

Draft Minutes

TOWN OF GUILFORD Parks and Recreation Commission Minutes – 7th May, 2012

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

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

The meeting was called to order at 7:16p.m.

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

DIRECTOR'S REPORT

Jacobs Beach Project: reviewed 10 RFP's with Town Engineer, Town Planner and Terry Bryant, selected 4 for interviews on May 10, attended Standing Building Committee meeting to present the project, Jim Goodridge will be liaison, GHS woodshop building kiosk to be installed May 16; all office staff attended webinar on customer service; hired contractor to repair benches on the Green and checked his work several times; checked new boat racks built by Boy Scouts; met with GHS Building Committee Emergency Shelter subcommittee rep about operation of shelter; attended following meetings: Safety Committee, Green Committee, Fields Committee, Coastal Resiliency, Standing Building Committee; met with HVAC consultant about specs for compressors; met at GHS with Jake Jarvis and Parks Foreman about proposed ballfield location; met with Adrian Price about fireworks; met with Greg Bugbee (turf specialist) at LHP re drainage proposal.

STAFF REPORTS

A. Recreation Supervisor (written): Attended following meetings: Directors' Meeting (in Director's absence), Mike and Karolin from Youth & Family Services re various Fall events, Juvenile Review Board, preschool program meeting with new instructor, Community Values Youth (Developmental Assets for Youth), Colby Cretella re roller hockey; summer online registration began on April 1st – over 500 registrations; met with Tracy re the Aquatics Program and with Ashton re summer camps, hire letters were sent to staff on April 19; contacted Fire Department (Emergency Action Plan), First Selectman's office (welcome and congratulation on hire), Youth & Family Services (Domestic Violence training), Dr. Nolfo (Epi-Pen training), and a Special Needs Training for Summer Staff Orientation on May 22.

STAFF REPORTS (continued)

B. Seniors Program Coordinator (written): Program Highlights: Met with Budget Committee – requested funding for lunch for Coast Guard Choral Group to perform at September birthday; Tax Day Lunch; Birthday Lunch – Johnny Cash entertainment; Dinner and A Movie – American Graffiti; Financial Seminar re Trusts; Easter Brunch; Apple Rehab lecture re Nutrition. **Trips:** Natural Secrets of Guilford hike at The Meadowlands; French Class trip to French Restaurant; The Graduate trip to Ivoryton; The Riverhouse trip John Timpanelli; trip to see GHS play Evita. **Meetings:** Visit to Madison Senior Center with Director; attended Greater New Haven Transit District training re drug and alcohol testing of sensitive employees; met with Dane Lawrence, GPD, re Triad activities; met with Heal the Land local committee members re planning. **Meal Program:** Meals served at Community Center April 2012 – 343 (April 2011 – 467); Meals on Wheels April 2012 – 2,004 (April 2011 – 1,868). **Bus Program:** Total Trips March 2012 – 259, April 2012 – 269; Total Passengers March 2012 – 453, April 2012 – 440.

C. Parks Foreman (written): Aerated/overseeded several fields; fertilized all fields/facilities; assembled 4 new sections of boardwalk; met with several contractors on projects; groomed/sprayed bocce court, rebuilt horseshoe pits; irrigation on and checked by contractor; water on at all bathrooms; all fields ready for Little League/Soccer opening day; material hauled from Bittner men’s infield; rolled two fields that were bumpy; filled in/seeded ruts in fields; lights removed from Christmas tree and stored; topdressed 1 field for Madison P&R.

CORRESPONDENCE**Forwarded:**

Barbara Nugent, Guilford Garden Club, Treasurer, 423 Whitfield Street, Guilford, CT 06437 4/24/12 re: thank you for donation towards seeding Town Green.

Received:

Copy of letter from Commission Member Judith Sullivan, 1001 Goose Lane, Guilford, CT 06437 (4/15/12) to Art Benson, Chairman, Board of Ethics, regarding her acceptance of supervisory position in the Pickleball Program.

Art Benson, Chairman, Board of Ethics 4/30/12 re: Advisory Opinion for Judith Sullivan re Pickleball Program (no conflict).

Approval of Minutes: Mrs. Dostert made a motion to accept the Minutes of 9th April, 2012 with the following corrections: on page 5, under “Park Signs”, the third sentence should say “...she said an area *adjacent to private property...*” Also on page 5, under “Christmas Tree Fence”, the second sentence should say “Mr. Maynard replied *that he had kept the fence in place until the lights could be removed*” Ms. Robins seconded the motion and it was carried with 4 votes in favor. Ms. Carrillo abstained since she was not present at the April meeting.

BILLS

Mrs. Dostert made a motion to approve the bills presented for payment. Ms. Carrillo seconded the motion and it was carried unanimously. MTD Actual is \$88,437.92.

OLD BUSINESS

A. Standing Fields Committee: Mr. Maynard stated that a field walk would be held on 5/12/12 starting at GHS baseball field. A second walk will take place on 5/13/12. Regarding Long Hill Park, Mr. Maynard said a drainage plan had been designed and approval would be sought from the Inland Wetlands Commission. He added that funding for this work had been approved in the budget.

B. Jacobs Beach Project: Mr. Maynard reported that interviews would be conducted on 5/10/12. The next step would be to have the successful candidate approved by the Board of Selectmen. Mr. Maynard added that the final boat rack was under construction and the footings were poured a week ago. There will be approximately 190 spaces for kayaks. Ms. Bryant mentioned that Madison had space for day sailers and asked that this be considered at Jacobs Beach. She said she felt that as a beach, Jacobs was mediocre so perhaps other uses could be considered. Mr. Maynard mentioned that he had met with Seaside Avenue residents who had concerns about speeding. He said information on this was provided to staff and was in all the packets mailed to parents. A digital speed sign may be temporarily installed but this would require a neighbor to take it in and out. Another option was to make people aware that the speeding fine was \$114.

Mr. Maynard briefly left the meeting at 7:35p.m. to attend the Board of Selectmen’s meeting and returned at 7:40p.m.

E. Daniel Avenue Parking: Mr. Schipani said following discussions with First Selectman Mazza, it was understood that if any property was to be purchased it would have to go to the Land Acquisition Commission for review first. There was concern about posting a sign for the beach when there was no parking area. Following discussion it was agreed that the sign should be installed and any subsequent problems would be dealt with as they arose.

OLD BUSINESS (continued)

C. Ken Mulvey Field: Mr. Maynard reported that the Board of Selectmen had unanimously approved naming the front field at Long Hill Park in memory of Mr. Mulvey. His wife requested that it be named Kenneth J. Mulvey Field. Youth Lacrosse may pay for the sign.

D. Park Signs: Mr. Maynard stated that the cost for the signs would be less than stated last month - \$488, although the Department would still have to purchase wood posts.

NEW BUSINESS

A. Private Lessons in Parks and Facilities: Mr. Maynard circulated copies of a letter from Lisa Peterson regarding classes she wished to hold at Jacobs Beach. He said that Department policy was that private individuals/businesses could not conduct revenue generating programs on Town facilities. Mr. Maynard said he had found out about Ms. Peterson's classes last year and explained the policy to her. Subsequently she had paid approximately \$200 to the Department. Ms. Carrillo queried similar situations in the past such as the private soccer program. Mr. Maynard replied that a percentage of the revenue generated had been paid to the Department, and that the programs were run through the Department. Ms. Carrillo suggested allowing Ms. Peterson to continue as before but moving forward to ask her to run her program through the Department. Mr. Maynard said he would be concerned that Ms. Peterson was not properly certified, unlike all the other Department instructors. Ms. Robins said the consensus seemed to be that this project could go forward but that the same procedures should be followed as for similar programs. Ms. Dostert asked if all the equipment was removed before camp started and Mr. Maynard replied yes. Ms. Robins felt the request to store equipment at the beach should be denied and Mr. Schipani agreed. Ms. Carrillo stated that the Department needed a formal policy for this issue. Mr. Maynard agreed to look for the policy and if there was not one available then he would draft a policy. In conclusion Mr. Schipani said Ms. Peterson would be allowed to continue, revenue provided to the Department would go towards the Jacobs Beach Project, and no equipment could be stored at the beach.

B. Job Descriptions: Mr. Schipani stated that a meeting had been held earlier this week regarding maximum/minimum salaries, etc. As a result some adjustments were made to make things more equitable. Another issue discussed was job descriptions. Mr. Schipani said he had committed to Human Resources that the Commission would become involved in this matter. The Human Resources Director has created a job description template and based on this staff will be asked to update their job descriptions. Mrs. Dostert and Mr. Schipani agreed to work on this matter.

NEW BUSINESS (continued)

C. Fireworks: Mr. Maynard reported that a donation of \$1,000 had been received from the Guilford Rotary Student Interact Advisory Committee. He added that donations were not coming in as fast as last year. Ms. Carrillo suggested having a newspaper article highlighting this project. Other publicity measures were briefly discussed such as attending the GHS Varsity Game this week.

There being no further business to come before the Commission, Mrs. Dostert made a motion to adjourn the meeting at 8:10p.m. Ms. Bryant seconded the motion and it was carried unanimously.

The next meeting of the Parks and Recreation Commission will be held on Monday 4th June, 2012 at 7:00p.m. in the Guilford Community Center.

Respectfully submitted,

Katharine Stewart
Recording Secretary