

Draft Minutes

TOWN OF GUILFORD Parks and Recreation Commission Minutes – 6th May, 2019

A regular meeting of the Parks and Recreation Commission was held on Monday 6th May, 2019 at 6:30p.m. in the Guilford Community Center with Vice-Chairman Claire Kinkade Dunn presiding.

Present: Claire Kinkade Dunn, John Jagielski, Tara Hunt-Melvin, Lawrence Rooney and Judy Sullivan. Also present Director Rick Maynard. Joining the meeting in progress were Mark Coppola (6:55p.m.), Suzanne McDermott (6:55p.m.) and Diane Van Steenbergen (6:33p.m.). Excused: Rose Dostert.

The meeting was called to order at 6:32p.m.

Public Forum: There were no members of the public present who wished to speak.

Mr. Jagielski made a motion to change the order of the agenda to take “New Business Item A Eagle Scout Project” next. Ms. Hunt-Melvin seconded the motion and it was carried unanimously.

NEW BUSINESS

A. Eagle Scout Project – Disc Golf Course Signs & Posts: Carson Tosta introduced himself saying he was with Troop 474 and a freshman at Guilford High School. Mr. Tosta said he proposed using 18 cedar posts to display the signs which would show the hole number, where to throw the disc and where the next hole would be. The posts will be 6’-7’ high with approximately 2’ in the ground. Posts will be natural with bark on them. Ms. Dunn asked if the posts were coming from the area that was cleared and Mr. Tosta replied yes. Mr. Rooney asked if the post would be buried in cement. Mr. Tosta replied no, that he may put some sand around them. Mr. Maynard noted that the posts would come from trees which had already come down and that new trees were not being cut to create the posts. Ms. Dunn queried sign material. Mr. Tosta replied maybe plexiglass. Ms. Dunn then asked about fund raising. Mr. Tosta replied that most of the sponsors had donated a lot of funding. Ms. Van Steenbergen made a motion to approve this Eagle Scout project for disc golf course signs and posts at Bittner Park. Mr. Jagielski seconded the motion and it was carried unanimously. Mr. Jagielski then asked how an Eagle Scout might propose a project for Timberlands. Mr. Maynard replied that this property was under the jurisdiction of the Guilford Conservation Commission. A scout could also contact the Town’s Environmental Planner.

CORRESPONDENCE**Received:**

Carol Usher, 2864 Long Hill Road 4/6/19 re: opposition to gazebo at Chaffinch Island Park Guilford, CT 06437

Approval of Minutes: Mrs. Sullivan made a motion to accept the Minutes of 1st April, 2019. Mr. Rooney seconded the motion and it was carried unanimously.

BILLS

Mr. Maynard pointed out that the two Connecticut Water Company bills were not duplicates but just happened to be for the same amount. Mr. Jagielski queried \$1,179.90 for dog waste bags (pg. 3). Mr. Maynard replied that they were for all town facilities. Mr. Rooney made a motion to approve the bills as presented for payment. Mr. Jagielski seconded the motion and it was carried unanimously. MTD Actual is: \$\$108,694.65.

DIRECTOR'S REPORT

Easter Egg Hunt – thanks to Knights of Columbus for donation to pay for candy and several volunteers to help at event; attended following meetings: Department Heads, Shoreline Directors, Safety Committee, walk with Inland Wetlands Commission at Bittner Park for Eagle Scout bridge project, BOS, Green Committee, Field Committee; GHS Synthetic Turf Project – attended weekly job meetings with contractor, architect, Field Committee reps, Cliff Gurnham, carpet delivered 5/3/19; walked various fields throughout April, rain caused many cancelled practices/games; Upper Cox Fields – Parks Foreman discovered some irrigation lines are too shallow, contacted contractor and met on site with Paul Schmidt, Parks Foreman and contractor, contractor will retrench piping to be at a depth of 18”, closed north field for spring/summer, Parks Foreman working on turf maintenance plan for Cox fields; met with Recreation Supervisor and Nancy to transfer room and picnic pavilion reservation processing to Nancy; met with Environmental Planner and Eagle Scout candidate Michael Neiss at Bittner Park to review bridge location/specifications; disc golf course – met with course designer about clearing more areas, worked on a Saturday with Todd Rake and Lawrence Rooney, Todd is working on fairway sign design, tournament scheduled for 5/13/19; checked trash truck options in Milford/North Haven with Parks Foreman and Ralph Casey; met at Bittner Park with Eagle Scout for disc golf course signpost installation project; met at Jacobs Beach with Will Thompson and Al Jacobs re location of bench to honor Olivia Jacobs; with Recreation Supervisor, Judy Sullivan and Human Resources Director interviewed 8 candidates for Program Coordinator position, considering top 2 candidates; GHS wood shop class installed shelter at dog park; EarthFest – Recreation Supervisor and Connor did great job planning the event and moving it on short notice from Fairgrounds to Baldwin School due to wet conditions, much help from many departments and the school system to announce new location; attended Court of Honor ceremony for

Page 2 of 7

DIRECTOR'S REPORT (continued)

7 Eagle Scouts; walked Lake Quonnipaug/Bittner Park with some Commission members for Master Plan ideas; helped install benthic blankets at Lake Quonnipaug swim area with Parks Foreman and Chris Levine, thanks to Greg Bugbee and Summer Stebbins from CT Agricultural Experiment Station for their help.

Mr. Maynard stated that he wished to highlight the assistance received from the Knights of Columbus for the Easter Egg Hunt, the GHS Wood Shop class for several projects around town, town agencies who helped with changing the EarthFest venue, and 7 Eagle Scouts for a variety of projects. Mr. Maynard said the scouts had been together since second grade and were very special.

STAFF REPORTS

A. Recreation Supervisor (written): Met with Connor, Program Coordinator to go over tasks and responsibilities as Spring programs begin and summer season approaches; sent out hire letters to camp/aquatics staff for Summer 2019; interviewed candidates for Counselor in Training program; sat on interview panel for program coordinator position; Dave Hackett along with GHS students constructed shade structure at Dog Park; Earthfest moved to Baldwin School due to fairgrounds being too wet, all went very well, collaborations between Town Departments was much appreciated, estimated 500 people attended; communicating with field representative and reserving fields based on needs.

Mr. Maynard said Ms. Clow had done a great job scheduling and rescheduling fields due to inclement weather. Ms. Dunn queried the program coordinator position. Mr. Maynard replied that it had been offered to a Guilford resident who had good experience.

B. Seniors Program Coordinator (written): **Program Highlights:** Spring session for programs began April 1; AARP Tax Assistance ongoing until April 10; SSILL Spring season offering 43 programs/7 trips; educational presentation by Youth & Family Services on “The Opioid Crisis”; bocce season begins; AARP Safe Driving course; Learn Before Lunch presentation on Fall Prevention; free health coaching with VNA nurse; monthly hearing clinic; Legal Assistance program; Birthday Lunch; new chess group meeting on Wednesdays. **Trips:** Moondance – VanMorrison Tribute at Nelson Hall w/lunch at Rossini’s; Lunch Bunch to San Marino’s restaurant, trip to Fascia’s Chocolates; Glen Campbell Xperience and lunch at Aqua Turf; Shen Yun at The Bushnell; “Guess Who’s Coming to Dinner” at Ivoryton w/lunch at Scotch Plain. **Meal Program:** Meals served at Community Center: March 2019 – 836 (March 2018 – 567); Meals on Wheels: March 2019 – 1,903 (March 2018 – 2,107). Bus Program March 2019: Total Trips – 682, Total Passengers – 1,061, Miles – 4,548, Passenger Miles – 10,007, Odometer Miles – 5,168.

Mr. Maynard noted that 62 people had signed up for the Senior Prom. Theme is “Born to be Wild”.

C. Parks Foreman (written): Turf blankets out at 5 facilities, taken up 3 weeks later; ballgames prepped daily for sports; ballfields prepared prior to practices for safety/playability; stone dust and clay on all ballfields completed prior to opening day; started weekly mowing/trimming; started beach cleaning; Earth Day assistance; fertilize all 43 fields/parks/buildings; seeded 20 of 22 areas plus 5 infields; purple lights checked and assisted installation on tree; bathrooms opened; well testing completed with Director of Health; all irrigations up and running for spraying heads; top-dress ½” clay onto Bittner A infields and tilled in, Dog Park gazebo delivered from storage with tools and supplies for GHS, footings measured, augured and poured prior to installation by GHS; visited trash trucks in Milford/North Haven with Director; assessed Upper Cox with Director and Chris Kneale to adjust high clay profile and establish better grass; bocce season ready for season, raked weekly; PEC met at Long Hill Park to assess and fix parking lights; grills out at all facilities; benthic blankets installed at Lake Quonnipaug; Winterberry Irrigation contractors met and assisted in fixing issues at Cox, GHS and Bittner A; Adams A/B warning tracks redone and rolled; greased all irrigation pumps; met with contractor, Director, Paul Schmidt to evaluate shallow irrigation installation at Cox upper; attended and completed CPSI certification test, passed; mole scam added to Nut Plains areas; hauled 20 rolls of synthetic turf to garage from GHS project to use within town for various projects.

Mr. Maynard highlighted that the Parks Foreman had passed the CPSI (Certified Playground Safety Inspection) certification test. Mr. Jagielski asked if various parking lots would be refurbished. Mr. Maynard replied yes, hopefully by Memorial Day.

OLD BUSINESS

A. Standing Fields Committee: Mr. Jagielski reported that the Cox fields were having issues with grass not growing and irrigation problems. It was felt the fields should be closed to allow the grass to grow again and make the fields playable. This has put stress on the other fields as well as a need to find alternate locations for soccer. Regarding the repair to the GHS synthetic turf field, stone was received which was not the correct type but this has been resolved. The field should be ready by next fall. Mr. Jagielski said SFC did a walk-through of facilities and he would share its report with the Commission when it became available. Mr. Maynard added that he had attended this walk and no major issues were found.

B. Green Committee: Mr. Maynard said the Committee was working on a policy for benches and he had shared the Department’s policy on memorials, etc. The Green Committee approved a tent on the Green for the Performing Arts event in September 2019.

C. Land Acquisition Commission: No report.

D. Community Center Betterments & Improvements: Mr. Maynard reported that 38 new chairs were ordered. Some of the tables also need to be replaced.

E. Splash Pad: Ms. Dunn said a proposal had been received from the consultant. One recommendation was to conduct a feasibility study at Bittner Park. Mr. Jagielski asked if the splash pad was at Bittner Park would it be fenced. Ms. Dunn replied that it did not have to be fenced so that would be the Commission's decision. Mr. Coppola asked if the water would be stored in a tank before and after use. Mr. Maynard said he would have to research that. Mr. Jagielski queried flow. Ms. Dunn replied that would depend on what features were used. Mrs. Sullivan had concerns about the location right in front of the playing fields. She felt if Men's Softball was ever resumed balls could reach the splash pad which would be a conflict. Mr. Jagielski pointed out that different equipment was used now so it was probably not possible to hit a ball over the fence. Mr. Rooney queried funding. Ms. Dunn replied that a group of people was fundraising for this project. Mr. Rooney felt it was a lot of effort for people to take what was essentially a shower. Ms. McDermott made a motion that the Commission proceed with a feasibility study for a splash pad at Bittner Park for an amount up to \$2,500. Mr. Coppola seconded the motion. During discussion Mr. Rooney said he was not in favor of this project and that he did not feel the location was appropriate. Mr. Maynard replied that someone had suggested a small picnic shelter be located at Bittner Park which could be rented out. A splash pad would be another amenity. Ms. Van Steenbergen said she would worry about the pressure of the well. Ms. Dunn replied that the feasibility study would be to determine that. Ms. McDermott felt the study would be worth the cost. Ms. Dunn added that it would be good for the Master Plan as the Commission needed to know what the well could sustain. Mr. Rooney queried building costs. Ms. Dunn replied approximately \$18,000 for design, bids specifications and over-seeing construction. Mr. Jagielski agreed that a study of the well was needed. Mr. Rooney did not feel that \$2,500 could be justified for a splash pad study. Mr. Coppola queried the scope of the study, would it just be for the splash pad or for the whole park. Ms. Dunn pointed out that a group of people had asked for the splash pad and the Commission had voted to explore this request. To honor that request the Commission needed to study the well. Mr. Jagielski asked if the water would be studied for quality. Mr. Maynard replied that the water was tested quarterly to make sure that it was safe for drinking. Ms. Van Steenbergen mentioned maintenance costs for the splash pad. The motion to go forward with a feasibility study for a splash pad at Bittner Park was carried as follows:-

IN FAVOR: Mark Coppola, Claire Kinkade Dunn, John Jagielski, Suzanne McDermott, Tara Hunt-Melvin, Judy Sullivan, Diane Van Steenbergen

OPPOSED: Lawrence Rooney

ABSTAINED: None

F. Disc Golf Course: Mr. Maynard announced that a tournament would be held on 5/18/19. People will be given a chance to try out the course and make comments. 28 people have registered so far. Mr. Maynard said the course was substantially completed and that he would like to hold a grand opening event after all the Eagle Scout projects had been completed (tee boxes, baskets, signposts).

G. Community Center Roof Replacement: Waiting for architect to sign off on this project.

H. GHS Synthetic Turf Field: See above under “Standing Fields Committee”.

I. Upper Cox Fields: Mr. Maynard reported that the Boards of Education and Selectmen had approved transferring these fields to the Commission’s jurisdiction/ownership. A formal vote will be needed from the Commission and the fields will have to be renamed. Ms. Dunn asked if the fields would require a gate and signage. Mr. Maynard replied that signs would be needed. Ms. Van Steenbergen wondered if there would be times when the fields could not be used because school was in session. Mr. Maynard thought main usage would be weekends and after school hours. Mr. Jagielski made a motion that the Commission would go forward with taking Upper Cox fields under its jurisdiction from the Board of Education, and recommended that BOS accept them as a town park. Mrs. Sullivan seconded the motion and it was carried unanimously.

J. Parks Master Plan: Ms. Dunn stated that the subcommittee had walked Lake Quonnipaug and Bittner Park. Other parks will also be reviewed and the subcommittee will share its ideas with the Commission later. Ms. Dunn also asked for ideas from the Commission. Mr. Jagielski said transferring Peddlers Park to the Guilford Land Conservation Trust should be explored.

Mr. Coppola made a motion to add to the agenda “Old Business Community Center Use Form”. Mrs. Sullivan seconded the motion and it was carried unanimously.

K. Community Center Use Form: Mr. Maynard circulated copies of a revised use form. The Commission had discussed earlier the issue of non-resident, non-profit organizations not being charged for rooms and it was felt these groups should pay. Therefore, the use form has been changed to include a fee schedule for non-resident, non-profit groups. Mr. Maynard said another issue was homeowners’ associations which were treated as a non-profit even though they were a private use and not strictly a non-profit and so should pay a fee. In addition Mr. Maynard said In-House Counsel Pam Millman had added #15 *Use of town property by persons/entities which conduct seminars and/or distribute materials does not constitute an endorsement by the Town of the subject matter of such use*”. Mr. Coppola made a motion to approve the changes to the Community Center Use Form as proposed, effective July 1, 2019. Ms. McDermott seconded the motion and it was carried unanimously.

NEW BUSINESS (continued)

B. Trash Truck Order: Mr. Maynard stated that funds had been put into the budget to purchase a trash truck. However, the proposed truck would not work as initially thought. Mr. Maynard said he did further research and found a more suitable truck which would just do trash for \$104,000. A separate unit would be needed for recycling but this could go on the back of an existing truck. Total cost for the two items would be \$126,000 of which \$124,000 was budgeted. One issue was that the original plan had been to purchase a split body truck for trash and recycling. Then it was discovered that the truck did not have a barrel tipper to lift barrels for recycling. Another option was a split

B. Trash Truck Order: (continued)

body truck that would be 60% trash/40% recycling. However, this truck could not dump into the recycling bin and was much more expensive. Ms. Dunn wondered how the two trucks would affect the Commission's request for another staff person. Mr. Maynard felt trash pick-up for all the Department's facilities and some of the Town buildings could be done twice per week and recycling once per week except for the Community Center and Town Hall which would be twice per week. He added that there was not a lot of recycling material at the parks and fields. Mr. Jagielski felt there were some parks where garbage cans should not be installed because it encouraged people to dump their trash. Ms. Van Steenberg mentioned the merchants on Whitfield Street. Mr. Maynard said he thought the trash barrels at the stores should be moved to the Green side on a trial basis. In conclusion Mr. Maynard said he was going to propose purchasing a trash truck and a dump body with barrel grabber, to be used on an existing pick-up truck.

C. Fireworks: Mr. Maynard reported that the Board of Selectmen had approved Atlas again.

D. Pop-Up Tents: Ms. Dunn said pop-up tents were becoming a problem in the Lake Quonnipaug parking lot. Steps will be taken to discourage this and signs prohibiting their use will be installed. Mr. Jagielski queried enforcement. Ms. Dunn replied that she hoped the signs would be enough and the police department would be informed of this change. Mr. Rooney said text should be added to the ordinance to reinforce this change. Ms. Dunn suggested the change be included on the Department's web site and the beach pass rules. Ms. Melvin made a motion to put signs at Lake Quonnipaug and Jacobs Beach prohibiting pop-up tents. Mrs. Sullivan seconded the motion and it was carried unanimously.

There being no further business to come before the Commission, the meeting was adjourned at 8:30p.m.

The next meeting of the Parks and Recreation Commission will be held on Monday 3rd June, 2019 at 6:30p.m. in the Guilford Community Center.

Respectfully submitted,

Katharine Stewart
Recording Secretary