

Draft Minutes

TOWN OF GUILFORD Parks and Recreation Commission Minutes – 6th August, 2012

The Parks and Recreation Commission received an update on the Jacobs Beach Master Plan project on Monday 6th August, 2012 at 6:30p.m. in the Guilford Community Center.

Present: Suzanne McDermott, Barbara Pine, Sue Robins and Ralph Schipani. Also present Director Rick Maynard, architect William Thompson and landscape designer John Cunningham. Ms. Carrillo joined the meeting in progress (7:10p.m.). Excused: Theresa Bryant, Rose Dostert, John Jagielski and Judy Sullivan.

Jacobs Beach Master Plan: William Thompson introduced himself and John Cunningham and said they were working on phase II of the Plan. He said meetings had been held with the Commission's subcommittee, etc. Mr. Thompson noted that the Plan had been started a year ago and a request was written for a STEAP grant. At present elements are being updated because there is now a proper survey, the wetlands boundaries have been delineated, DEEP has been contacted, and test holes were dug so more information is known about the soils.

A plan was shown dated 7/6/12 which Mr. Cunningham said now reflected the survey. He explained that the survey gave the exact property dimensions and the correct elevations so the parking area, etc., could be re-laid out. Mr. Cunningham said more work needed to be done along the wetland edge. The grass area will be enlarged and a new way will be found for the sand grooming machine to access the sand area without going over other features. Referring to the parking area, Mr. Cunningham said water would flow into a center island where it would be picked up by perforated pipe and then run into an area of crushed stone. Even though water drains to this island it will still be a dry site with appropriate plantings. Mr. Cunningham said the large circles on the plan represented shade trees in the medium shade tree family – 35'–40' tall. He circulated a list of proposed plantings with a minimum maintenance aspect. Mr. Cunningham added that they were not full shade trees but more like filtered sunlight. Mr. Thompson noted that there may be several varieties. Mr. Cunningham agreed saying that he usually listed 3 varieties in case the first choice was unavailable. He mentioned that the boardwalk detail had remained the same. Mr. Cunningham showed several sections, pointing out that the planting beds would have a little elevation to give visual interest. Trees in the islands will be small, probably ornamental with different characteristics so there is mostly year round interest. Mr. Thompson said the handicap access areas would have to have a smooth surface such as asphalt. Mr. Cunningham stated that along the beach side of the boardwalk there would be areas like sand dunes, planted with beach grass. Size of plantings has still to be determined. He added that on the plan the slashed lines represented planting beds with a green floor such as Juniper. Other varieties may include Clethra, beach rose, etc. Mr. Thompson said the shade structure would be

Jacobs Beach Master Plan: (continued)

a translucent-like structure to provide shade and visual interest. A pedestal-type shower will be used and several different lines of furniture are being considered. Mr. Thompson recommended that the furniture should be of a good quality.

Referring to the existing bathhouse, Mr. Thompson said if built today it would not conform to FEMA guidelines. Because of this improvements must be kept to a minimum. If costs are kept below half of the structure value improvements can be made without upgrading the building to current FEMA standards. Mr. Thompson said improvements would include skylights in both bathrooms, removal of the block partitions, opening up the ceiling and painting it white, and putting epoxy paint on the floor.

Ms. Pine queried the far end of the parking lot. Mr. Thompson briefly reviewed the parking area and explained that one area was for overflow parking. He added that the back area had a ridge so water flowed in two directions. There may be an unmowed buffer zone around the wetlands edge.

Mr. Schipani stated that he felt it was the consensus of the Commission that this project should be approved and carried out. He said he did not wish to use the term “phases” but would like a plan that was complete. Mr. Schipani said the Town had been approached about seeking bonding for additional funds for the project and the Department may include this in a capital project. Creative ways were needed to raise additional funding such as in-kind services, having residents purchase benches, trees, etc. Mr. Thompson felt the only way to make the project happen was to have it in the \$600,000 range. He added that things could not be done and refinished later. Mr. Thompson reminded the Commission that the original budget had been \$1.1 million. He said he would obtain information on costs of the various elements and start working with this data in the next several weeks. He added that several parts of the government had already voted on the project. Mr. Schipani said when more detailed information was in place an informational meeting should be held for the townspeople. Ms. Pine asked if there would be opportunities for contributions at this meeting. Mr. Thompson gave a word of caution about the STEAP grant – that reimbursement was only received after everything had been completed, and everything had to be carefully audited. He added that areas of volunteerism versus the STEAP grant items should be defined. Mr. Thompson said he would like to go out to bid in October 2012 but could not do so until the plan had been reviewed by STEAP.

The update ended at 7:20p.m.

REGULAR MEETING

A regular meeting of the Parks and Recreation Commission was held on Monday 6th August, 2012 at 7:00p.m. in the Guilford Community Center with Chairman Ralph Schipani presiding.

Present: Jenny Carrillo, Suzanne McDermott, Barbara Pine, Sue Robbins and Ralph Schipani. Also present Director Rick Maynard. Excused: Theresa Bryant, Rose Dostert, John Jagielski and Judy Sullivan.

The meeting was called to order at 7:28p.m.

Public Forum: Agenda Item F. Bill Green Boulder and Tree at Chaffinch Island Park:

Laurie Green stated that she was Bill Green's daughter. She circulated information on a proposed boulder and American Chestnut Tree. Ms. Green said the park was dear to her family and the proposal was to commemorate her father's memory and his contributions to the Town of Guilford, and be something that would speak to his life. Ms. Green said the photograph was a loose concept of what the boulder would look like and that the quote was one that her father liked. She added that the boulder would have a band around it to make it a "wishing boulder" which was a family tradition. Ms. Green mentioned that she was working with the Tree Warden regarding the American Chestnut Tree, hopefully with a caliper of 2.5" so it would be a good size. She said she did not have a tree at present but would work with the New England chapter of the American Chestnut Tree Foundation to find the right tree and the right time to plant it. Ms. Pine asked if there was a timeline on the boulder. Ms. Green replied no but that the foundry was looking at a three month window for the bronze casting. She added that the boulder and tree did not have to be installed together. After a site visit Ms. Robins said the Parks Foreman should report back to the Director on what decisions had been made regarding location, etc.

DIRECTOR'S REPORT

Jacobs Beach Project – met with Will Thompson, John Cunningham, Jim Goodrich, P&R subcommittee to discuss A2, T2 surveys, environmental assessment and project priorities; Fireworks – met with Police/Fire reps at Fairgrounds to discuss safety issues, on day of fireworks coordinated all aspects, very large crowd, Community Picnic also went well; spoke with CIRMA rep about skate park rules and made change from "helmets required" to "recommended; attended the following meetings: Standing Fields Committee, Emergency Services, BOS for STEAP grant acceptance; Kenneth Mulvey Field – met with maintenance crew for sign installation, arranged for speakers at dedication, coordinated dedication and publicity; met on the Green with contractor for repair of bricks at a bench; reviewed final specs for Long Hill Park drawings, met on site with Paul Schmidt, Larry Marcik and contractors for pre-bid meetings, attended bid opening; met with Finance Director and Recreation Supervisor re new reimbursables format; wrote proposed policy on private use of P&R facilities; wrote in-kind service report for BOE; Shoreline Jazz Collective concert moved indoors due to forecast, over 350 people; updated written procedures and staff assignments for emergency shelter operation.

Regarding the procedures for emergency shelter operation, Ms. Robins reminded Mr. Maynard that the Commission had asked to be added to any emails regarding notification of the opening of

DIRECTOR'S REPORT (continued)

the emergency shelter. Ms. Pine also stated that the Commission had expressed concern that it would be assumed that P&R staff would run the shelter in an emergency. Ms. Pine said she had told the Board of Selectmen that this should be a shared responsibility and she asked Mr. Maynard if this topic was discussed at the emergency preparations meeting. Ms. Pine felt staffing the shelter should be written into employees' job descriptions. She also said it was the Department's responsibility to raise the issue of staffing the shelter.

STAFF REPORTS

A. Recreation Supervisor (written): Summer programs; reestablish financial system with Finance Director; organize, structure and delegate Fall brochure; meetings with individual staff and interns to go over their evaluations; weekly staff meetings with camp/aquatic directors.

B. Senior Program Coordinator (written): **Program Highlights:** Blood pressure clinic; Bastille Day Lunch with entertainment; Luau Events at Jacobs Beach; Birthday Lunch with ice cream cake to celebrate National Ice Cream Month, entertainment by GHS Dance Team/Starship Dance Team. **Trips:** Tall Ships trip to Boston; Hairspray at the Ivoryton (2 buses); **Meetings:** Budget & Social Committees meeting; meeting with Chorus re scheduling of special performances; meeting with Heal Our Land Committee. **Meals Program:** Meals served at Community Center July 2012 – 687 (July 2011 – 641). Meals on Wheels July 2012 – 1,915 (July 2011 – 1,938). **Bus Program:** Total Trips June – 304, July – 272; Total Passengers June – 615, July – 496.

C. Parks Foreman (written): All 19 infields measured and evaluated for work; set up 2 fields at Long Hill Park for Junior Football; fields looked great for Sting Tournament; completed tractor specs and obtaining quotes; met with engineers/architects re GHS project; multiple tasks/hours for Community Picnic/Fireworks; miscellaneous tasks for summer camp; Ken Mulvey sign set in place; swept/groomed artificial turf; 2 hours picking up litter from Guilford Handcraft Fair – should have been done by their contractor; short on personnel as several people are leaving and there are no new applicants yet.

CORRESPONDENCE**Received:**

Nancy Mulvey, 122 Village Pond,
Guilford, CT 06437

re: thank you for beautiful ceremony for
dedication of Kenneth Mulvey Field

CORRESPONDENCE (continued)

An anonymous letter was received which stated that the writer was pleased with the overall Jacobs Beach Master Plan project but had concerns about the safety of the parking lot. The writer, mistakenly, believed that there was an island in the middle of the parking lot with seating which was inaccurate.

Approval of Minutes: Ms. Pine made a motion to accept the Minutes of 9th July, 2012. Ms. Robins seconded the motion and it was carried with 3 votes in favor. Ms. Carrillo and Ms. McDermott abstained since they were not present at the July meeting.

BILLS

Mr. Schipani made a motion to approve the bills through June 30, 2012. Ms. Pine seconded the motion and it was carried unanimously. MTD Actual is: \$160,338.16. Mr. Schipani then made a motion to approve the bills through July 31, 2012. Ms. Robins seconded the motion and it was carried unanimously. MTD Actual is: \$77,070.50.

OLD BUSINESS (continued)

A. Standing Fields Committee: Mr. Maynard reported that the bid opening was held today for the Long Hill Park drainage project. Budget was \$50,000 and a bid was received for \$37,900. With an allowance of \$2,500 for plantings the total bid was \$40,400. He said the Standing Building Committee would review the project and then the Board of Selectmen would be asked to hold a special meeting for approval so the project would not have to wait another two weeks.

B. Jacobs Beach Project: See above. Ms. Robins asked if there was any feedback regarding the rental of chairs/umbrellas. Ms. Pine felt the Department should not be charging for this since there was no charge for the boats at Lake Quonnipaug. She then made a motion to rescind last month's motion to charge a \$5 rental fee for chairs/umbrellas. Ms. Robins seconded the motion and it was carried unanimously. She asked that a sign be displayed alerting residents to the fact that chairs/umbrellas were available free of charge.

C. Policy on Private Use of Parks & Recreation Facilities: Mr. Maynard circulated a draft proposal. Ms. Carrillo felt it was confusing to say in the first paragraph that businessescould not benefit from financial gain and then to say in the second paragraph that 15% of revenue must be paid to the Department. It was agreed to omit the first paragraph. Ms. Robins felt an attorney should review this document. Mr. Maynard agreed to ask In-House Counsel Pam Millman to review it.

D. Fireworks: Mr. Maynard reported that this event went well. Cost was \$8,900 and there was a balance of \$2,000 - \$3,000 towards next year. Ms. Robins agreed that it was a great event and very well attended.

E. Skate Park Rules: Mr. Maynard mentioned a letter from CIRMA (Connecticut Interlocal Risk Management Agency) regarding liability issues. It highlighted the problem of creating a rule on signage that cannot or is not enforced. A recommendation was made to change “Helmets are Required” to “Helmets are Recommended” and Mr. Maynard said this had been done. Ms. Pine asked if data on skate park usage would be available at the September meeting and Mr. Maynard replied yes.

F. Bill Green Boulder and Tree at Chaffinch Island Park: See above under “Public Forum”.

G. Park Walk: Mr. Maynard said tasks had been accomplished following the walk. These included “no parking” signs at Long Hill Park, marking the drop off area at Lake Quonnipaug with orange cones. Mr. Maynard said alcohol was being consumed at the picnic area but there was no signage prohibiting this. Therefore, a sign has been installed saying “no open fires and no alcohol”.

NEW BUSINESS

There was no new business to be discussed.

There being no further business to come before the Commission, Ms. Pine made a motion to adjourn the meeting at 8:15p.m. Ms. Robins seconded the motion and it was carried unanimously.

The next meeting of the Parks and Recreation Commission will be held on the **second Monday 10th September, 2012** at 7:00p.m. in the Guilford Community Center.

Respectfully submitted,

Katharine Stewart
Recording Secretary