

Draft Minutes

TOWN OF GUILFORD  
Recreation and Park Commission  
Minutes – 13<sup>th</sup> September, 2010

A regular meeting of the Recreation and Park Commission was held on Monday 13<sup>th</sup> September, 2010 at 7:00p.m. in the Guilford Community Center with Chairman Ralph Schipani presiding.

Present: Gary Gilbert, Robert Guadagno, Barbara Pine, Sue Robins and Ralph Schipani. Also present Director Rick Maynard and Recreation Supervisor Ellen Clow. Joining the meeting in progress were Jenny Carrillo (7:15p.m.) and Alexandra Gross (7:25p.m.). Excused: Jeff Hedberg and Calvin Page.

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

**Public Forum: 1) Small Boat Rack at Jacobs Beach:** Eagle Scout candidate Ian Brocksieper, Troop 471, showed a brief slide presentation of his proposal. Mr. Brocksieper said he would be building a rack for 10-20 boats. The design would be based on previously built racks and suggestions made by the Recreation & Park Department. Mr. Brocksieper showed slides illustrating various views of the proposed location and a general site plan. The rack would be located 10ft. to the north from where the previously built racks were located. It will be 16ft. wide, 6ft. high with three 4 x 6 boards at each level. There will be 2 x 6's in the middle for support and 2 x 6's at each end to hold it in place. Footings will be 42" with 6" at the top. Mr. Brocksieper said he believed the Recreation & Park Department would be willing to make a contribution to his project and he was asking R&P to pay for the lumber. Regarding a timeline, Mr. Brocksieper said he would need approval from the Boy Scout District. Once the site was cleared then work could begin. He added that he thought he could dig holes and pour concrete in one day. Mr. Guadagno asked if the Building Inspector needed to be consulted. Mr. Maynard replied that this could be done after the footings were poured. Mr. Gilbert queried the positioning of the rack. He wondered if some of the existing material could be removed so the rack could be located closer to the existing racks. This might bring the rack closer to the water by 5ft.-6ft. Mr. Gilbert then made a motion that the Commission approved the funding as necessary, with input from the Recreation & Park Department, to support the lumber purchase for this boat rack project. Ms. Pine seconded the motion and it was carried unanimously. **2) Adult Men's Soccer:** Ed Akel stated that he was involved with Adult Men's Soccer and that he had a concern about paying for fields when teams were unable to meet the minimum for Guilford residents. Mr. Schipani noted this item was on tonight's meeting agenda. Mr. Maynard said that fees were more specifically for the artificial turf field. He said he felt the fee recommended by the Standing Field Committee was rather high so he had worked on another fee. Mr. Maynard mentioned that Mr. Akel had one team which did not meet the 60% minimum. Mr. Akel was concerned about paying \$100 for each game and suggested making an annual donation instead. He added that another problem was that teams were not constant and so the roster changed. Just because a person lived in Guilford did not mean they played on a Guilford team. However, he added that if the 60% minimum was carved in stone then he could bring his team up to that level. Mr. Gilbert stated that the Commission needed to discuss this issue. He suggested that the fees could be phased in starting at 50% for the first year. Mr. Gilbert said he would not be in favor of an annual donation. He pointed out that the Standing Field Committee had asked the Recreation and Park Department to ensure that there were funds in place to assist with replacing the artificial turf field when this became necessary. However, Mr. Gilbert said he would not want to displace anyone. Ms. Carrillo asked Mr. Akel if he was encountering fees in other cities. Mr. Akel replied that he did not know. Mr. Schipani said the Commission would have to address this issue and

**Public Forum** (continued)

that the fee needed to be reasonable. Mr. Maynard suggested that the 60% minimum might have to be revisited.

**STAFF REPORTS**

**A. Recreation Supervisor (written):** Ellen Clow reported that surveys had been emailed over a week ago. While the response had not been overwhelming, Ms. Clow said a good job was done of capturing data for the summer. On line Survey Monkey and a written survey were provided to 110 students and 70 responses were received. This included 50% of the families that participated over the summer. Ms. Clow then reviewed the Summer Recreation Report which had been mailed to all Commission members which she said gave a glimpse of all the different items that went on over the summer. **Summer Sizzler:** Ms. Clow said the weather did not cooperate and that a better rain plan was needed in the future. **Sports Camps:** Ms. Clow said there were many sports camps and that the Department had a great relationship with most of the GHS coaches. **Swim Lessons:** Ms. Clow stated that the staff was great. Lessons have been consolidated over the past few years so there is better attendance at classes. Ms. Clow said she wished to add some equipment. **Docks & Boats:** The staff did a great job implementing this activity. One suggestion was to add the waiver to use the boats to the beach pass form. Ms. Clow said over the winter a few more boats should be purchased. Also an idea was needed on how to secure the boats so they could be left out overnight. **Aquatics:** An excellent job was done and Jeff Bernardi was a great role model. **Summer Adult Leagues:** This was successful with minimal problems. A letter was sent out regarding alcohol/smoking at the parks and the Police Department made periodic visits. Ms. Clow asked if the Commission had any questions regarding the camps. Mr. Gilbert stated that at the Chaffinch Island picnic the comments had been very supportive of this year's programs. He felt this was very different to last year's comments. Mr. Schipani said one could tell the staff enjoyed what they did over the summer. Ms. Clow agreed that this summer's staff had been excellent. Ms. Carrillo queried the lower numbers of special needs students. Ms. Clow said there had been a plan in place for the Buddy Program but that the Department had not been as well prepared as it should have been. She noted that quite often parents left it until the last minute to provide information on their special needs student. Ms. Clow also pointed out that the YMCA had opened this year and that there were other camps available.

**Printing of Brochure:** Ms. Clow stated that 10,000 copies of the brochure were printed. Copies of a cost estimate from Graphic Image were circulated. Ms. Clow said she knew people liked the catchy cover but she wondered if a different paper weight could be used. Ms. Clow added that approximately \$4,000 was spent each year on printing and perhaps \$2,000 could be saved. Ms. Pine wondered what percentage of people receiving the brochure registered for programs as a direct result. Ms. Clow replied that there was no way to tell. She added that online registration was now 70%. Mr. Gilbert said if money was saved by using a less expensive grade of paper, he would still not wish to compromise content. Ms. Pine suggested adding a question regarding how people heard about the program they were registering for. The Commission agreed that Ms. Clow should try some cost cutting measures with the program brochure.

**Recreation and Park Community Survey:** Ms. Clow mentioned conducting a town wide survey to evaluate the Department and the needs of the community. This could include a question on how residents found out about programs. There could also be publicity in the newspaper. Mr. Gilbert suggested including the survey in the winter brochure. Ms. Clow felt the survey was a good tool to

**Recreation and Park Community Survey** (continued)

use. However, Mr. Gilbert pointed out that the survey was only as good as what was done with the data. He wondered if the survey would provide information on whether or not to keep the beaches open longer in the fall. Mr. Gilbert suggested this should be researched and perhaps extra funding could be included in the payroll to pay for it. Mr. Clow agreed to provide the Commission with a draft survey by its October meeting.

**Redesign of Pre-school Outdoor Play Area:** Ms. Clow said the issue was that there was not an effective divider between the wood chips and the sand area so children were constantly taking their shoes off to remove woodchips or getting them stuck to their feet. Ms. Clow felt there were other options to wood chips for the fall zone. She said there were several unused toys which could be replaced for a better play area. Mr. Gilbert asked Ms. Clow to provide a proposal with cost estimates for the Commission to review. Mr. Maynard noted that the company which installed the play equipment had been contacted to review the problem but he had not heard back from them.

**Redesign of Office Area:** Ms. Clow reported that she had met with a representative from the WB Mason Company who carried out office design. She circulated a design proposed by WB Mason. Each workstation would cost \$2,500. There would be workstations with partitions. Mr. Gilbert felt a master plan for restructuring the department was needed first. He recommended that a subcommittee be formed to work on this for the October meeting. Ms. Carrillo agreed that redesigning the office space should be tied to restructuring. She felt it made sense to do the redesign after restructuring, suggesting that the restructuring be done by October with the office redesign by November. Mr. Schipani noted that Mr. Maynard had begun the restructuring process. Mr. Maynard agreed saying that he had met with staff individually and now had to write up the results. He then needed to have staff review these results before presenting them to the Commission. Mr. Guadagno queried heating, electrical and lighting saying he did not think the office redesign would be a simple turnaround. However, Ms. Clow felt it would all work. Ms. Pine made a motion that a subcommittee be formed of 3-4 volunteers from the Commission to work with Mr. Maynard and the staff and to bring a proposal back to the Commission's October meeting. Mr. Gilbert seconded the motion. During discussion Mr. Gilbert stated that when the Human Resources Director created the job description for the administrative assistant position, he did not look forward and Mr. Gilbert felt this was shortsighted. Mr. Gilbert said objectives were needed then restructuring could be done to fit this. There should be goals and a direction rather than rehashing existing conditions. The motion was carried unanimously. Ms. Pine suggested moving the regular November meeting to Monday 25<sup>th</sup> October, 2010 and the Commission agreed to this. Carrillo, Gross and Pine volunteered to serve on the subcommittee.

**Salary Compensation:** Ms. Clow stated that when she was hired for her job she had been told that she could advance and be compensated for this. In the past 3 ½ years Ms. Clow said she had received good evaluations. She added that she always took on extra work and was always looking forward. Ms. Clow said a promise had been made which was never followed up on and she would like this addressed. Ms. Carrillo agreed that Ms. Clow did exemplary work and showed natural leadership. The Commission felt this issue could be addressed under its restructuring project.

**NEW BUSINESS**

**A. Website:** Ms. Clow reported that she, Mr. Gilbert, Mr. Schipani and Tony Santarcangelo (IT) had met with representatives from the computer company that had upgraded the Town's web site. Ms.

**A. Website** (continued)

Clow noted that six months ago the Department had redone its web site but it was not very exciting. She said she had been impressed with the Town's web site and felt it was important as a town that all the departments should have a consistent look. Ms. Clow stated that the company had been very accommodating and it was able to reduce costs by reducing hours slightly without changing the original proposal. Also logo development was added. She said it would be wonderful if the Commission would support this proposal so it could go forward. Mr. Schipani stated that the first time the web site was upgraded a package tool was used which was customized. He said other town's web sites had also been researched. The Department was now positioned to build in the future rather than being locked into an existing situation. Approximately 90% of what the Department wants to do it can do itself so he felt this upgrade was the right way to go. Mr. Gilbert noted that Mr. Santarcangelo had strongly recommended this vendor based on the Town's web site so he did not feel it made sense to shop around. Mr. Gilbert thought this was a natural adjunct to what was done by this vendor. Ms. Carrillo agreed that consistency was important. Ms. Pine pointed out that the Department's name used to be Recreation & Parks but now the Seniors Department had been added in although the Commission never voted on this change. She said the Department needed to be clear on what it would be called. Mr. Gilbert agreed saying business cards, letterhead, etc., should all have the same name. Mr. Maynard agreed to check with the Town Clerk's office on the correct name for the department. Ms. Pine then made a motion that the Department should proceed with the redevelopment of its web site at a cost not to exceed \$7,500. Ms. Carrillo seconded the motion and it was carried unanimously.

**B. Administrative Assistant Status:** Mr. Schipani reported that on a personal basis he had spoken with Mr. Maynard and the First Selectmen to express his concern that the Commission was not given the opportunity to review the job description for this position. In the future the Commission should be part of the review process.

**CORRESPONDENCE****Forwarded:**

Stephen Pelkey, President, Atlas  
Pyro Vision Production, Inc.,  
P. O. Box 498, Jaffery, NH 03452

Re: Thank you for great firework  
display on 7/10/10

Fire Chief Charles Herrschaft

8/16/10

Re: Thank you for assistance with firework display and  
water slide

Police Chief Thomas Terrible

8/17/10

Re: Thank you for assistance with firework display

John Hammarlund, President,  
Guilford Agricultural Society  
130 Crooked Hill Road, Guilford

Re: Thank you for use of Fairgrounds for  
annual firework display

**Received:**

Ed Hobson, Shoreline Stinger  
Fast Pitch Softball

8/9/10

Re: Thank you for support of annual tournament

**Approval of Minutes:** Ms. Carrillo made a motion to accept the Minutes of 2<sup>nd</sup> August, 2010. Ms. Pine seconded the motion and it was carried unanimously.

### **BILLS**

Mr. Gilbert queried the bill from Oce Imagistics (copier lease) for \$1,170 and asked if this was for a monthly lease. Mr. Maynard said he believed it was quarterly but that he would check this. Ms. Pine made a motion to approve the bills presented for payment. Ms. Gross seconded the motion and it was carried unanimously. MTD Actual was \$117,577.02

### **DIRECTOR'S REPORT**

Attended following meetings: Handcraft Fair evaluation, Wellness Committee, Fall Field Use, Fields Committee, Safety Committee, emergency meeting for hurricane preparations; met with seniors staff about tasks and transition; Community Center sign – met with contractor and Will Thompson, reviewed sign and frame design; Summer concerts – two moved indoors due to rain, two held outdoors, total attendance approximately 1,200; checked beaches on weekends – good crowd at Jacobs Labor Day weekend; met with 3 sign contractors at Bittner to get quotes and proposals to replace sign; met with staff of movie being filmed in Guilford to arrange for use of rooms for wardrobe, make-up & production – rental generated \$2,185; met at stump dump with Ralph Schipani, Gene Bishop, Jerry Silbert and P.W. employee about composting – we will not use their material; met with vendor for demo of trash compactor – nice concept but \$4,800; met with Eagle Scout candidate at Jacobs Beach about boat rack project; met with SARAH representatives and Terry Buckley about recycling; reviewed applications for Administrative Assistant position – asked HR director to advertise to provide a broader pool of applicants; updated emergency content list for Community Center as emergency shelter – met with staff about preparations for Hurricane Earl; met with office staff individually about tasks.

### **STAFF REPORTS** (continued)

**B. Parks Foreman (written):** Fall Fields – all set up, goals in place; Field renovations (out of service) – Cox Lower, aerate/topdress/seed/fertilize (completed), Nut Plains, aerate/fill in low areas/seed/fertilize (completed); Slit seeding (in service) – Bittner Soccer, Bittner A, Maturo, Lakes fields, Leete 1 goal areas, Adams A-B (all completed); Early Fall Fertilization – 9/13/10; Community Center – seeded front and courtyard, pulled weeds; Inspections – playscapes, skatepark, goals, etc., all completed; Irrigation – back in normal operation; Jacobs – will seed areas once most fall picnics, etc., are over; Bocce courts – groomed/dragged weekly for league; Laptop – formal request being made for a laptop to make Foreman more efficient.

### **OLD BUSINESS**

**A. Standing Fields Committee:** Mr. Maynard announced that the artificial turf project had been completed and the final bills were paid. Mr. Gilbert stated that he supported the artificial turf field and replacement fund. However, during the project the Commission was told that money would be saved because field maintenance would not be needed. Mr. Gilbert pointed out that money would only be saved if staff was laid off or materials were not bought. The reality was that this did not happen and so Mr. Gilbert said he had a problem with SFC saying that \$25,000-\$28,000 was being saved and asking

**A. Standing Fields Committee** (continued)

the Department to donate the money that it was saving. Mr. Gilbert suggested that SFC be told that the Department had not cut costs or laid off personnel.

Ms. Clow left the meeting at 9:00p.m.

**B. Land Acquisition Commission:** See below under “Trolley Road Property”.

**C. Policy on Community Center Use:** Ms. Pine reported that she had met with Ms. Millman. Ms. Millman was working on a “hold harmless” document for the entire town as she wished to have equity.

**D. Coastal Area Management Plan:** Mr. Gilbert asked if these items should be discussed during a budget workshop. It was also recommended that items be prioritized. Ms. Pine felt some items needed clarification from the CAM committee.

**E. Community Center Sign:** Mr. Maynard reported that the sign had been built and was now in the hands of a metal worker. A proposal of \$1,900 was received for the concrete work. Mr. Maynard said he was trying to obtain two other quotes. Mr. Gilbert suggested that if the proposal for \$1,900 was reasonable then to just accept it and move forward.

**F. Park Signs:** Mr. Maynard showed several different materials. One had a wood look but it was fairly thin so it would need a backing. Another material was thicker and was synthetic plastic. Ms. Gross queried warranty and Mr. Maynard replied that he would have to ask. He added that the price on both materials was similar. The Commission preferred the synthetic plastic material.

**G. Plan of Conservation & Development:** No report.

**H. Open Issues:** No report.

**I. Community Center Landscaping:** Mr. Maynard reported that the parking lot had been striped and weeds were removed from around the building. He then showed a landscape plan from landscape designer John Cunningham for a garden to honor Virginia Czaplicki and JoAnne Kautz – a patio adjacent to the play area. A new hedge would be installed near the hallway door with perennials along the side. There would be square blocks in the middle. Mr. Cunningham recommended removing all the existing trees out of the courtyard. Mr. Gilbert felt it was a good plan which could be expanded. Depending on the cost he recommended installing either stone or pavers, saying that he would prefer stone.

**J. Community Center Interior Improvements:** Ms. Pine said the new chairs for the Leete Room would be ready very soon. The rug has been sent out for cleaning and the floor was refinished. The settee was sent to Jodi’s Recovery Room. Ms. Pine said she believed several closets were cleaned out.

**K. Community Center Roof Repairs and HVAC Repair:** Mr. Maynard said a purchase order had been done for R&B to replace part of the compressor. Regarding the roof, Mr. Maynard said he had passed this project on to the Facilities Manager who had been unable to get Glenn Gunderson to return.

**L. Trolley Road Property:** Mr. Maynard stated that he was asked to install a sign on this property and this was done.

**M. SARAH Recycling Proposal:** Mr. Maynard reminded the Commission that funds from recycling were received back from Connecticut Resource and Recovery Authority (CRRA) and it was thought these could be used towards the SARAH recycling project. However, under the Town's contract with CRRA any activity over which the Town had control was required to send funds to CRRA. SARAH representatives met with the First Selectman and it was agreed to go forward with this proposal. Mr. Maynard said the project would start small with collection bins at GHS stadium field and Adams School. SARAH has one collection crew only and so cannot handle a bigger project.

**N. Non-Resident Sports Team Fees:** Mr. Schipani stated that he felt some sort of fee should be charged. Mr. Gilbert said he liked Mr. Maynard's proposal for a fee of \$50 per game. Mr. Maynard noted that fees had been discussed mainly in connection with the artificial turf field but that the Commission should think about the rest of the town. Mr. Gilbert said he was comfortable with Mr. Maynard's recommendation and felt this could be done for 6 or 12 months and then adjusted, if necessary. Mr. Guadagno suggested basing the fee on the cost of labor to maintain the field. Mr. Maynard replied that this was what he had done. Ms. Carrillo mentioned basing the fee on the cost of replacing the artificial turf field. Mr. Gilbert noted that SFC did not wish to ask taxpayers to pay for the entire cost of replacing the field but, realistically, did not believe that it would ever raise more than 50% of the replacement cost. Ms. Carrillo suggested implementing a field use fee and say \$25 per game would be standard across all fields. Mr. Gilbert recommended all funds raised should go towards the replacement fund for the artificial turf field. Mr. Schipani added that if he expected a field to be made ready for him on a weekend, then he should also expect to pay for that.

There being no further business to come before the Commission, Ms. Carrillo made a motion to adjourn the meeting at 9:45p.m.. Mr. Schipani seconded the motion and it was carried unanimously.

The next meeting of the Recreation and Park Commission will be held on Monday 4<sup>th</sup> October, 2010 at 7:00p.m. in the Guilford Community Center.

Respectfully submitted,

Katharine Stewart  
Recording Secretary