

Draft Minutes

TOWN OF GUILFORD  
Parks and Recreation Commission  
Minutes – 6<sup>th</sup> June, 2011

A regular meeting of the Parks and Recreation Commission was held on Monday 6<sup>th</sup> June, 2011 at 7:00p.m. in the Guilford Community Center with Chairman Ralph Schipani presiding.

Present: Rose Dostert, Calvin Page, Barbara Pine, Sue Robins, Ralph Schipani and Judy Sullivan.  
Also present Director Rick Maynard. Jenny Carrillo joined the meeting in progress (7:06p.m.).  
Excused: Theresa Bryant.

The meeting was called to order at 7:05p.m.

**Public Forum: 1) Food Truck Proposal for Jacobs Beach:** Barbara and Todd Major introduced themselves. Mrs. Major said she had been talking to Mr. Maynard and that they had discussed various locations for a movable truck on a trial basis, before the Commission made any decision. Mrs. Major said she sold egg sandwiches, hot dogs, etc., and could do hamburgers if the Commission wished. Mr. Major added that they would clean up their area every day. However, Mrs. Sullivan expressed concern about litter elsewhere and asked who would clean this up. Mrs. Major replied that she could monitor the area and that this would be part of the trial. She also noted that she could be anywhere that a registered motor vehicle could park. Mrs. Major asked how often the Commission would want someone at the park, saying that she could not do 7-days a week. Mr. Schipani noted that the Commission's major concerns would be litter and wildlife that might be attracted by the litter. He suggested trying the food truck on weekends first. **2) Proposal for New Guilford High School (GHS):** Michael Ayles (Board of Finance) and Mary Beeman (Board of Education) introduced themselves and gave a short PowerPoint presentation. This included the following slides: GHS Accreditation Status from the New England Association of Schools and Colleges (NEASC) which stated that GHS's shortcomings must be addressed; Brief History of Deliberation starting in 2004 with the Community Task Force on School Facilities up to the 2011 Building Options Review Committee; GHS Building Options Review Committee membership listing; Seven Options (4 concepts/six variations studied) including "doing nothing", renovation/small addition, renovate as new, to building a new high school; 16 criteria were studied and rated. The first options would take about 3 years whereas new construction would be a 2-year project. The new footprint would be 60% of the existing size and so a new playing field could be constructed. An aerial view of the property was shown illustrating existing and concept. Mr. Ayles mentioned that the State would not reimburse for renovation work as it expected towns to pay for their own maintenance, etc. It would be very expensive to relocate the existing septic field so this would not be done. A slide was shown of the new construction sited on the existing baseball field. The new building would be constructed first, students would be moved in and then the existing building would be demolished. Mr. Ayles noted that the design was conceptual at present so things could be changed. The new 3-story building would be 205,000SF. Slides were shown for: New Construction – Phasing, New Construction – Massing study, New Construction – Floor Plans; Project Costs – Gross Cost \$89,970,800 with net cost after State reimbursement (29.06%) of \$64MM; Project Milestones from 2011 – 2014; Benefits of New Construction – flexible learning environment, improved natural light, better circulation/security, more compact footprint. Optional questions at the referendum would include adding an emergency shelter and geothermal systems; Existing Deficiencies – classrooms below CT SDF guidelines re space, below

**2) Proposal for New Guilford High School (GHS)** (continued)

code compliance, building systems are old; History of Fuel Expenses - which are increasing; Projected Fuel Expenses – estimated at \$40,000 less per year than existing; Taxpayer Cost – Annual Tax Impact on House Assessment at \$350,000 for Fair Market Value of \$500,000 for new construction - \$368.00 (average annual tax over 30 years); Why Now? – future legislation will reduce State reimbursements, eliminates repair costs over next 20 years, poor economy has reduced construction costs, would help meet future NEASC accreditation requirements, boosts Guilford local economy.

Mrs. Dostert asked if a GHS teacher would be part of the building committee for the new school as she felt the teachers really should have input. Mrs. Beeman said that every interested person had the option of applying to the Board of Selectmen to serve on this committee. Mr. Ayles added that obviously the committee could not be too large but that Mrs. Dostert's comment made sense and he would bring it to the appropriate authority.

**CORRESPONDENCE****Received:**

Email from Mark Donovan, President, 5/10/11 re: request to put dugouts at Bittner C. Field  
Guilford Little League

Memo from First Selectman Joseph 5/18/11 re: request to look carefully at year end expenses  
Mazza and costs

Email from Barbara Major 6/2/11 re: Proposal for Food Truck at Jacobs Beach  
62 Norton Avenue, Guilford

**DIRECTOR'S REPORT**

Walked various fields, checked high grass condition; met with Recreation Supervisor and Seniors Program Co-ordinator about projects; solicited quotes to repair Bittner parking lot; checked contractor at Guilford Lakes/Adams School tennis court repairs; sent specs to 3 contractors for Jacobs Beach bath house roof improvements – Glenn Gunderson will do work for \$4,445; attended following meetings: Safety Committee, Fields Committee, Directors, bid opening for trash collection, Wellness Committee; met with Will Thompson, Woody Page and Recreation Supervisor at Jacobs Beach to discuss scope of project; met with John Cunningham and landscape crew at Jacobs Beach – their crew and Parks crew did an excellent job; met with sidewalk and patio contractor at Community Center courtyard – contracted landscaper to complete the work; arranged for replacement of sand/stone at Lake Quonnipaug from storm damage; met with Soccerfest representatives about field needs and fees; met with volunteers fundraising for the fireworks, also met with First Selectman re insurance and contract, nearly \$8,000 raised to date; trash collection bid: 5 bidders, recommended awarding low bidder John's Refuse; met with seniors program coordinator and senior volunteers about Staying Put group; met with Town Engineer and contractor at skate park about insulating for sound; welcomed staff at Camp/ Aquatics training and encouraged them to achieve excellence; closed fields on rain days.

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**DIRECTOR'S REPORT** (continued)

Ms. Pine stated that she had visited Jacobs Beach and she disagreed with Mr. Maynard's comment that an excellent job had been done on the landscaping. She did not feel that it was very attractive and said all that had been done was to weed the area. Mr. Page said that everything was mulched and stone dust was put down at the picnic shelters. He added that a master plan was going to be done and this should be in place before doing any planting. Ms. Pine said the existing plantings were very minimal. Mr. Page asked her where she would put plantings and Ms. Pine replied in the raised beds. Mr. Page asked the Commission to bear in mind that no matter how much money it spent on Jacobs Beach the beach itself would not change. Mr. Schipani asked Mr. Maynard to add some colorful plantings, inexpensively.

**STAFF REPORTS**

**A. Recreation Supervisor:** Co-ordinated Summer Staff Orientation for Camp and Aquatics staff on 5/23/11, also covered Parks & Recreation Staff manual; attended Aquatics orientation at Lake Quonnipaug on 5/26/11; assisted with set up of buoys and paddle boats at Lake Quonnipaug; beaches opened 5/28/11 – visited beaches over Memorial Day weekend; attended following meetings: CMT (DAY), Jacobs improvements; 13 teams registered for the Men's Softball League – league begins 6/8/11; Fishing Derby held on 5/14/11 – 55 people registered. **Events/Upcoming Dates:** Summer Sizzler at Jacobs Beach – 6/18/11, 4:00-6:30p.m.; Battle of the Bands at Jacobs Beach – 6/18/11, 6:30-8:30p.m.; Camp begins 6/27/11.

**B. Seniors Program Co-ordinator (written):** Met with Senior Chorus to discuss possible performance options; Follow-up meeting with Financial Advisor Group and Medicare representative to further plan 55+ seminar on planning for retirement; attended following meetings: SILL Board meeting, P&R Commission meeting, CT Association of Senior Personnel, Planning Group to plan next 55+ event (June 21 picnic); met with First Selectman and Director to discuss Staying Put Program and met with Carl Balestracci/Bo Huhn of Staying Put. **Event/Trips:** Cinco de Mayo social and meeting for 55+ group (40 attended); Mother's Day Lunch; Wii trip to Old Saybrook; Norwalk Aquarium & Stew Leonards; lecture by VNA on food safety; Health Fair in New Haven; Senior Dance with entertainment; Aqua Turf to see Frankie Vallie tribute; BOE presentation on new GHS. **Coming Up:** June 12 – trip to Warner Theater to see Babes in Hollywood with Madison Seniors, June 14 – Lunch/trip to Baldwin School for Chorus performance; June 15 – Senior Strawberry Social Picnic; June 17 – Father's Day Lunch; June 21 – 55+ Picnic at Jacobs Beach; June 21 – Tour of Gracie Mansion; June 22 – Mystery Trip; June 24 – Summer Jewelry Sale; June 29 – Trip to Rosewood Cottage. **Meal Program:** Meals served at Community Center May 2011 – 596 (May 2010 – 375); Meals on Wheels May 2011 – 1,843 (April 2010 – 1,850). **Bus Program:** Total including medical, personal care, shopping, trips – Total Trips April – 243, May – 226; Total Passengers April – 432, May 536.

**C. Parks Foreman (written):** Jacobs Beach – York raked beach with Madison shell machine, spread mulch, planted grasses, stone dust under pavilions, set lifeguard chair, picnic tables, added barrels; Lake Quonnipaug – installed new boats, lifeguard chairs, barrels; Irrigation/Bathrooms – GHS irrigation fixed, Leete backflow preventer being fixed; Jacobs Playscape – DPW pulled out old climber, new one not installed yet; Slit Seeding – done on Bittner Soccer, Adams Soccer, Leete 1; Field Renovations (aeration, topdress, seed, fertilizer) – Leete 2, Leete grids, Chittenden soccer, Lakes soccer, Signs posted on all; Stadium Field – drains cleaned, broken covers were repaired; Golf Course

**C. Parks Foreman** (continued)

– supplied loader/guy 4 hours; Pickle Ball - 2 permanent courts at skatepark; Daniel Avenue – dock cut up and hauled away.

**Approval of Minutes:** Mrs. Dostert made a motion to accept the Minutes of 2<sup>nd</sup> May, 2011. Ms. Robins seconded the motion and it was carried unanimously.

**BILLS**

Ms. Robins made a motion to approve the bills presented for payment. Ms. Carrillo seconded the motion and it was carried unanimously. MTD Actual \$78,399.71.

**OLD BUSINESS**

**A. Standing Field Committee:** Mr. Maynard reported that SFC had toured GHS. Chairman Paul Schmidt issued a letter of concern that the baseball field not be lost to the new high school.

**B. Bittner Park Sign:** Mr. Maynard said that the old sign had been removed and the new sign should be installed within the next week.

**C. Community Center Landscaping:** Mr. Maynard said this was substantially completed but that some hedging still had to be installed.

**D. Fireworks (7/9/11):** Mr. Maynard reported that \$10,228 had been raised and he believed there was still more funding to be received. Mr. Schipani stated that at an annual dinner held by the Guilford Foundation (5/26/11) he had received a check from the Guilford Interact Club for \$1,000 for the fireworks, a check from Guilford Interact Club/Guilford Rotary for \$1,500 for the paddleboats, and a third check from an attendee for \$1,000.

**E. Reimbursable Projects:** Mr. Schipani said the Commission needed to slow down and pace itself on these projects until it knew what funds would be available. Perhaps the projects may have to be prioritized. Mr. Maynard noted that he had a design for the proposed kiosk at Jacobs Beach but did not have a cost for this. Ms. Pine asked that the list of reimbursable projects also show what funds were available in the reimbursable account.

**F. Community Center Improvements:** Ms. Pine said that earlier she had raised the issue of clearing out/tidying all the closets and asked if this had been done. Mr. Maynard replied that several closets had been completed.

**G. Jacobs Beach Plan:** Mr. Maynard announced that the First Selectman wished the Department to apply for a STEAP grant for this project. He said he was asking architect William Thompson for cost estimates in order to make the grant application deadline. Mr. Page said he thought an ADA grant application was also going to be submitted. Mr. Maynard circulated a design for the proposed kiosk. This would include a platform for a gate guard and room for signage. Mr. Page gave a cost estimate of \$15,000, adding that less expensive materials such as pressure-treated wood could be used than those included in the proposal. Ms. Robins felt this project should go forward with more reasonable cost materials. Ms. Pine added that signs were more friendly if they were positively stated.

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**NEW BUSINESS**

**A. Trash Collection Bid:** Mr. Maynard stated that bids had ranged from \$32,000 - \$68,000. Low bid was awarded to John's Refuse. He added that he had checked references which were all positive. Mr. Maynard noted that trash collection would include emptying a dumpster at the Guilford Free Library, paid for by the library. With this contribution the Department's cost would be within budget at just under \$30,000. The contract will be for one year in order to see how this project works out. Mr. Page briefly talked about man hours since staff would no longer have to pick up trash. Mr. Maynard suggested seeing how the summer went and revisiting this issue in September. Mr. Schipani stated that there were no games at GHS for three days and yet he had seen two crews mowing there and asked why. He felt the Parks Foreman needed to schedule better.

**B. Skate Park Noise Reduction:** Mr. Page said he thought the Commission was considering closing the skate park and wondered why time and money was being spent on addressing noise issues. Mr. Maynard replied that students were still using the park. Mr. Schipani said he would like information on usage. Ms. Carrillo pointed out that a usage study had already been done so perhaps this information could be revisited. Mr. Maynard stated that the Town Engineer had researched a foam material. This could be installed on one ramp, for \$630, to see if it made a difference. Cost to do the whole park was estimated at \$3,800 - \$5,200. Another suggestion was to close the park early for one night per week. Ms. Robins then made a motion to install the noise reduction foam on one section, with before and after testing, and to close the park early one night, possibly Sunday. Mrs. Sullivan seconded the motion and it was carried unanimously.

**C. Little League Dugout at Bittner C Field:** Mr. Maynard stated that this would be a regular dugout similar to the one at Adams A B fields. Little League will maintain and paint the dugout. Ms. Pine made a motion to approve this request for a dugout at Bittner C Field. Mr. Page seconded the motion and it was carried unanimously.

**D. Proposal for Food Truck at Jacobs Beach:** Mrs. Dostert expressed concern that there were other vendors in town and that she felt bids/offers should be solicited from everyone. Mr. Maynard agreed. He added that an ice cream vendor paid for exclusive rights to sell at Jacobs Beach after Camp had finished each day. Mr. Schipani suggested allowing the food truck at weekends only. Mr. Page recommended trying the proposal for one month and then analyzing it. Should the Commission then decide to pursue this project bids would be solicited from everyone. Mrs. Sullivan said again that she felt it would create a lot of litter. Mr. Page thought there would be different markets for ice cream and hotdogs, etc. Ms. Robins expressed concern about having a contract with an ice cream vendor and then allowing another vendor in. Mrs. Dostert suggested discussing the situation with the ice cream vendor. Mr. Page made a motion to allow Bobbie's Dawgs to sell food at Jacobs Beach for one month at weekends only on a trial basis, with the issue being revisited at the end of one month. The project will run from June 18 – July 24, 2011 at a fee of \$100. Should the Commission decide to continue this project then it would go out to bid to all vendors. Mrs. Sullivan seconded the motion and it was carried unanimously. (See also under Public Forum).

**E. Follow Up Listing:** Ms. Robins listed the following items for further action: Plantings at Jacobs Beach; updated costs for reimbursable projects to be emailed to Commission members; complete Jacobs Beach kiosk project – grant applications, lower cost analysis; noise reduction at skate park; food truck at Jacobs Beach.

There being no further business to come before the Commission, Mr. Page made a motion to adjourn the meeting at 8:55p.m. Mrs. Dostert seconded the motion and it was carried unanimously.

The next meeting of the Parks and Recreation Commission will be held on the **second** Monday 11<sup>th</sup> July, 2011 at 7:00p.m. in the Guilford Community Center.

Respectfully submitted,

Katharine Stewart  
Recording Secretary