

Approved Minutes 10/3/11

TOWN OF GUILFORD
Parks and Recreation Commission
Minutes – 12th September, 2011

A regular meeting of the Parks and Recreation Commission was held on Monday 12th September, 2011 at 7:00p.m. in the Guilford Community Center with Chairman Ralph Schipani presiding.

Present: Theresa Bryant, Rose Dostert, Calvin Page, Sue Robins, Ralph Schipani and Judy Sullivan. Also present Director Rick Maynard. Jenny Carrillo joined the meeting in progress (7:21p.m.). Excused: Marc Iacobellis and Barbara Pine. Videographer: Shannon Gale.

The meeting was called to order at 7:15p.m.

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

DIRECTOR'S REPORT

Hurricane Irene: Attended emergency services prep meeting daily and daily throughout the week following the storm; Coordinated and directed operation of emergency shelter; The Community Center was open 24 hrs/day for people to sleep, shower and receive meals and water and to charge cell phones and computers. Directed operation of maintenance crew with storm clean-up: Jacobs Beach – lost 5 of 10 boat racks, playground covered in mud, beach sand must be re-graded, Parking lot must be re-graded, fallen tree near bathhouse to be cut and removed, grass may need to be replanted due to salt water burn; Chittenden Park – bocce courts destroyed, large tree fell on courts, pole barriers scattered around parking lot; Chaffinch Island Park – three trees fell, debris in portion of parking lot, loose stone on grass behind sea wall; Shell Beach – parking lot covered with a pile of debris; Adams B Little League field – tree on fence on 3rd base side; Bittner Park – tree fell on edge of entrance driveway but is passable; GHS – various small trees down at tennis courts, Maturo field, press box.

Attended the following meetings: fall field users, Green Committee, Fields Committee, Handicraft Fair evaluation, Safety Committee, Wellness Committee; Wrote in-kind service report for BOE; Checked grading for repairs to Bittner Park entrance driveway, bid for phase 2 will complete the paving portion; Made arrangements for Nadia Turner concert; Met with Joe Mazza at Mulberry Point regarding brush clearing, Hired contractor to do the work; Checked on Youth Football Jamboree on 8/13, Over 50 teams at Long Hill Park and GHS fields; Jacobs Beach Project – met with Ellen and 2 residents, met with Boy Scout troop leaders; Sent carpet specs for Menunkatuck Room and Alexander Lounger to contractors; Coordinated plans for dedication of Community Center courtyard garden; Wrote proposed guidelines for naming facilities and shared with Rose Dostert and Sue Robins; Attended Basketball League championship game and awarded trophies.

STAFF REPORTS

A. Recreation Supervisor (written): no report.

B. Seniors Program Coordinator – Terry Buckley (written): **Program Highlights:** Pancake Breakfast; Senior showcase. **Trips:** Island Breezes Show at Amarante's; Flanders Fish Market and the Book Nook; State wide Senior Picnic at Holiday Hill; Vermont Wilderness Explorer and Trapp

Family Lodge Trip; Ring of Fire Trip at Ivoryton cancelled due to Hurricane. **Meetings:** Tracy Guliani attended Groton entertainment showcase; Attended Budget Committee meeting; met with Senior Fair Chairmen re: Fair Planning; met with instructor of new “Brian.e.ology” program to be offered in the Fall. **Coming Up:** September 1 – Blue Plate Special cancelled due to hurricane, September 7 – New Britain Museum cancelled, September 22 – Dock and Dine trip moved to new venue and date due to hurricane, September 15 – National Baked Potato Month, September 19 – Pizza and a Movie, September 21 – Lunch and Learn Medicare Changes, September 23 – Contra Dance, September 28 – Sea Mist Trip to Thimble Islands. **Meals Program:** Meals served at Community Center August 2011 – 525 (August 2010 – 429); Meals on Wheels August 2011 – 1,983 (August 2010 – 1,750). **Bus Program:** Total trips: Total including medical, personal care, shopping and trips. July – 246, August- 182. Total Passengers: July – 498, August – 468.

C. Parks Foreman (written): No report.

CORRESPONDENCE

Chairman Schipani said he would not read all the correspondence concerning the performance of the Parks and Recreation Department during Hurricane Irene. The Community Center served as emergency shelter providing showers and meals: 75-80 for lunch each day, 175 at one breakfast, 140 for one of the dinners. He gave his thanks to all the staff; they did an outstanding job. Fire Chief Herrschaft also praised the department on its performance during this emergency. One piece of correspondence alludes to the bench at Chaffinch Island Park – deferred to later in the meeting. Articles in both the Guilford Courier and Shoreline Times were complimentary about the new cans/boxes at the Marina and Town Green. There are a lot less rodents with the new containers. There were complaints about the porta-potties but they have been there for 10 years.

Chairman Schipani read the copy sent to Joe Mazza, Rick Maynard and himself of the letter from State Representative Noreen Kokoruda to Secretary of OPM Ben Barnes in support of the STEAP Grant for improvements to Jacob’s Beach:

August 12, 2011

Secretary Ben Barnes
Office of Policy and Management
450 Capitol Avenue
Hartford, CT 06106

Dear Secretary Barnes:

I am writing to wholeheartedly support the STEAP Grant application submitted by the Town of Guilford for funding to make much needed improvements to Jacob’s Beach.

Guilford is currently in the process of creating a Master Plan for the beach improvements. Details within the plan include the creation of shaded areas using translucent tent structures as well as the placement of shared [shade] trees in key locations to provide shelter from the sun. There are also plans to scale back the parking lot at the entrance to the beach in order to create a turnaround area for safe drop-off and pick-up of children during summer camps, and for seniors who need assistance entering and exiting the beach. There is also a plan for the construction of a small boardwalk made of a composite material.

Jacobs Beach is an important recreational asset to the Town of Guilford, widely used by both residents and visitors. Improvements to the beach will not only increase resident’s enjoyment of the beach, but will also help to generate additional revenue for the town.

I encourage you to seriously consider and approve this grant application and would be happy to assist in any way I can during the application and approval process. Thank you in advance for your consideration of this request.

Sincerely,

Noreen Kokoruda
State Representative

Cc: Joseph S. Mazza, Guilford First Selectman
Rick Maynard, Guilford Parks & Recreation Director
Ralph Schipani, Guilford Parks & Recreation Commission Chair

Cyndie Hasty Lisa Sevanick	Sept.	letter of thanks for all their help and kindnesses during their stay at the CC during the hurricane and after. Outstanding.
Andrea & Gordy Whiteman	Sept.	note of thanks to Rick Maynard and all the volunteers who made their stay at the CC during the storm safe and comforting.
Joe Marshall	9/08/11	email congratulating Rick and everyone at the CC for their work during the hurricane.
Marcia L. Colish	9/02/11	letter of thanks to all for her stay at the CC during the hurricane.
Jim Galvin	Sept.	letter to Kathy about the new cans at the Marina and Green. Very nice and save dollars with outsourcing trash removal.
Cynthia Magee 46 Chaffinch Is. Rd.	9/04/11	letter to Rick Maynard requesting to put a bench at Chaffinch Island Park in memory of her husband Jack.

Approval of Minutes: Mrs. Dostert made a motion to accept the Minutes of 1st August, 2011. Ms. Bryant seconded the motion and it was carried with 5 votes in favor. Ms. Sullivan abstained since she was not present at the August meeting. Ms. Carillo joins the meeting in progress at 7:21 pm.

BILLS

Ms. Robins made a motion to approve the bills presented for payment. Mrs. Dostert seconded the motion and it was carried unanimously. MTD Actual is: \$195,293.70.

Ms. Bryant, being a new member, suggested that she would find it helpful to go over the financial reports format a few minutes before the meeting. Rick Maynard said they could do that and that there would be much explanation during the budget process meeting. Ms. Carillo said that when she was new she sat with Terry Buckley prior to the meeting to begin to understand format.

OLD BUSINESS

A. Standing Fields Committee: Mr. Maynard reported that he would be on the walk at 5:30pm Tuesday to check the dimensions of the fields on the new HS project. What fields are used for what and who uses them beyond the high school. The issue is what do they do for a baseball field meantime the new HS is being built. Mr. Schipani mentioned that there are concerns about putting fixed structures at Dudley Park on County Road; should they build a baseball field or a multi-purpose field.

B. Jacobs Beach Project: Mr. Maynard reported that there was a lot of storm damage. Mr. Page said that the consensus was to maybe wait until they receive grant money. They should have a response by October and then they could decide. Ms. Bryant asked if they will receive FEMA money for repairs. Mr. Maynard said that he and Architect Will Thompson went to look at the damage and prepared an itemized report with a rough estimate of the cost of repairs: \$58,735. This is a ballpark estimate and would get us back to what we had. Mr. Maynard gave a copy of this estimate to Finance Director Sheila Villano today; she has a meeting with FEMA Thursday. She is looking to get some reimbursement for water use and electricity also. Mr. Maynard also said that if we do get some FEMA money we can do the repairs/improvements according to the Master Plan. Mrs. Dostert asked if they would receive any insurance money. Mr. Maynard said there were no real damages to the structures at the beach. Mr. Schipani related that he had received calls on the weekend about the grass and fields not being mowed. He explained to the callers that the maintenance crews were doing clean-up first and then we had rain. Most people just wanted an explanation. Mr. Maynard and Mr. Thompson met with the three Scout troops in town: one Eagle Scout is interested in the boardwalk and planting and one wants to rebuild the boat rack that he built. They will talk about the location of the racks; move them back a bit. Mr. Schipani also suggested that we could try to solicit in-kind services from people in town.

C. Property at Guilford Point: Terry Buckley sent a reminder out to talk to the Land Acquisition Committee to see if the town could purchase the little point of land as this property is currently for sale. Ms. Carillo said that LAC would meet in October. Mr. Maynard and Mr. Thompson looked at the area and said it could be used for equipment access to the beach and would give some access room behind the bathhouse. It would not add a lot to the beach. It is a wedge-shaped piece. Mr. Maynard and Mr. Thompson will look at it again and figure out what P&R wants to use it for and if they really want it before continuing to pursue.

D. Discuss Fee for Senior Transportation outside of Guilford: Mr. Schipani tabled this item as they had not had time to work on it. They need to figure out how far they should go and how much to charge.

E. Policy on Naming Facilities: Sue Robins said she spoke to Hammonasset and they will send a copy of their policy to her. They use landscape as memorials and they ask for more trees. They are not responsible for collecting money for particular events. Ms. Robins is also soliciting information from Madison. Ms. Bryant commented that it was a great start and suggested that they also factor in a 10-year maintenance budget, cost and installation. Mr. Maynard pointed out that since they did a bench at Chaffinch Island now all the rest have to be the same. Ms. Bryant asked if they allowed plaques on the benches. Mr. Maynard said that at Jacobs Beach there is a small plaque on the bench that says "In dedication...". Plaques should be part of the policy including size and placement.

F. Community Center Carpet Replacement: Mr. Maynard said he received the third quote just before the storm. The carpets in the Menunkatuck Room and Alexander Lounge will be redone. There was septic issue during the after storm usage of the center. Mr. Maynard had the system pumped out pre the storm but then something clogged. The Fire Department and A&W Sanitation fixed it. This Sunday a company will come to clean the carpet. Volunteers from the church came to clean the windows and the walls.

NEW BUSINESS

A. Emergency Shelter & Payroll Statistics Report: Mr. Maynard went over the report he prepared of the Payroll hours: 8/27/11 – 90 hours; 9/03/11 – 175 hours; Exempt Employees – 107 hours. Meals: one day they had a high of 175 for breakfast; 140 for lunch. The center was open from 11:30 am Saturday before the storm to 10pm Thursday night. 1,887 meals were served. Thursday evening they got pizza from Naples who gave a discount. This gave the kitchen staff a break. By Tuesday some of the restaurants in town began to open. 37 people stayed at the facility. There were a lot of sad stories. Three people came with oxygen and breathing machines. Mrs. Dostert commented that the meals and staff also provided companionship during this time and did a great job. Mr. Maynard said they wanted to make people happy for at least an hour and a half comfort and get a meal. All the staff did a great job and Mr. Maynard listed all the volunteers who helped. Some numbers on the report will change because all the bills for food and the water bill have not been received as yet. **Summary:** Total # of people sleeping at the shelter: 37. Total # of meals served: 1,887. Total # of showers: 665. Total staff hours beyond normal work day: 372. Ms. Carillo thanked Mr. Maynard for his exemplary leadership during this time – thanks. Mr. Maynard said he had a lot of help. There was such a sense of community and people were so grateful. Ms. Bryant asked if all this overtime would blow the budget. Mr. Maynard hopes that this will be part of the FEMA money that Ms. Villano will be going after.

B. Bike Racks at Parks: Ms. Bryant asked Mr. Maynard to obtain prices on bike racks. The prices are \$400-500/per rack delivered. Mr. Page said we have other priorities at the moment.

Agenda Reminder: Mr. Schipani asked that they look at this again in February or March. One rack each for 5 different parks. He will ask Ms. Pine to add to the follow-up list.

Re: Bench request letter for Chaffinch Island Park. Mr. Schipani felt they should reply; they are not saying “no”, they are waiting to finalize the guidelines. Mr. Maynard will write a response letter conveying this information.

There being no further business to come before the Commission, Mr. Page made a motion to adjourn the meeting at 8:00p.m. Mrs. Dostert seconded the motion and it was carried unanimously.

The next meeting of the Parks and Recreation Commission will be held on the first Monday 3rd October, 2011 at 7:00p.m. in the Guilford Community Center.

Respectfully submitted,

Susan Gomez substituting for
Katharine Stewart
Recording Secretary