

Draft Minutes

TOWN OF GUILFORD Parks and Recreation Commission Minutes – 11th July, 2011

A regular meeting of the Parks and Recreation Commission was held on Monday 11th July, 2011 at 7:00p.m. in the Guilford Community Center with Chairman Ralph Schipani presiding.

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

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

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

Presentation: Mr. Schipani stated that two former members of the Commission were present – Gary Gilbert and Robert Guadagno – and he noted that both these residents had served at least two terms on the Commission. In recognition of their contributions to the Commission individually, and to Mr. Schipani personally, he presented plaques to Mr. Gilbert and Mr. Guadagno on behalf of the Commission.

DIRECTOR'S REPORT

Met with architect William Thompson re Jacob's Beach Master Plan, reviewed plan with Recreation Supervisor, reviewed STEAP grant; attended following meetings: Department Heads, Wellness, Green and Fields Committees, Plan of Conservation & Development, Board of Selectmen; met with contractor at Mulberry Point Road re spraying sumac/briars on town property; met with seniors program co-ordinator and SILL representatives re support for the program; Fireworks: met with police/fire officials re permit and at fairgrounds, met with fundraising volunteers, interviewed on GCTV, met with 2 vendors, coordinated all plans with Atlas Pyro Technics; checked beaches on weekends; skate park noise reduction – set up trial with Spray Tech and Bob Dietz (sound technician), result was no significant noise reduction; met with Parks Foreman and John's Refuse about trash collection bid; participated on interview panel for GHS athletic director; met with staff re Summer Sizzler, worked at Sizzler/Battle of the Bands (200-300 attended); met with Calvin Page re Jacob's Beach maintenance; contracted A&W to grade Jacob's Beach parking lot; met with Boy Scouts re possible Eagle Scout project at Jacob's Beach; set up Air National Guard concert co-sponsored with VFW (approximately 200 attended); met with carpet contractor for Menunkatuck/Alexander Lounge; instructed staff to plant flowers at bathhouse area at Jacob's Beach; instructed lifeguards to rake seaweed daily at Jacob's Beach high tide line.

STAFF REPORTS

A. Recreation Supervisor (written): Summer Sizzler huge success, over 500 people attended, 8 bands participated in Battle of the Bands; attended all staff orientations for summer, visited beaches on weekends; summer programs began 6/27/11, met with various instructors; attended Developmental Assets for Youth Action Meeting, began planning for first Annual Guilford's Got Talent (8/27/11 on the Green); met with Eileen Petrillo from READ Amusements re summer inflatables; summer

A. Recreation Supervisor (continued)

registrations: 1,700 (2011), 2,661 (2010); due to low enrollment in Camp Menunkatuck – Session 1 all staff required to take 2 unpaid furlough days; met with staff member majoring in cinematography, producing vignettes about the Department; completed STEAP grant application, target date to be awarded is 10/2011. **Events/Upcoming Dates:** Wacky Waterslide Day – 8/10/11 at Baldwin; Guilford's Got Talent – 8/27/11 at 4:00p.m., Guilford Green.

B. Seniors Program Coordinator (written): Trips: Warner Theater to see Babes in Hollywood with Madison Seniors, Lunch and trip to Baldwin School for Chorus performance, Tour of Gracie Mansion, Mystery Trip – Ray of Light Animal Rescue/Fox Ledge Farm for Dressage Freestyle performance and lunch at Hilltop Barbecue, Roseland Cottage with lunch at Inn at Woodstock Hill. **Events:** Senior Strawberry Social Picnic (150 attended), Father's Day Lunch – display of fathers in the military, 55+ Picnic at Jacob's Beach – approximately 35 attended, Summer jewelry sale. **Meetings:** attended SILL board meeting, met with Planning Group re planning for next 55+ event – June 21 picnic. **Coming Up:** July 8 – Make your own sundae to celebrate "National Ice Cream Month", July 9 – Senior Chorus to sing at Community Picnic, July 13 – Senior Picnic at Sherwood Island State Park, July 14 – Bastille Day Celebration at Lunch, July 23 – Menopause The Musical at Long Wharf, July 27 – The Producers at Ivoryton. **Meal Program:** Meals served at Community Center: June 2011 – 597 (June 2010 – 569); Meals on Wheels: June 2011 – 1,872 (June 2010 – 1,883). **Bus Program:** Total trips: May – 226, June – 256, Total Passengers: May – 536, June – 550.

C. Parks Foreman (written): Jacob's Beach: game/beach equipment brought down, stone dust on sidewalks, lot graded, mulched playscape; Fertilizer – June completed; Field Renovations: GHS field 4, Maturo completed; Community Center: weeded, mulched front of building; Town Green: edged sidewalks, mulched trees, etc.; Trash: met several times with John's Refuse; inspections completed (playscapes, goals, etc.); Soccerfest: met on field set ups; Spraying started at facilities; Little League: worked on fields for Finals, Districts; Long Hill Park: borrowed Madison beach cleaner to sweep excessive dead cut grass (5 truck loads); Irrigation: GHS systems hit by lightening, replaced several parts.

CORRESPONDENCE**Forwarded:**

Remi Ardito/Luke Summerlin, Guilford Interact Student Advisory Committee	6/15/11	re: thank you for two grants received for fireworks and purchase of paddleboat for Lake Quonnapaug
From First Selectman Mazza to Beverly Chagnon/Judith Schulz, Madison, CT	6/27/11	re: thank you for comments concerning concerts at Jacobs Beach
Wayne Sala, 1470 Durham Road, Guilford, CT 06437	7/6/11	re: results of sound test conducted at skate park before and after applying insulation material
Bob Dietz, Lipin/Dietz Associates, 100 Water Street, Guilford, CT	7/6/11	re: thank you for conducting sound test at skate park.

CORRESPONDENCE (continued)**Received:**

Email from Jules Gaughran-Peterson 6/17/11 re: thank you for all the hard work preparing fields.

Email from Gloria Nemczuk to Terry Buckley 6/22/11 re: thank you for Summer Solstice Event on 6/21/11

Approval of Minutes: Mrs. Dostert made a motion to accept the Minutes of 6th June, 2011. Ms. Pine seconded the motion and it was carried with 3 votes in favor. Ms. Bryant and Mr. Iacobellis abstained since they were not present at the June 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 \$103,144.91.

OLD BUSINESS

A. Standing Fields Committee: Mr. Maynard said SFC was discussing the new high school project and proposed new fields. Mr. Schipani believed there were concerns because the proposed field might be smaller than the existing field which was already too small.

B. Bittner Park Sign: Mr. Maynard reported that the sign had now been installed. Landscape designer John Cunningham will recommend plantings.

C. Community Center Landscaping: Mr. Maynard said this project was now completed. The next step will be to order a plaque to honor JoAnn Kautz and Virginia Czaplicki. The dedication may be done on 8/19/11.

D. Fireworks (7/9/11): Mr. Maynard stated that the fireworks were good and that this event had gone well with a lot of compliments received. The Community Picnic also went well and was well attended. Mr. Guadagno added that this was a very nice family event. Mr. Maynard mentioned that he had thanked the people who raised the funds for this event and noted that there was funding in the bank for next year.

F. Jacob's Beach Master Plan: Architect William Thompson showed a plan of proposed improvements which he said he was working on with landscape designer John Cunningham. Mr. Thompson said he had tried to look at Jacob's Beach to see what was special about it and also to make significant adjustments of things which were out of scale, etc., such as the parking lot. He said there were several key things which could be done: 1) bracket the main view of the beach by thickening the area near the changing rooms to create a green zone, as well as thickening the area near the playscape. 2) a strip would be created between the parking area and the beach. 3) the parking area would be reduced to 80 spaces so it would be better defined and its impact reduced. There will still be overflow parking for larger events. 4) There would be shade areas near the changing rooms and south of the picnic area,

F. Jacob's Beach Master Plan (continued)

and shade trees would be planted. The crowns will be high enough so one could see through the trees. 5) a boardwalk would be installed along the beach. 6) an area would be set up for a potential food kiosk on the east side. Mr. Thompson said the park would be defined a bit more. He also suggested creating a storage area so the existing storage container could be removed. Another item would be to set up a drop off zone out of the main traffic area. Mr. Thompson said the beach cleaning machine could be used on a more regular basis. Ms. Bryant asked about the temporary boardwalk from the boat rack area to the beach and asked if this would be replaced. Mr. Thompson replied probably not because the boardwalk went below the water line which had a different level of permitting process. However, he said this could be considered. Ms. Bryant pointed out that the boat rack was revenue generating and so she wished to be sure that the area would be kept up or improved so it was attractive. She also asked if it would be possible to bring in new sand or might that be lost in the first storm. Mr. Thompson recommended trying the least expensive approach first by using the beach cleaning machine more frequently to see if this provided any improvement. Then trucking material in could be considered but he warned there was a permitting process associated with this. Mr. Schipani said he was anxious to get this project started but would like to see the results of the STEAP grant application. He also mentioned seeing if the community might raise funds towards the project. Mr. Schipani suggested establishing priorities and using a phased approach. Mr. Maynard said he would like to have a copy of the proposed plan in color so he could place it at Jacob's Beach for visitors to see in the hopes of generating support. Mr. Schipani also suggested having a program on GCTV to explain the proposal. Ms. Pine said she would like to commend Mr. Thompson, Mr. Cunningham, Mr. Maynard and Ms. Clow for their progress so far, and that she felt the project was well on its way. Mrs. Dostert then made a motion to obtain a color rendition of the Jacob's Beach Master Plan. Mrs. Sullivan seconded the motion and it was carried unanimously.

G. Skate Park Noise Reduction and Usage: Mr. Schipani asked if there had been any response from Mr. Sala regarding the skate park noise test. Mr. Maynard replied no. Mr. Schipani then said he was not happy with the plywood option. He felt the Commission had done its due diligence, had made some changes to the operating hours and was keeping track of attendance. He asked Mr. Maynard to keep in touch with Mr. Sala.

H. Beach Passes – No Guests: Mr. Maynard said the Department no longer issued guest passes and he had received feedback on this from 30-40 people. Many of these were senior citizens who wished to bring a grandchild who was visiting to the beach. Mrs. Sullivan said someone had suggested that a household pass could be purchased. Mr. Guadagno stated that it was getting pretty expensive to go to the beach. However, Mr. Maynard pointed out that there were free kayaks and paddleboats. Mr. Guadagno replied that this was not enough and that the beach needed to be affordable. Mr. Schipani pointed out that fee schedules could not be revised during the season so this matter should be revisited for next year. He pointed out that the Commission had cancelled guest passes after complaints about too many non-residents using the beaches. Mrs. Dostert asked for demographic information on the people making comments on the lack of guest passes. Ms. Pine said she would like to reread the minutes covering the Commission's earlier discussion on its new fee structure. Mr. Gilbert felt the system currently in place was very good. He recommended revisiting it but not reinventing it. The Commission agreed to revisit its fee structures in October/November 2011.

I. Plan of Conservation and Development: Mr. Maynard reported that he had attended a meeting last week and provided information on the Jacob's Beach improvements. This committee discussed goals and strategies to provide commerce, tourism, etc., in Guilford. Also discussed was a "Heart and Soul Community Planning Program", sponsored by the Orton Family (owners of the Vermont Country Store). If a grant from this program was received it would provide funding to hire experts to help with the update of the Town's Plan.

J. Coastal Area Management Plan: Ms. Pine stated that two years ago CAM had produced a report making policy recommendations around 9 themes. One of these was coastal access. Ms. Pine said she had asked for a meeting with the chair, John Henningson, and that it had been very interesting. At least 12 items were suggested as being under the Parks and Recreation Commission's purview, and other organizations were involved as well. Ms. Pine said she felt another commission (Coastal Resources Commission) was needed comprised of representatives from the relevant organizations to push the various recommendations forward. Ms. Pine then made a motion that the Parks and Recreation Commission support the idea of a Coast Resources Commission, comprised of the 5 relevant organizations, to come together to work on recommendations. Mrs. Dostert seconded the motion and it was carried unanimously.

NEW BUSINESS

A. Friends of Jacob's Beach: Mr. Schipani said this could be an opportunity to solicit input from the community with respect to where to go with the improvements proposal. Mr. Maynard said he had sent a note to Judy Fine who represented the neighbors in this area and another neighbor, Mary Repetti, had expressed interest in volunteering to help.

B. Community Center Carpet Replacement: Mr. Maynard reported the following cost estimates:- \$2,500 - \$2,800 for Menunkatuck Room, and \$1,500 - \$1,700 for the Alexander Lounge.

C. Winter Reimbursable Report: Mr. Maynard briefly reviewed this report, and explained various items for the new Commission members. He added that he thought the summer numbers were down and that probably the whole year might be down. However, he said overall the programs were in good shape. Ms. Bryant said she would like to compare this year with last year's figures. Mr. Maynard agreed to email this information to the Commission.

D. Staff Appraisals: Mr. Maynard reported that he was working on staff appraisals. Mrs. Dostert asked if they would be shared with the Commission and Mr. Schipani replied usually not. Ms. Bryant felt before any information was shared with Commission members this action should be reviewed with the Human Resources Department as she felt a privacy issue might be involved. It was agreed that the Commission should stimulate the appraisals process a bit more and that it would like some input into the Director's appraisal. Mr. Schipani agreed to deal with this matter.

E. Updated Commission Roster: Mr. Schipani asked Commission members to check this information for errors. Ms. Pine noted that if a staff member needed to be contacted for work by telephone then they should have a cell phone paid for by the Department rather than using a personal phone.

OLD BUSINESS (continued)

E. Reimbursable Projects: Mr. Maynard briefly reviewed the status of these projects. Ms. Pine said when the park walk was held the Commission had asked for more tables at Chaffinch Island Park. Mr. Maynard replied that he thought 6-7 more tables had been added and he agreed to check on this matter.

Mrs. Dostert made a motion to go into executive session at 8:27p.m. to discuss personnel matters. Ms. Pine seconded the motion and it was carried unanimously.

Mrs. Dostert made a motion to end the executive session and resume the normal session at 8:40p.m. Ms. Pine seconded the motion and it was carried unanimously.

NEW BUSINESS (continued)

F. Employee Retirement: Mr. Maynard reported that receptionist Dorothy Hallowell was retiring after 10 years on 7/29/11. There will be a reception for her at the Stone House Restaurant (7/19/11).

There being no further business to come before the Commission Ms. Pine made a motion to adjourn the meeting at 8:41p.m. Mrs. Sullivan seconded the motion and it was carried unanimously.

The next meeting of the Parks and Recreation Commission will be held on Monday 1st August, 2011 at 7:00p.m. in the Guilford Community Center.

Respectfully submitted,

Katharine Stewart
Recording Secretary