was unaware that sod work was being done at Bittner Park. Mr. Maynard replied that this was just the goal areas.

**CORRESPONDENCE****Forwarded:**

Steve VanDerMaelen, 709 County Rd, 4/26/11 re: thank you for donation of grandfather clock  
Guilford, CT 06437 for Community Center.

Susan Potter, 210 Maple Street, 4/27/11 re: thank you for donation of grandfather clock for  
Branford, CT 06405 Community Center.

**RECEIVED:**

Memo from Finance Director 4/25/11 re: request from First Selectman to review projected  
Budget balance at 6/30/11.

Mr. Maynard estimated that the Department would be returning \$47,123.00 to the Town.

**Approval of Minutes:** Mr. Gilbert made a motion to accept the Minutes of 4<sup>th</sup> April, 2011. Mrs. Sullivan seconded the motion and it was carried with 6 votes in favor. Ms. Bryant and Mrs. Dostert abstained since they were not present at the April meeting.

**BILLS**

A motion was made, seconded and carried unanimously to approve the bills presented for payment. MTD Actual was \$104,975.99.

**OLD BUSINESS**

**A. Standing Fields Committee:** Mr. Maynard reported that he had attended the field walks and a list of work to be done was developed.

**B. Bittner Park Sign:** Mr. Maynard reported that the sign maker had other projects to be finished first, and also that he was waiting for a part for the Bittner Park sign. Estimated completion date is now mid-May.

**C. Community Center Landscaping:** Mr. Maynard stated that the patio and sidewalk work should be completed by next week. Ms. Pine mentioned outdoor furniture and asked for estimates/pictures by the June meeting.

**D. Fireworks (7/9/11):** Mr. Maynard said approximately \$4,000 had been raised and another \$2,000 was expected. Guilford Radiology has expressed an interest in being a sponsor. Mr. Page was concerned that there was only two months left in which to raise the rest of the funding that would be needed.

**E. Reimbursable Projects:** Mr. Page asked if the list of projects had been reviewed with First Selectman Mazza. Mr. Schipani and Ms. Pine replied that they had made a courtesy visit to Mr. Mazza

**E. Reimbursable Projects** (continued)

and he had asked that it be made clear that the funding for these projects was coming from program fees. The Commission then reviewed the list of proposed projects.

Lake Quonnipaug Paddle Boats/Kayaks: Mr. Maynard stated that three paddleboats had been ordered at a cost of \$2,600 each which included a cover.

Jacobs Beach: Mr. Gilbert mentioned that the area around the Jacobs bathhouse roof vent was in poor condition. Rather than make several repairs at different times in different materials, he said the vent and the entire roof could be repaired so everything matched for an extra estimated cost of \$2,000. Ms. Pine said plantings had also been discussed on the walk but this would be modest. Mr. Schipani said rather than doing work piecemeal at Jacobs Beach he had talked to the First Selectman about having a 5-year capital plan which would employ an architect to make suggestions. Ms. Bryant felt the whole beach was a gigantic issue and that someone should be looking into how to keep it clean. She said improvements to the area were of no use unless the beach was kept clean. Mr. Maynard replied that he thought this would be part of a master plan. Mr. Schipani said he understood that it had been agreed that Madison's beach cleaning machine would be used more frequently. Mr. Page stated that Jacobs Beach needed some attention and that it looked horrible. He said the Department had spent money installing landscape berms that were full of weeds, the trees did not match or were dead, and that someone in the Department was needed to clean up the area at least once a week. Mr. Gilbert agreed and said that since the Commission had asked for the Community Center to be included in the regular routine of scheduled maintenance, Jacobs Beach should also be added to this routine. He suggested that 10% more time should be spent on the parks and a little less time on the fields and that the Department owed this to the public. Mr. Maynard pointed out that at present the maintenance personnel had their hands full with mowing fields. Mr. Gilbert suggested thinking about outsourcing this work to a landscape firm. If a landscape company could get Jacobs Beach in shape then the Department could decide whether or not it could maintain the area and budget for this. If not then the work could be outsourced. Mr. Schipani made a motion to take the opportunity to put out to bid a maintenance program for Jacobs Beach for at least the summer months. Mr. Gilbert seconded the motion and it was carried unanimously. Mr. Page volunteered to help Mr. Maynard with this project.

Treadmills: Ms. Pine said she had reviewed the Community Center building with the Recreation Supervisor looking for suitable locations for the treadmills. It was thought the mezzanine area would be unacceptable because of noise from the treadmills which would be right above the office area. Ms. Pine said it was felt the Faulkner Room looked like the best bet. Mr. Gilbert said he would not want to see treadmills in the Alexander Lounge (another proposed location). He also felt the Faulkner/Menunkatuck Rooms should be dedicated meeting rooms and suggested the Quonnipaug Room instead.

Office Furniture: For the benefit of the new members, Mr. Schipani said the Commission had approved an upgrade of the office area but was asked to defer this until the budget process had been completed. Mr. Maynard said the Recreation Supervisor felt that some kind of barrier was needed between the two desks in the front area. After brief discussion it was agreed to start the upgrade project in the front area of the office.

**F. Community Center Improvements:** Ms. Pine said she would develop a specific program for organizing storage items.

**G. Coastal Area Management Plan:** Ms. Pine said she had not worked on this project yet and asked that it be placed on the agenda for the July meeting.

**H. Non-Resident Use of the Community Center:** Mr. Maynard circulated copies of the registration form. He interpreted this as saying it was for Guilford groups only but Ms. Pine had thought this was not clear. Mr. Maynard said he believed the original intent was to be for Guilford groups only but he was receiving more and more requests from non-residents. He said if a change was made there would have to be a different fee structure and perhaps non-residents could only reserve rooms no more than one month in advance. Ms. Bryant asked if this change would be made for monetary reasons and Mr. Maynard replied yes. Mrs. Sullivan asked about wear and tear on the building. Mr. Schipani replied that something would have to be built in to the fees to cover this. Ms. Bryant queried building usage saying if it was half empty then this change made sense but if it was at capacity then it did not. Several Commission members replied that the building was mostly at capacity. Mrs. Dostert felt the 60% residency should apply to all reservations, not just non-profits. The Commission agreed to stay with the status quo and to rewrite the reservation form to make the residency requirement clearer. Mr. Maynard was asked to draft this change and send it to the Commission members for approval.

**I. Staff Development:** Mr. Maynard stated that a lot of different opportunities came up for training sessions for staff and these were never denied. Mr. Schipani said the Commission had discussed a more formalized plan for this but personally he felt he needed to know what the job descriptions were before having a formal plan. Ms. Pine added that the idea was to support the staff as they gained new skills, etc. Ms. Bryant felt this was important but added that the costly item was time taken away from work. Therefore, she felt one had to make training sessions fit in with work schedules carefully. Ms. Pine said that she, Ms. Carrillo and Mr. Page had attended a meeting with the Human Resources Director and the First Selectman and that she needed to follow up on this.

**J. Department Structure:** No change.

### **NEW BUSINESS**

**A. Jacobs Beach Plan:** See above under “Reimbursable Projects”. Mrs. Sullivan pointed out that some of the park signage was not consistent with the new plan. Mr. Page said he believed the signs would be made consistent as they had to be replaced, not all at once.

Mr. Schipani stated that tonight would be Mr. Gilbert’s last meeting and he thanked him for all his service to the Commission. He said that Mr. Gilbert had been a tremendous asset.

**B. Trash Collection:** Mr. Schipani said that the Commission had decided to outsource this work. Mr. Maynard added that specs had been written and the bid documents were sent out. Bid opening will be 5/16/11.

Ms. Pine left the meeting at 8:35p.m.

**C. Review of Budget Accounts:** The Commission briefly reviewed these accounts.

There being no further business to come before the Commission, Mr. Gilbert made a motion to adjourn the meeting at 8:40p.m. Ms. Carrillo seconded the motion and it was carried unanimously.

The next meeting of the Parks and Recreation Commission will be held on Monday 6<sup>th</sup> June, 2011 at 7:00p.m. in the Guilford Community Center.

Respectfully submitted,

Katharine Stewart  
Recording Secretary