

## Draft Minutes

### TOWN OF GUILFORD Recreation and Park Commission Minutes – 2<sup>nd</sup> August, 2010

A regular meeting of the Recreation and Park Commission was held on Monday 2<sup>nd</sup> August, 2010 at 7:00p.m. in the Guilford Community Center with Chairman Ralph Schipani presiding.

Present: Gary Gilbert, Alexandra Gross, Robert Guadagno, Calvin Page, Barbara Pine, Sue Robins and Ralph Schipani. Also present Director Rick Maynard. Jenny Carrillo joined the meeting in progress (7:20p.m.). Absent: Jeff Hedberg.

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

**Public Forum:** Selectwoman Cynthia Cartier introduced herself and stated that wellness and health were near to her heart. She said she had started a wellness program last year followed by yoga on the beach. Ms. Cartier said the yoga had been so successful that the program had been repeated in the fall. Funds were raised for the scholarship program. Since not everyone could attend early morning yoga sessions, Ms. Cartier this year she had added Tuesday nights. She mentioned that a wellness fair had been held for Town employees and another fair would be held on 8/22/10. Funds from this will be given to Recreation & Parks. Ms. Cartier also circulated a flyer on a power yoga week (8/23-8/27/10) – to benefit different organizations within the community. Mr. Maynard stated that the funds raised this year went to the summer camp and that they were very helpful. Mr. Gilbert noted that there had been problems with the scholarships several years ago and asked if changing the policy had resolved this. Mr. Maynard replied that payment for Camp had to be made up front. An application can be made to Care for Kids and if approved, then the Department might refund some of the up front money. Ms. Pine asked if funding was received from Care for Kids then what happened to the funds raised by Ms. Cartier. Mr. Maynard replied that the Department had the Chittenden Fund which was its scholarship account. Applications for scholarships have to be approved by the Social Services Department which checks eligibility and then informs the Department what percentage of scholarship should be provided. Mr. Maynard added that every family paid something and that no-one attended Camp for free. Mr. Gilbert said he would not want any hardship cases to be ignored because they did not qualify for funding from Care for Kids. He also asked that in future the financial report should show the balance in the scholarship fund. Ms. Pine said she would like to see on a yearly basis how much funding was taken into the scholarship fund and how it was distributed.

### **CORRESPONDENCE**

#### **Received:**

Memo from Carolie Evans, Chair, 7/8/10 re: Management of Town-owned land on  
Land Acquisition Commission Trolley Road

Jeff Hedberg, 41 Laurel Cliffs Rd, 7/19/10 re: Resignation from R&P Commission  
Guilford, CT 06437

Donita Aruny, Program/Marketing 7/27/10 re: Thank you for assistance with KAZOO and  
Director, Shoreline Arts Alliance, Concert on the Guilford Green  
725 Boston Post Rd., Guilford, CT

---

**CORRESPONDENCE** (continued)**Received:**

Email from Richard Evans, 2700 7/29/10 re: Letter to newspaper expressing appreciation for Long Hill Rd., Guilford, CT tennis camp at Guilford High School

**Approval of Minutes:** Mr. Page made a motion to accept the Minutes of 12<sup>th</sup> July, 2010 with the following corrections: on page 1, under “Bills”, the second sentence should say “Mrs. Buckley replied yes that *revenue of approximately \$50,000 had been taken in while the estimated revenue had been \$45,000*”. Mr. Gilbert seconded the motion and it was carried unanimously.

**BILLS**

Mr. Maynard stated that there were two reports, one for FY 2009-2010 totaling \$14,478.62 and one for FY 2010-2011 totaling \$7,462.39. He asked that a bill of \$100 for a bee exterminator be added to this total. Under FY 2009-2010 Mr. Guadagno queried a bill from M. E. O’Brien & Sons, Inc., for Replacement Apparatus for Bittner Playscape (\$1,769). Mr. Maynard replied that some of the chain climbers had to be replaced. Mr. Guadagno felt the cost was very high for that amount of work. However, Mr. Maynard said that the equipment was expensive and it had to be purchased from the company which supplied the playscape. Mr. Gilbert then made a motion to approve the bills for FY 2009-2010 totaling \$14,478.62, and the bills for FY2010-2011 totaling \$7,562.39. Ms. Carrillo seconded the motion and it was carried unanimously.

**DIRECTOR’S REPORT**

Interviewed custodian applicants for evening vacancy; received proposal for HVAC compressor replacement and discussed with Chairman and First Selectman; set up interviews and panel for Seniors Program Coordinator position; checked maintenance crew at Jacobs Beach – trimming brush; met with Mulberry Point Association representative at Mulberry Point regarding removal of sumac; contacted Bartlett Tree Service to remove two zelkova trees in front of Community Center – work done on 7/29/10; met with aquatics staff at Lake Quonnipaug regarding goose droppings on dock – working on solution using tarps; Shoreline Jazz Collective concert moved to Community Center – excellent concert with 300 attending; attended meetings of Field Committee and Safety Committee; met with architect Will Thompson about Community Center sign specifications.

Referring to the HVAC compressor replacement proposal, Mr. Maynard stated that the Community Center building had three zones each of which had an air handler unit with two stage compressors. In one zone the main compressor was not working and so the zone was being serviced by the backup unit which does not work as efficiently. Mr. Maynard said he had received one proposal for \$27,000 to replace both compressors. He added that in a proactive move the Department had put funding into its budget request each year to gradually replace all the units but the funding was never approved. Mr. Maynard added that three bids would have to be solicited for this work. Ms. Pine asked if the funding could be taken from the Department’s unexpended funds which would be returned to the Town. She also asked if this repair was done how much of the whole system would be fixed. Mr. Page replied one-third. Mr. Guadagno stated that air balancing and water flow needed to be done and that this should be added to the bid specifications. He also recommended bids be solicited from 4 vendors.

---

**DIRECTOR'S REPORT** (continued)

Also that reports on air balancing and water flow should be provided by the company servicing the units. Mr. Gilbert stated that the Recreation and Park Commission should not be involved in any of this work, that it should come under the Facilities Manager and that he should manage the building. Mr. Maynard agreed to talk to the Facilities Manager.

Regarding the roof repair, Mr. Maynard said there were large leaks over the balcony lounge. He said he had been told that this was unrelated to the roof repair carried out recently. Mr. Maynard said it was a different issue but in the same area of the building. Mr. Page asked why the roof was leaking. Ms. Gross queried the age of the building and Mr. Maynard replied 17 years. Mr. Page felt the roof was probably not properly vented. Mr. Schipani stated that the Facilities Manager should be involved with the building and that he should be leading and advising the Commission, not just endorsing what it proposed. Ms. Pine said she agreed with Mr. Gilbert's earlier comment that the Facilities Manager should be dealing with the building and not the Director of Recreation & Parks. Mr. Gilbert said building repairs should not be within the purview of the Recreation & Park Commission and that its job was programs, services, etc. Mr. Maynard said he would follow up with the Facilities Manager who could then follow up with contractor Glenn Gunderson.

**STAFF REPORTS**

**A. Parks Foreman (written):** Multiple compliments on fields from Soccerfest, Little League Districts, Sting Tournament; contractor removed two trees at Community Center; started all infield work on all 19 fields for the fall; irrigation not presently in use on all fields, will resume operation mid-August; Fireworks went well and new equipment for clean up saved a lot of work and time; Playscape parts replaced at Jacobs and Bittner; Jacobs Beach beds weeded, sprayed, mulched; fall field meeting coming up; potential fall field renovations – Cox lower, Baldwin infields, Guilford Lakes back in service; Baldwin tennis courts unsafe and locked up; Stadium field brushed, 2 ways.

**OLD BUSINESS**

**A. Standing Fields Committee:** Mr. Maynard reported that the fall fields meeting was scheduled for 8/12/10.

**B. Land Acquisition Commission:** A copy of a memo from LAC chairman Carolie Evans to First Selectman Mazza regarding Town owned land on Trolley Road (Map 8, lots 70 & 71) was received. The memo recommended that management responsibilities for this property be delegated to the Recreation & Park Commission. Mr. Maynard stated that he visited this property last week with the Parks Foreman and Environmental Planner. Mr. Page suggested installing some signs as a first step. Mr. Maynard said he could put some "Park Closes at Dusk" signs but Ms. Robins said this would not solve the problem of people parking on the road. He added that he did not see a lot of maintenance work with this property. Ms. Pine mentioned a parcel of land near Daniel Avenue beach and asked how one could request that LAC consider purchasing it. Mr. Gilbert replied that Ms. Pine should bring a proposal and motion to the R&P Commission. If this was approved then a formal request could be made to LAC which would then follow its procedures to evaluate the land for possible purchase, etc.

---

**C. Policy on Community Center Use:** Ms. Pine said she had not yet contacted Ms. Millman about the hold harmless policy. Mr. Schipani said that the Commission needed to revisit its room scheduling policy as a complaint had been received from the Board of Selectmen about not being able to book rooms on a yearly basis. Ms. Robins asked why the policy had been changed. Mr. Schipani replied that an internal complaint had been received because there was not enough space for Department programs due to other groups using the rooms. Ms. Pine said it was an equity issue. Mr. Gilbert added that the Commission was trying to encourage a standardized policy for all the Town's meeting spaces. He felt it would be nice if there was a central system that reserved rooms. Mr. Gilbert suggested that if groups were allowed to reserve rooms at the Community Center on a yearly basis again then other town facilities should do the same thing.

**D. Coastal Area Management Plan:** Tabled.

**E. Community Center Sign:** Mr. Maynard reported that only one bid was received for this proposal and that was for the sign alone, not the whole package. He added that he had sent the concrete package to Mark DeAngelis for an estimate. Mr. Page suggested asking architect William Thompson for a bid.

**F. Park Signs:** Mr. Maynard thought that if a contractor was found to do the Community Center sign perhaps he would also do the park signs. Mr. Page recommended talking to William Thompson. Mr. Gilbert said there were lots of companies on line who did wood signs. Mr. Schipani asked Mr. Maynard to obtain some feedback on some of the companies for the next meeting.

**G. Plan of Conservation & Development:** The next meeting is scheduled for 9/30/10.

**H. Open Issues: Skate Park Noise:** Mr. Schipani stated that he had followed up with Mr. Sala. Mr. Maynard mentioned that he had been given the name of a company who might provide a product to quieten the ramps. This company had referred him to another company who had not yet returned his call.

**I. Community Center Landscaping:** Mr. Maynard reported that the two trees in front had been removed and the sod was done. The weeds could be removed by an outside contractor for \$1,300. However, Mr. Maynard said he would rather pay overtime to some of the maintenance crew to do this work at the weekend. The Commission approved this suggestion. Mr. Maynard also mentioned that the parking lot needed to be restriped and that he had asked the contractor to do this work on a Saturday. Cost will be \$1,000 for the Community Center and Bittner Park.

**J. Community Center Interior Improvements:** Mr. Maynard said work was being done on the list drawn up by Ms. Pine. The carpet in the hallway has been shampooed and looks great. It is hoped to continue this on a quarterly basis. Ms. Pine purchased new coat hangers. The Leete Room furniture will be ordered by the end of the week. The Department was advised against this purchase but decided to go ahead anyway because the room has needed renovation for over a year and the decision was already made to go ahead. Some of the cabinets and closets have been reorganized. Ms. Pine said she would like to know where the Camp materials would be stored next year – not on the balcony.

**K. Senior Citizens Staffing:** Mr. Schipani stated that this issue had now been resolved and the Department was in the process of hiring a full time administrator. He said Mrs. Buckley would be starting as the Seniors Program Coordinator effective 10/4/10. Mr. Gilbert said in reading the letter from the Human Resources Director he was concerned about the use of the word "reorganizing" the

**K. Senior Citizens Staffing** (continued)

seniors division. Mr. Gilbert did not feel this was within the HR director's purview. He added that he was also concerned about maintaining service levels in all sections of the department since it was very short-handed. Mr. Gilbert said he did not see how the Department was going to transition from one season to another without a master plan in place and asked where the Department was on a restructuring plan. Mr. Maynard said he thought the HR director did not feel the administrator position would be filled until Mrs. Buckley moved into her new position in October. However, he said he would like this to happen sooner than that. Mr. Gilbert felt roles should be documented if job descriptions were being changed. Mr. Schipani added that the Commission was trying to lose the perception that there were three sections within the Department. He mentioned that the HR director had said the first job description that he would work on would be the program coordinator. It is believed that the recycling coordinator's duties will be moved back to the Engineering Department. As part of this staff has been asked to identify tasks that can be done by a true administrative assistant.

**NEW BUSINESS**

**A. Policy on Inflatables:** Mr. Maynard circulated information on two policy options. He noted that the more liability could be limited the better it was for the Town. If this was done then the vendor would supply an operator which would involve an added fee. Mr. Maynard said usually the Department did the operating. Mr. Gilbert felt there should be a staff person beside each inflatable all the time. He added that he liked Option 1 but Mr. Maynard said he preferred Option 2 as he would like to have a representative from the company present at events. Mr. Gilbert replied that he did not wish to discourage the use but just wanted to be proactive. Ms. Pine suggested blending the two options by adding Option 1, #1 into Option 2. Ms. Robins felt the Department should be using local vendors. However, Mr. Maynard pointed out that the outside vendor cost half the price. Ms. Robins said the Department should foster local use. Mr. Maynard replied that the Department tried to do this as much as possible. Mr. Gilbert stated that he would like to see some money spent on purchasing better event clothing for staff – something nice and presentable.

**B. Maps of Parks:** Mr. Schipani said a map had been produced which would eventually be located on the Department's web site.

**C. Turf Use Fees:** Mr. Schipani circulated draft information which had been provided by the Standing Fields Committee. Following discussion it was agreed that more information was needed from SFC before the Commission could make a decision. Ms. Pine felt the fees should be applied across the board and not just to the artificial turf field.

**D. Community Center Repairs – Roof and HVAC:** See above under "Director's Report".

There being no further business to come before the Commission, Ms. Pine made a motion to adjourn the meeting at 9:20p.m. Ms. Carrillo seconded the motion and it was carried unanimously.

The next meeting of the Recreation and Park Commission will be held on the **second** Monday 13<sup>th</sup> September, 2010 at 7:00p.m. in the Guilford Community Center.

Respectfully submitted: \_\_\_\_\_ Katharine Stewart, Recording Secretary