

Draft Minutes

TOWN OF GUILFORD
Parks and Recreation Commission
Minutes – 4th June, 2012

A regular meeting of the Parks and Recreation Commission was held on Monday 4th June, 2012 at 7:00p.m. in the Guilford Community Center with Vice-Chairman Barbara Pine presiding.

Present: Jenny Carrillo, Rose Dostert, Barbara Pine, Sue Robins and Judy Sullivan. Also present Director Rick Maynard. Ralph Schipani joined the meeting in progress (7:24p.m.)
Excused: Theresa Bryant.

The meeting was called to order at 7:10p.m.

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

DIRECTOR'S REPORT

Met with Whitfield/Seaside Avenue neighbors re speeding limit at Seaside Avenue, police will provide radar, parents/staff have been notified of \$114 speeding fine; met with consultant about specifications for HVAC condenser units replacement, Diversified Technology Consultants will be contracted to create specs; Jacobs Beach Project – GHS woodshop installed kiosk and did a great job, 4 design firms were interviewed for Jacobs Beach Project, William Thompson & Associates were awarded the project; attended following meetings: Directors, Fields Committee, BOS, Safety, Emergency Shelter (GHS project); applied to Inland Wetlands for Long Hill Park drainage project; met with committee fund raising for fireworks; walked various fields with Fields Committee; checked Fishing Derby – good crowd; scheduled groups on fields/parks; attended bid opening for fireworks – low bidder was Atlas Pyrovision Productions @ \$8,900; checked and approved final boat rack constructed by Eagle Scout Kevin Dean; addressed camp/aquatic staff at training; wrote specs for removal of fencing at Baldwin tennis court; supervised Battle of the Bands – 5 bands competed, 3 chosen to play at fireworks; set up demo of beach cleaner at Jacobs Beach, it did a great job; met with First Selectman and Mulberry Point resident re access to Daniel Avenue beach; checked beaches on opening Sunday.

Referring to the Battle of the Bands, Mrs. Dostert asked if 5 bands was a normal number. Mr. Maynard replied that there were usually 5-6 and that this year one band had withdrawn. Ms. Robins asked about the meeting with a Mulberry Point resident. Mr. Maynard said that there was a pathway which went down from Mulberry Point. A resident who lived on the corner had installed a white fence along her driveway and another resident thought this was blocking access to the beach. The first resident said she had installed the fence to stop youths accessing an area

DIRECTOR'S REPORT (continued)

where beer parties were held. Mr. Maynard said he had talked to the Department of Public Works to work out a solution to this issue. Ms. Robins asked if the side area would be maintained and Mr. Maynard replied yes, adding that it was the Town's responsibility to mow the pathway. He added that All Habitat had sprayed the area.

STAFF REPORTS

A. Recreation Supervisor (written): Held summer staff orientation for Camp/Aquatics; continued to meet with instructors for various summer programs; beaches opened Memorial Day weekend – staff did excellent job; met with Human Resources Director, Director and Commission chairman re part time pay scale; met with Karol Reagan from Youth & Family Services and Janet Testa from Guilford Chamber re Guilford Got Talent II; met with Lou Parr from CT Association of Schools/Special Olympics re Unified Sports Programs, received \$3,000 grant to assist with the program.

Ms. Pine queried the status of the summer Camp. Mr. Maynard replied that it was coming along but that enrollment was below where it was a few years ago. Mrs. Sullivan said she had mentioned to staff a problem at the pickle ball court where the ball could be knocked under a skateboard structure. People might injure themselves when retrieving the ball, plus there was a lot of broken glass in the area. Mr. Maynard said netting would be installed by Wednesday and the broken glass would be cleaned up.

B. Seniors Program Co-ordinator (written): **Program Highlights:** Cinco De Mayo Make Your Own Taco and comedian Andy Weil; Blood pressure clinic; chorus performed at Orchard House, Branford and in North Branford at Senior Appreciation Celebration; Mother's Day lunch; Fall Free Living lecture; financial seminar re Women and Wealth; Hot Dogs & Horseshoes; Birthday Lunch – Horace Little sang. **Trips:** Vicki Lawrence show at Foxwoods; Senior Expo in New Haven; Crooner and Cannoli trip; Warner Theater – Gypsy; Boston Red Sox vs. Tigers; Dakota Steakhouse Dinner Theater. **Meetings:** Budget committee meeting, met with subcommittee re planning Heal Our Land event; met with Rotary re Triad; attended Nuts and Bolts of Being a Supervisor training. **Meals Program:** Meals served at Community Center May 2012 – 587 (May 2011 – 596); Meals on Wheels May 2012 - (May 2011 – 1,843). **Bus Program:** Total Trips April – 269; total passengers April – 440.

C. Parks Foreman (written): Miscellaneous duties/tasks carried out at the beaches ready for opening day; mulched trees, edged sidewalks on the Green for Memorial Day; Jacobs Beach: set 11 sections of boardwalk, DPW took down 2 trees, Madison beach cleaner cleaned beach, moved equipment/materials for kiosk; started spraying fence lines; removed old shrubs and planted new

C. Parks Foreman (continued)

ones at Community Center and assisted in the building when a custodian was out; filled in low areas, seeded, fertilized Leete fields, reinstalled rebuilt pump for irrigation at Leete; met with potential contractors re Bittner irrigation tank; started specs on loader, trucks, talked with venders re prices.

CORRESPONDENCE**Forwarded:**

Email to and from Laurie Brooks Green regarding memorial for her father, William Green, at Chaffinch Island Park. (See also under New Business, Item A)

Memo to Dave Hackett, GHS 5/17/12 re: thank you for wood shop construction/installation of kiosk at Jacobs Beach.
Wood Shop teacher

Kevin Dean, 7 Fife Ct, 5/25/12 re: thank you for boat rack at Jacobs Beach
Ivoryton, CT 06442

Mark Terwiliger, 47 White 5/25/12 re: thank you for boat racks at Jacobs Beach
Birch Dr, Guilford

Court Chapman, 5/25/12 re: thank you for boat rack at Jacobs Beach
5 Garrison Dr, Guilford

Email to Lisa Peterson outlining rules for her “boot camp” at Jacobs Beach this summer.

Mr. Schipani assumed chairmanship of the meeting at 7:27p.m.

Received:

Kathy MacGregor, 5/17/12 re: thank you for having NAMI class at
73 Glenwood Rd, Guilford Guilford Community Center

Email from Wendy North, 5/29/12 re: concern at lack of management at Chaffinch Island
348 Chaffinch Island Rd, Park
Guilford, CT 06437

This item was added to the agenda for discussion under New Business, Item D)

CORRESPONDENCE (continued)**Received:**

Copy of letter, dated 5/21/12, from Kristen, Elliott, Purchasing Department, to architect William Thompson notifying him that he had been awarded Architect/Engineering Design, Construction Documents/ Administration contract for Jacobs Beach (See also under Old Business, Item B).

Approval of Minutes: Mrs. Dostert made a motion to accept the Minutes of 7th May, 2012. Ms. Carrillo seconded the motion and it was carried with 4 votes in favor. Ms. Pine and Mrs. Sullivan abstained because they were not present at the May meeting.

BILLS

Ms. Pine made a motion to approve the bills presented for payment. Mrs. Dostert seconded the motion and it was carried unanimously. MTD Actual is \$83,143.21. Mr. Schipani said for the fall budget deliberations he would like to use the actual figures so requests could be more accurate.

OLD BUSINESS

A. Standing Fields Committee: Mr. Maynard said the Long Hill Park drainage plan was being worked on. A walk with the Inland Wetlands Commission is scheduled for 6/9/12 at 7:30a.m. He added that a soil scientist would be hired.

B. Jacobs Beach Project: Following the awarding of the design contract, Mr. Maynard said the next step would be to actually sign a contract this week. He noted that the project was about one month behind because the STEAP grant was awarded one month later than expected. Mr. Maynard said surveys and environmental tests would be conducted over the summer, the project would go out to bid September/October and then work would begin after that. He added that the Commission needed to set priorities. Ms. Bryant and Ms. Robins volunteered to serve on a priority setting subcommittee. Mrs. Sullivan asked that Commission members be notified when the subcommittee met so they could attend, if available. Mr. Maynard stated that the beach had been cleaned using the Madison beach cleaning machine. Another company then gave a beach cleaning demonstration two days later which picked up much more debris than the Madison machine. Ms. Robins asked what happened to the debris. Mr. Maynard replied that it was possible to lift it up and place it in a dump truck. He added that Mr. Thompson had learned that equipment could not be purchased under the STEAP grant. Mr. Maynard said he would check with the Office of Policy & Management to see if it could be included for safety reasons.

C. Ken Mulvey Field: Mr. Maynard said copies of the proposed sign design had been mailed to the Commission. The sign should be ready mid-June. He said he would notify everyone when a ceremony would be held to install the sign. Ms. Robins asked that the sign not block the view of people sitting in their cars.

D. Policy on Private Use of Parks and Facilities: Mr. Maynard circulated a draft proposal for discussion purposes. He stated that the instructor who ran the Department's soccer camp had other teams that he trained which did not have a majority of Guilford residents. The instructor wished to use fields twice a week for 9 weeks (June 10-August 18). Mr. Maynard said the Standing Fields Committee's policy was \$100 per day for a regular field, with a higher fee for the artificial turf field. Referring to the private classes that Lisa Peterson was holding at Jacobs Beach, Ms. Carrillo said the Commission should be consistent on the percentage of profits that it charged and so Ms. Peterson should give 15% rather than the 25% she had offered to pay. Ms. Robins asked what variable would cause the percentage to go from the minimum to the maximum. Mr. Schipani suggested 15% for residents and 25% for non-residents.

Mr. Maynard briefly left the meeting at 8:00p.m. to attend the Board of Selectmen's meeting and returned at 8:04p.m.

Ms. Carrillo felt the range and variables should be further defined. Mr. Schipani said the first question was whether or not private programs were interfering with other programs going on at the same time. He suggested using SFC's policy for now while the Commission worked out its own policy. Ms. Robins felt profit/not-for-profit and resident/non-resident were all very different issues. Mrs. Dostert agreed with using SFC's policy for this year and appointing a subcommittee to write the Commission's policy. Ms. Pine then made a motion that if facilities were not already in use by other Park & Recreation programs, the soccer instructor would be allowed to use facilities two nights per week for 9 weeks at a fee of \$100 per session for this year only (total \$1,800). Mrs. Dostert seconded the motion and it was carried unanimously. It was further stated that in lieu of its own policy, the Department would use SFC's field use policy for this year only. Mr. Schipani asked Mr. Maynard to research this issue with other towns. A subcommittee will be appointed at the July meeting. Ms. Robins volunteered to help.

E. Fireworks: Mr. Maynard reported that tonight the Board of Selectmen had approved Atlas Pyrovision @ \$8,900. Funds on hand total \$5,300 and \$1,600 has been promised. Mr. Schipani added that a decision had been made to make up any shortfall from the Reimbursable Account. Ms. Robins asked if there would be a campaign in the newspaper. Mr. Maynard replied yes, probably this week.

F. Job Descriptions: Mr. Maynard stated that staff had not yet begun work on their job descriptions. Mr. Schipani said his goal was to have this project completed by December 2012. He asked Mr. Maynard to check on the template from the Human Resources Director.

NEW BUSINESS

A. Request for Memorial at Chaffinch Island Park: Earlier in the meeting Mr. Maynard reminded the Commission that the Green family had wished to install a walkway in memory of their father, William Green. A recent email from Laurie Green had said the proposal was now modified to include planting a chestnut tree. Ms. Pine asked what was meant by a boulder one could sit on, as listed in Ms. Green's email. Mr. Maynard replied that he was not sure. Ms. Robins asked if there was any reason for a boulder vs. a bench and queried the precedent this might set. Ms. Pine mentioned that earlier the Commission had said it would accept a bench. Ms. Robins asked if this was the first time a request had been made for something other than a bench and Mr. Maynard replied yes. Mrs. Dostert asked how many memorial benches were in this area. Mr. Maynard replied 3. He added that Mr. Green had been a naturalist so perhaps the family had wanted something natural. Ms. Pine asked Mr. Maynard to email the Commission photographs of the proposed boulder. After brief discussion Mrs. Dostert made a motion that the Commission approved the concept of this proposal pending approval of the actual monument, and approval from the Tree Warden for the planting of a tree. Ms. Robins seconded the motion and it was carried unanimously.

B. Park Walk: A walk was scheduled for Monday 9th July, 2012 at 5:00p.m. Commission members should meet at Lake Quonnipaug.

C. July Meeting Date: Following brief discussion it was agreed to hold the July meeting on Monday 9th July, 2012 in order to avoid the Fourth of July holiday.

D. Email from Wendy North: An email from Wendy North, 348 Chaffinch Island Road, Guilford, CT 06437, expressed concern about the lack of management at Chaffinch Island Park, plus concern about severe erosion on the south and west sides. Mr. Maynard said he and the First Selectman had reviewed the area and found it to be clean and undamaged. He added that it would be hard to control the area because there were no staff there, and no funds in the budget for gate guards. The list of park rules was missing and Mr. Maynard said this had been replaced. He mentioned that he had talked to Police Chief Terrible about installing No Parking signs. Mr. Terrible did not wish to do that at this point as he felt the problems may have been caused by it being a holiday weekend. Instead the police department will monitor the area for several weeks. Ms. Pine agreed that the email did not state if the problems occurred every weekend. She said her feeling was that the area was normally quiet so she agreed with the wait and see policy. Ms. Robins suggested finding out where the wetlands were being trampled, and reviewing the erosion problem. Ms. Pine asked Mr. Maynard to thank Mrs. North for bringing this problem to the Commission's attention.

There being no further business to come before the Commission Ms. Carrillo made a motion to adjourn the meeting at 8:27p.m. Mrs. Dostert 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 July, 2012** at 7:00p.m. in the Guilford Community Center.

Respectfully submitted,

Katharine Stewart
Recording Secretary