

Draft Minutes

TOWN OF GUILFORD Parks and Recreation Commission Minutes – 1st August, 2011

A regular meeting of the Parks and Recreation Commission was held on Monday 1st August, 2011 at 7:00p.m. in the Guilford Community Center with Chairman Ralph Schipani presiding.

Present: Theresa Bryant, Rose Dostert, Marc Iacobellis, Barbara Pine, Sue Robins and Ralph Schipani. Also present Director Rick Maynard. Jenny Carrillo joined the meeting in progress (7:07p.m.). Excused: Calvin Page and Judy Sullivan.

The meeting was called to order at 7:06p.m.

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

DIRECTOR'S REPORT

Instructed maintenance crew to seed GHS Field 4 and Maturo Field; checked Lake Quonnipaug on a Saturday and visited swim lessons one weekday; met with First Selectman and HR Director about receptionist position; set up fall fields meeting; met with Will Thompson, Recreation Supervisor and Seaside Avenue neighbors about Jacobs Beach Master Plan; attended following meetings: Green and Fields Committees; met with new athletic director and showed him fields used by GHS; met with Paul Fazzino and Jeff Hocking about fireworks evaluation; Guilford/Menunkatuck rooms painted by maintenance crew; Shoreline Jazz Collective concert – about 500 people attended, excellent music; met with BKM carpet rep and Facilities Manager for quote for carpet in Menunkatuck Room, Alexander Lounge and main corridor; contacted contractors to repair cracks at Police Department basketball courts.

STAFF REPORTS

A. Recreation Supervisor (written): Met with Youth & Family Services staff along with Guilford Courier re Guilford's Got Talent, so far 10 individuals have submitted videos for review, will attend Taste of Shoreline to promote event; attended Jacobs Beach meeting with Will Thompson, Director and interested residents, will hold a meeting to discuss plans for creating Friends of Jacobs Beach; visited beaches and observed sports/day camps regularly throughout the month; working on Fall brochure, estimated date to deliver to printer 8/3/11; attended Sandcastle Building Contest at Lake Quonnipaug on 7/27/11 – Rachel Narducci, summer intern, coordinated the event; developed Facebook page for the Town of Guilford, within days 100 people "liked" the page.

B. Seniors Program Coordinator (written): **Program Highlights:** Make Your Own Ice Cream Sundae to celebrate "National Ice Cream Month"; Hike in Timberlands with 55+ Group; Senior Chorus sang at Community Picnic before Community Band; Bastille Day Celebration at Lunch. **Trips:** Senior Picnic at Sherwood Island State Park; Menopause The Musical at Long Wharf Theatre; The Producers at Ivoryton. **Meetings:** Budget Committee meeting; met with interim director of VNA; met with representative of Friendship Tours/Collette Tours to review possible 2012 trips; met with John Chicarelli regarding seminar on Medicare changes; met with Friendly Visitors representative; met with Senior Fair chairmen to begin planning; met with instructor of new "Brian.e.ology" program to be

B. Seniors Program Coordinator (continued)

offered in the Fall. **Coming Up:** August 4 – Pancake Brunch, August 11 – Island Breezes Show, August 18 – Flanders Market/The Book Barn, August 22 – Holiday Hill Statewide Senior Picnic, August 23-25 – VT Wilderness Explorer/Trapp Family Lodge trip, August 26 – Senior Showcase, August 31 – Ring of Fire/Johnny Cash Musical. **Meals Program:** Meals served at Community Center July 2011 – 641 (July 2010 – 547); Meals on Wheels July 2011 – 1,938 (July 2010 – 1,897). **Bus Program:** Total trips: June – 256, July – 260. Total Passengers: June – 550, July – 518.

C. Parks Foreman (written): Infield work in progress; worked on fields, etc., all week for Soccerfest; tasks all completed for L.League Districts, Sting Tourney, Soccerfest – numerous compliments; used shell machine once at Jacobs Beach, debris clean up weekly; GHS fields reseeded second time; all trash barrels replaced with John’s Refuse; completed spraying, also sprayed GHS for Board of Education; minor repairs made to irrigation, all running; 2 fields set up at Long Hill rear to Junior Football; Fireworks – cut grass inside fairgrounds, brought items, worked fireworks, cleaned grounds thoroughly; completed tasks for Community Picnic; mulched signs, fences, etc. at Bittner; litter is major problem- Police Department basketball courts.

CORRESPONDENCE

Charles Herrschaft, Fire Chief, 7/18/11 re: thank you for providing personnel during the fireworks
Thomas Terrible, Police Chief to ensure a safe event.

John Hammarlund, Guilford 7/21/11 re: thank you for use of fairgrounds for 12th annual
Agricultural Society firework display.

Approval of Minutes: Mrs. Dostert made a motion to accept the Minutes of 11th July, 2011. Ms. Pine seconded the motion and it was carried with 4 votes in favor. Ms. Carrillo and Ms. Robins abstained since they were not present at the July meeting.

BILLS

Ms. Pine made a motion to approve the bills presented for payment. Ms. Robins seconded the motion and it was carried unanimously. MTD Actual is: \$151,981.81.

OLD BUSINESS

A. Standing Fields Committee: Mr. Maynard reported that discussion was mostly centering on the new high school proposal, and ideas on interim fields. Mr. Schipani said he believed that under CIAC rules some of the fields would not qualify. Fields could be used in other towns but the rental fees were very costly.

B. Reimbursable Projects: Mr. Maynard reported that there was no change from last month. Mr. Schipani mentioned that he, Mrs. Dostert and Ms. Pine had met with the First Selectman to review these projects. Mr. Schipani said it had been a very positive meeting.

C. Jacobs Beach Master Plan: Mr. Maynard said a color version of the Master Plan had been obtained. The Aquatic staff will receive information on the Plan so they can answer questions. Also a

C. Jacobs Beach Master Plan (continued)

list has been started of people interested in helping. Mr. Maynard added that he would be meeting with two scout leaders who wished to be involved. Ms. Robins suggested placing the Master Plan on Facebook and Mr. Maynard agreed. Ms. Bryant stated two things people had mentioned to her: 1) having good bike racks so Guilford could be a bike-friendly town; 2) there is a property for sale adjacent to Jacobs Beach bathhouse which has a portion sticking into the beach which appears to have no value for the property owner. Would it be possible for the Town to purchase this small section? Ms. Carrillo said she would mention this matter to the Land Acquisition Commission. Mr. Schipani said with the Master Plan and possible Friends of Jacobs Beach there was an opportunity here and the momentum to take this forward. The Commission should also be prepared to go on GCTV. Mr. Maynard said he had met with a group of neighbors who were pleased at the Plan proposal. Later in the meeting Ms. Bryant said the Commission should think about naming opportunities at Jacobs Beach. Ms. Pine asked that this idea be conveyed to architect William Thompson.

D. Coastal Area Management Plan: Ms. Pine noted that last month the Commission had made a motion to support the idea of a Coastal Resources Commission. She said she would mention this to CAM chairman, John Henningson.

E. Community Center Carpet Replacement: Mr. Maynard said last month he had received an estimate of \$4,500 for Menunkatuck and Alexander Lounge. A second estimate of \$8,600 was received for a more commercial grade of carpet. Mr. Maynard added that he had also obtained an estimate for the corridor of approximately \$16,000. He said the idea of installing carpet tiles had been considered which would allow for worn/ dirty sections to be replaced rather than the whole carpet. Ms. Pine asked how tiles would hold up to wear and tear. Mr. Maynard replied that he had been told the tiles were of very high quality and lasted well. Ms. Pine said she would strongly urge that industrial quality better carpeting be used for high traffic areas in the Menunkatuck Room. Also that there be an outside contractor who cleaned all the carpeting regularly rather than doing this work in-house.

Mrs. Dostert made a motion to add to the agenda “Report on Meeting with First Selectman”. The motion was seconded and carried unanimously.

F. Report on Meeting with First Selectman (7/25/11): **1) Performance Appraisals:** Mr. Schipani said performance appraisals had been discussed. It was agreed that Mr. Maynard was the person to carry out this task for staff but if there were any issues or questions, these would be discussed with the Commission. The First Selectman made clear that Mr. Maynard worked for him and so Mr. Mazza would do this appraisal but would be willing to accept input from the Commission. Mr. Schipani noted that there was now a standard appraisal form to be used by all departments. **2) GCTV:** Mr. Schipani reported that Commission meetings were being televised because this had been requested by several people in the community. He also noted that Parks & Recreation was not the only commission to have its meetings televised. **3) Revenue/ Reimbursable Projects:** These were discussed with Mr. Mazza and he will be provided with an updated list.

NEW BUSINESS

A. Discuss Possible Fee for Senior Transportation Outside Guilford: Mr. Maynard stated that the Department was getting more requests for out of town bus service. He said this had been done in the past but it could tie up a driver for several hours or more. One thought was to hire another driver who would just do medical trips. Mr. Maynard was wondering if a map and radius should be established in order to figure out costs and fees. He added that perhaps he could come up with a proposal for the next meeting, or for the Fall budget workshop. Mrs. Dostert asked about MyRide. Ms. Robins recommended researching what other towns did. Mr. Maynard was asked to gather information and research what other solutions there might be. Information should be broken down into usage, number and makeup of passengers, mileage, etc. Ms. Pine asked if there was an organization which might provide volunteer drivers. Mr. Maynard replied that the Red Cross had used volunteer drivers but this had been discontinued due to liability issues. Mr. Schipani asked Mr. Maynard to send out an email when he had collected all this information alerting Commission members as to when it would be discussed.

B. Courtyard Garden Dedication: Mr. Maynard said the date was tentatively set for 8/19/11. He said he would send out an email to confirm the date.

C. Ken Mulvey – Field Naming: Mr. Schipani noted that Mr. Mulvey had chaired the Commission for 8 years and had been very instrumental in what the Commission had achieved. He added that he personally did not want to start naming parks after people but he had no problem with naming a field within a park and putting a plaque on it. Mr. Maynard mentioned that this request had come from the Fields Committee and Youth Lacrosse (YL). The suggestion was to name the front field at Long Hill Park for Mr. Mulvey and YL would purchase a sign for this. Ms. Bryant asked about setting a policy, setting a precedent, saying she did not feel items should be done piecemeal. Ms. Carrillo asked if the Department had a policy in place and Mr. Schipani replied no. Ms. Pine then made a motion to approve naming the front field at Long Hill Park in honor of Kenneth Mulvey. Mrs. Dostert seconded the motion and it was carried unanimously.

D. Proposal for Bill Green Memorial Project at Chaffinch Island: Copies of an email from Mr. Green's daughter were circulated. Laurie Brooks Green proposed installing a memorial walk and wondered if the Department would be the repository for memorial donations. Mr. Maynard said the walk could be installed in an area beside the harbor at the back of the park which led to a shell fishing area. Ms. Pine noted that this area was undeveloped and unknown and she felt the Commission should, in principle, support this proposal. Mr. Schipani said his only concern would be the Department being the repository for memorial donations. Ms. Robins agreed saying this should be the family's responsibility. Ms. Pine made a motion that the Commission was generally in support of a memorial for William Green, and that the family should establish an account with one of the local banks and when they were ready to return to the Commission with a proposal for it to consider. Ms. Robins seconded the motion and it was carried unanimously.

Mrs. Dostert made a motion that the Commission set up a subcommittee to research a formal memorial policy, studying naming opportunities to both honor and memorialize residents. Ms. Pine seconded the motion and it was carried unanimously. Mrs. Dostert and Ms. Robins volunteered to serve on this subcommittee.

*Mr. Schipani made a motion to go into executive session at 8:02p.m. to discuss personnel matters.
Mrs. Dostert seconded the motion and it was carried unanimously.*

*Mr. Schipani made a motion to end the executive session and resume the normal session at 8:16p.m.
Ms. Robins seconded the motion and it was carried unanimously.*

There being no further business to come before the Commission, Mrs. Dostert made a motion to adjourn the meeting at 8:16p.m. Ms. Carrillo seconded the motion and it was carried unanimously.

The next meeting of the Parks and Recreation Commission will be held on the **second** Monday 12th September, 2011 at 7:00p.m. in the Guilford Community Center.

Respectfully submitted,

Katharine Stewart
Recording Secretary