

Draft Minutes

TOWN OF GUILFORD
Parks and Recreation Commission
Minutes – 7th January, 2013

A regular meeting of the Parks and Recreation Commission was held on Monday 7th January, 2013 at 7:00p.m. in the Guilford Community Center with Chairman Ralph Schipani presiding.

Present: Rose Dostert, Suzanne McDermott, Sue Robins, Ralph Schipani and Judy Sullivan. Also present Director Rick Maynard. Joining the meeting in progress were Jenny Carrillo (7:25p.m.) and John Jagielski (7:20p.m.). Excused: Barbara Pine.

The meeting was called to order at 7:04p.m.

Public Forum: Mike Chapman, Boy Scout Troop 474, introduced himself and stated that he wished to install a new bocce court and refurbish the existing courts, with financial assistance from the Commission. Mr. Maynard added that a site visit was made last Friday and a location for the new court was chosen. In response to a question, Mr. Chapman said he did not have a firm cost in mind. Mrs. Dostert made a motion that Mr. Chapman could move forward with this project and that a formal request for funding, etc., with final cost estimates must be submitted to the Commission through Director Maynard. Ms. McDermott seconded the motion and it was carried unanimously.

DIRECTOR'S REPORT

Met with Ralph and John and completed department budget and submitted to Finance Office – total increase is one tenth of one percent; Jacobs Beach Project – attended PZC hearing, project was approved without the shade structure; checked contractor installing sod at Leete fields; checked new tractor loader; instructed maintenance crew to install fencing around Jacobs playscape, and hay bales at Baldwin sledding hill for safety; contacted Commercial Air re problems with leaking bleeder valves that damaged ceiling tiles in Community Center, repairs are in progress; discussed building security with Police Chief and met with alarm contractor to discuss proposals/options, initiated some immediate controls; met with maintenance crew at Daniel Ave. Beach, Shell Beach, Trolley Road Beach, and Mill Pond for park sign locations; met at Chittenden Park with Mike Chapman about bocce court for Eagle Scout project.

Mrs. Dostert stated that she had attended the Pancake Breakfast last Saturday and that Ellen Clow and Tracy Guillani had done a great job and that this was a wonderful event.

STAFF REPORTS

A. Recreation Supervisor (written): Attended Southern CT State University and observed students' final presentations; attended Nuts & Bolts of being a Supervisor – attendance requested by First Selectman and Human Resources Director; assisted with delivery of Food Baskets for the Holiday; met with Human Resources Director re “invitation to return” for summer staff 2013; discussed “emergency plan” with several parents of preschool children, met with Director re suggested changes, asked if we could consult with Police Department on action plan; winter registration – 1,050 registered, 80% completed online.

B. Parks Foreman (written): Goals/nets, windscreens, picnic tables, park signs in, grills covered; start brush cutting – 20 facilities, 5 complete; new loader delivered – in service, everyone trained on it; winter operations set up; tennis courts – cleaned, nets down, locked (except Adams); new park signs installed – Mill Pond, Daniel Ave, Trolley Road; Mill Pond – wood/pallets installed, beach/fire pit all set; playground/skate park inspections complete, put up temporary fence at Jacobs Playscape; Stadium field – groomed, rubber infill applied, track drain baskets cleaned; infield work – completed on 22 fields, edging, aerating, adding clay; field corners – maintained through winter; Lake Quonnipaug – lifeguard chairs in for winter.

CORRESPONDENCE**Received:**

The Guilford Forgotten

Re: request for more Men's Basketball

Mr. Schipani said that anyone wishing to have a dialogue with the Commission needed to personalize correspondence and not send it anonymously.

Email from Clara Bowron to
Recreation Supervisor

12/26/12 Re: Women's Basketball looking for more
gym space for pick-up games.

Mr. Schipani said he had received emails today regarding a meeting of the Guilford 375 Celebration Committee on 1/16/13, and asked if a Commission member would participate. Mrs. Dostert volunteered.

Forwarded:

Park Maintenance staff
From Director

12/3/12 Re: Compliments from First Selectman for
excellent job done clearing the Green for Tree
Lighting.

Approval of Minutes: Ms. Robins made a motion to accept the Minutes of 3rd December, 2012. Mrs. Dostert seconded the motion and it was carried unanimously.

BILLS

Ms. Robins made a motion to approve the bills presented for payment. Mrs. Sullivan seconded the motion and it was carried unanimously. MTD Actual is: \$81,167.58.

OLD BUSINESS

A. Standing Fields Committee: Mr. Maynard said there was nothing to report as the committee had not met in December. Work continued on the Long Hill Park drainage project but had been held up by the weather.

B. Jacobs Beach Project: Ms. Robins said PZC had approved this project but without the proposed shade structure. The subcommittee met with the architect to determine how to move forward. A bid package was being written and as part of this in-kind services were reviewed. Mr. Schipani said everyone had done a great job on this project and he thanked them for their efforts.

C. Community Center Condenser Units: Mr. Maynard reported that the units would be delivered to the contractor this week.

D. Chittenden Park Boardwalk: Mr. Maynard stated that the CT Forest & Park Association had successfully applied for a grant (\$25,000). Additional funding will be solicited from the Guilford Foundation.

Mr. Schipani said that the Commission had had several significant achievements last year and that these should be publicized.

E. Job Descriptions: Mrs. Dostert said the job descriptions had been updated and would be forwarded to the Human Resources Director for comment.

F. Budget 2013-2014 Presentation: This meeting is scheduled for 1/17/13 at 9:00a.m. Mr. Maynard said the increase was one tenth of one percent with a projected revenue increase of 6%.

NEW BUSINESS

A. Eagle Scout Project – Bocce Court: See above under “Public Forum”.

C. Bid for Community Center Fence Replacement: Mr. Maynard stated that the bid package was ready to be sent out. Part of this will include taking out the remaining fencing and replacing all the fencing as it was rotting out.

D. Spring Brochure: Mr. Schipani said the Department was looking at new ways to do the brochure which would save money. Mr. Maynard added that normally 10,000 copies of the brochure were printed at a cost, including postage, of approximately \$4,000. He said it was being considered to print 1,000 copies which could be mailed out upon request rather than an automatic mailing to the entire town. Mrs. Sullivan suggested placing a notice in the Guilford Courier for people without Internet access. Ms. McDermott recommended sending out email registration reminders. It was noted that brochures were available on the Department's web site. Mr. Jagielski asked if it would be possible to negotiate with the Guilford Courier for a section on P&R news rather than having it spread throughout the newspaper where it could be overlooked. The Commission agreed to try the new system for circulating the Department's brochures.

E. 20th Anniversary of Community Center: Mr. Maynard reported that the building opened in January 15, 1993 and a grand opening ceremony was held in March 1993. He suggested celebrating this anniversary with exhibitions of different programs, inviting state legislators to attend, etc. Mr. Maynard said assistance would be needed from the Commission.

B. Gym Time for Men and Women's Basketball: Mr. Schipani said part of the issue with increasing gym time was heavy usage by Youth Basketball. Mr. Maynard explained that in the past there were 2 nights of basketball but the participation began to dwindle and so 1 night was dropped. Now the program was popular again and so people wanted more time. Mr. Maynard said he had met with the Superintendent of Schools and negotiated a second night from February – May. He added that he understood that Youth Basketball was a priority for the schools but at the same time there were adults who wished to play. Mr. Maynard pointed out that the Department did not run Youth Basketball and so had no control over the program. Mr. Schipani said he had no problem with not following the regular basketball season but if gym time was available from February – May this would be acceptable. Mr. Jagielski asked how late the custodians would stay. Mr. Maynard replied 9:00 – 9:30p.m. Mr. Jagielski then asked if it would be possible to temporarily enclose/roof the basketball courts at the police station for winter usage. Mr. Schipani felt if several nights were available in "prime" season and it was possible to obtain more playing time then this matter should be pursued. Mrs. Sullivan asked that it be ensured that there was equal playing time for women's basketball.

Ms. Robins made a motion to adjourn the meeting at 7:52p.m. Mrs. Dostert seconded the motion and it was carried unanimously. The next meeting of the Parks and Recreation Commission will be held on Monday 4th February, 2013 at 7:00p.m. in the Guilford Community Center.

Respectfully submitted: _____ Katharine Stewart, Recording Secretary