

Approved Minutes 10/1/12

TOWN OF GUILFORD  
Parks and Recreation Commission  
Minutes – 10<sup>th</sup> September, 2012

A regular meeting of the Parks and Recreation Commission was held on Monday 10<sup>th</sup> September, 2012 at 7:00p.m. in the Guilford Community Center with Chairman Ralph Schipani presiding.

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

The meeting was called to order at 7:01p.m.

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

**DIRECTOR'S REPORT**

Attended the following meetings: Standing Building Committee, Board of Selectmen, Art Expo Evaluation, Safety Committee, Fields Committee, Department Heads, Green Committee; checked beaches on some weekends; met with Field Committee reps/contractor at Long Hill Park; did promotion for summer concerts; met with Recreation Supervisor re beach staffing for Labor Day weekend; completed Fixed Assets report for Finance Department; interviewed new bus driver candidates with Seniors Program Coordinator; scheduled teams on fields; met with contractor on Green to build concrete basis for recycle bins; met at Chaffinch Island with Green family re memorial for Bill Green; held staff meeting; ordered new buoys for Lake Quonnipaug to meet State requirements; met with leaders of Boy Scout Troop 472 and 3 Eagle Scout candidates re potential projects; discussed Chittenden Park boardwalk with Clare Cain from CT Forest & Park Association and with Tree Warden, architect Will Thompson for design; contracted Cintas Corp to clean carpets at Community Center, also contracted Driveway Doctor to re-stripe Community Center parking lot and paint curbs yellow for safety; reviewed skate park use data; worked with consultant for HVAC condenser specs.

Ms. Robins asked what potential Eagle Scout projects had been discussed. Mr. Maynard replied possibly a bocce court at Chittenden Park. Projects at Jacobs Beach might include planting the dunes, painting the restroom. Referring to the bus drivers who retired, Mrs. Dostert said she had seen residents waiting at the Community Center and felt this matter should be dealt with as quickly as possible. Ms. Pine asked if volunteer groups could take people home in their personal vehicles. Mr. Maynard replied that as town employees, staff could not transport people without proper certification. He added that drivers from Madison may be used on an interim basis and that he was working to resolve the situation. Ms. Pine also asked that Cintas Corp be contracted

**DIRECTOR'S REPORT** (continued)

to clean the upholstery on the furniture in the Leete Room. She added that if the fabric was dirty it would wear much more quickly so she recommended it be cleaned regularly, maybe every 6 months. Mr. Maynard agreed to contact Cintas.

**STAFF REPORTS**

**A, Senior Program Coordinator (written):** **Program Highlights:** Ashley Allen & Judy Webber entertainment at Friday lunch; blood pressure checks; Body Wise picnic; Birthday celebration with entertainment by Judy Webber/Rich Moran. **Trips:** Picnic at Gillette Castle; The Kate to watch Summertime with lunch at Johnny Ad's Drive-In; Dixieland Cruise on Connecticut River lunch included; Aqua Turf for Beach Boys tribute lunch included; State-wide Senior picnic at Holiday Hill; Norma Terrace Theatre to see "The Bikinis" with lunch at The Ivory. **Meetings:** Budget & Social Committees meeting; meeting with Chorus re scheduling of special performances; meeting with Heal Our Land Committee; met with Barbara Corso regarding return to work after absence due to illness; met with GCTV rep to learn how to use camera to video spots for Heal Our Land publicity, videotaped Hula group/Chorus; met with Al Jacobs to bring Granny's Attic items and books to storage. **Other:** Tracy attended Groton Entertainment Showcase; attended Landmark Tours trip presentation for 2013; DMV – Terry obtained passenger endorsement license; Western Frontiers trip to National Parks. **Meals Program:** Meals served at Community Center August 2012 – 549 (August 2011 – 525). Meals on Wheels August 2012 – 1,882 (August 2011 – 1,983). **Bus Program:** Total trips July 2012 – 284, August 2012 – 250. Total passengers July 2012 – 508, August 2012 – 545.

**B. Parks Foreman (written):** Infields – completed measuring, edging, clay to all 19 infields for fall leagues; Fall fields – outfield lines (34 fields total), measured and set up all fields, mowed/set up goal posts, nets, sandbags, inspected/repared goals; picnic tables – 4 tables to Chaffinch, boy scouts built 5 tables (Jacobs); Camp – moved equipment box to old garage, set up/picked up materials and equipment, worked at & cleaned up from the Baldwin Activity Day; Irrigation – systems inspected, minor repairs; Long Hill Drainage – met with contractor; Chaffinch – met with Bill Green's daughter on memorial for Bill; Topsoil – contractor screened 200 cubic yards for us.

**CORRESPONDENCE****Received:**

Email from Connie Nickou 8/18/12 re: thank you for offering Unified Sports Program for elementary school children.

**CORRESPONDENCE** (continued)

Email from Kristen Elliott 8/20/12 re: thank you for great summer experience at Camp Menunkatuck for her daughter.

Guilford Historic District 8/20/12 re: endorsement of the site and landscape design intent  
Commission and proposed materials selection for Jacobs Beach project.

Letter of resignation from Commission member Theresa Bryant

Email from Thomas Haar, 9/10/12 re: concern about Jacobs Beach Project – planting of trees,  
100 Seaside Ave, Guilford lack of public input.

**Forwarded:**

Memo to Recreation 8/10/12 re: thank you for her professionalism and agreement  
Supervisor from Director to take on expanded duties.

Ms. Pine said she supported the Recreation Supervisor, adding that the Unified Sports Program was a new program. Mr. Maynard replied that it was new to the Department but had been run in the schools before by Bill Wallach. Ms. Pine noted that the staff was on top of opportunities. Mr. Maynard added that the program had been very well received. Ms. Robins said, as someone who worked with special needs students, these opportunities were a huge integral part of day to day learning. She said it took a lot of skill, patience and learning to work with special needs students and that the Department had gone above and beyond. Mrs. Sullivan felt the program had been so successful because Mr. Wallach was awesome with the students.

**Approval of Minutes:** Ms. Pine made a motion to accept the Minutes of 6<sup>th</sup> August, 2012. Ms. Robins seconded the motion and it was carried with 3 votes in favor. Dostert, Jagielski and Sullivan abstained since they were not present at the August meeting.

**BILLS**

Ms. Robins made a motion to approve the bills presented for payment. Ms. Pine seconded the motion and it was carried unanimously. MTD Actual is: \$110,145.15.

**OLD BUSINESS**

**A. Standing Fields Committee:** Mr. Maynard reported that the contract still had to be signed for the Long Hill Park drainage project.

**OLD BUSINESS** (continued)

**B. Jacobs Beach Project:** Mr. Maynard stated that DEEP and US Fish & Wildlife Service had signed off on this project. DEEP had said coastal jurisdiction was not needed on the project. He added that the proposal would be reviewed at a staff meeting in Town Hall South tomorrow, by the Design Review Committee (9/12/12), and PZC for site plan review (10/3/12). Mr. Maynard stated that there would be a demonstration of another beach cleaning machine tomorrow (9:00a.m.). This would be a newer version of Madison's machine. Mr. Schipani felt it would be prudent for the Department to have this kind of equipment. Later in the meeting Ms. Pine volunteered to replace Ms. Bryant on the subcommittee for this project.

**C. Policy on Private Use of Parks and Facilities:** Mr. Maynard said the Department's policy had been forwarded to In-House Counsel Pam Millman for review.

**D. William Green Memorial at Chaffinch Island Park:** Mr. Maynard circulated a drawing of a new proposal from the Green family. He said when family members went on site they saw a pile of boulders at the top of the hill and now wished to use these. This would be instead of the single sit-upon boulder originally proposed by the family. The family now suggested moving the on-site boulders to a grove of trees facing Chittenden Park. Ms. Robins asked if the boulders were moved would there be a problem with their original site. Ms. Pine suggested designating one Commission member to go on site with Mr. Green's daughter and report back to the Commission on this new proposal. Ms. Robins stated that the project was now becoming very involved and an area would be re-landscaped because large pieces of rock were being moved. She added that the Commission had gone above and beyond for this family and she was concerned about the precedent the new project would set. Ms. Robins felt the proposal might reach a point where it was a mistake and she thought it would be too much. Mrs. Dostert wondered if the Commission agreed to this proposal would there be upkeep for the Department. Ms. Pine asked if the original single boulder project was still on the table. Mr. Jagielski wanted to know if the Department had a cost of the work order and how much would the family contribute. Ms. Robins replied that the Department's policy stated that expenses were entirely taken on by the families. She added that she felt this new proposal went way beyond the parameters that had been agreed to and that she, personally, would be concerned. Ms. Pine said the Commission had worked hard to develop a policy regarding memorials and that it should adhere to its policy. Mrs. Sullivan wondered if one of the existing boulders could be used rather than purchasing a new boulder. The consensus of the Commission was not to approve this new proposal from the Green family. However, if the family wished to go back to its single boulder proposal with the specifications which the Commission approved that would be acceptable.

**E. HVAC Condensers:** Mr. Maynard reminded the Commission that replacement of 3 condensers had been approved in the budget. He said he had been meeting with a consulting firm to design specifications for the project. The specifications have been reviewed and

**E. HVAC Condensers** (continued)

approved by the Standing Building Committee. Unfortunately the project will take approximately 12 weeks to complete.

Ms. McDermott left the meeting at 7:45p.m.

**NEW BUSINESS**

**A. Skate Park Usage:** Usage information was mailed to all Commission members. Mr. Maynard said most of the users were in their late teens/early 20's. Mrs. Sullivan added that trash (bottles) was an issue. Mr. Schipani asked what the operating months were. Mr. Maynard replied generally April – December, adding that the skate park was locked once it became cold. There was no park ranger available after mid-December. Ms. Pine asked if there was anything to alert residents to the fact that the town had a skate park. Mr. Schipani replied that he thought it was listed on the Department's web site. Ms. Pine suggested having a video on GCTV. It was agreed that the usage of the skate park warranted keeping it open.

**B. Budget Preparation:** Mr. Schipani said volunteers were needed to participate early on before formal budget meetings began. Mr. Jagielski volunteered. Mr. Schipani said Ms. McDermott had also volunteered. A meeting was tentatively set for 9/24/12 at 7:00p.m.

**C. Policy on Reporting Injuries:** Mr. Jagielski stated that he officiated in sports in town and on 2 occasions there were injuries involving emergency room visits. He said he would like to be sure that these types of incidents were recorded in case of any question of negligence on the part of the Town. Mr. Maynard replied that there was a form provided by the Town's insurance company which should be filled out and forwarded to Town Hall. He also mentioned that there was a first aid kit at Bittner Park. Mr. Jagielski said he was not sure that other sports were following this reporting protocol. Ms. Pine asked if there was a defibrillator at Bittner Park. Mr. Maynard replied no. Mr. Jagielski pointed out that the room at Bittner Park was locked at all times because it contained electrical equipment so there was nowhere to store a defibrillator safely.

**D. Jacobs Beach Bocce Courts:** Mrs. Dostert reported that the bocce courts were not in good shape. She asked Mr. Maynard to have them cleaned up and leveled off. Mr. Maynard agreed to discuss this request with the Parks Foreman.

**E. Miscellaneous:** Mr. Schipani asked Mr. Maynard to update the Commission members' contact information. Mr. Schipani also asked for someone to replace Ms. Bryant on the New England Trails subcommittee. Mrs. Dostert volunteered.

There being no further business to come before the Commission, Mrs. Dostert made a motion to adjourn the meeting at 8:11p.m. Ms. Pine seconded the motion and it was carried unanimously.

The next meeting of the Park and Recreation Commission will be held on Monday 1<sup>st</sup> October, 2012 at 7:00p.m. in the Guilford Community Center.

Respectfully submitted,

Katharine Stewart  
Recording Secretary