

Draft Minutes

TOWN OF GUILFORD Parks and Recreation Commission Minutes – 4th February, 2013

A regular meeting of the Parks and Recreation Commission was held on Monday 4th February, 2013 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 7:11p.m.

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

DIRECTOR'S REPORT

Worked on Jacobs Beach project; assigned maintenance crew to do some clean up at Jacobs Beach from Hurricane Sandy, and do some demolition of restrooms in preparation for improvements; worked on annual report, met with Human Resources Director re job descriptions; met with garage door representative to improve operation of doors at Park garage (2 injuries over the years); completed statistics on Hurricane Sandy tasks for FEMA report; attended the following meetings: 375 Celebration, Fields Committee, GHS Building Committee (regarding turf field), Guilford Foundation re Chittenden Park boardwalk grant, BOS budget presentation, BOS bid award for Community Center fence; Heritage and Tourism Committee, Wellness Committee; Community Center fence replacement – bid awarded to Fence World (\$10,333, expect FEMA reimbursement); checked on crew working at Jacobs Beach; wrote specs for engineering services to create specs for GHS tennis repainting; checked on contractor working on drainage project, Long Hill Park; Chili cookoff was excellent event, staff did great job planning and working at it; met with all sports groups using fields in spring to discuss schedule/assignments.

STAFF REPORTS

A. Recreation Supervisor (written): Worked with Vermont Systems and Tony Santarcangelo regarding issues with RecTrac since upgrade took place; met with Camp/Aquatic supervisors from last summer re planning for summer 2013; met with possible student from SCSU re internship opportunity this summer; filled out initial request for funding form for United State Tennis Association (USTA) – met with high school tennis coaches about programs and tennis courts, also spoke to representative from New England Tennis Association about other possible

A. Recreation Supervisor (continued)

funding; attended Wellness Committee meeting and assisted with Health Fair for town employees; began to reformat/redesign spring brochure; chili/soup/dessert Cookoff and concert was excellent event – 100 people attended.

Ms. Robins queried the grant request to USTA. Mr. Maynard replied that funding was being sought to offset the cost of tennis court repairs at the high school. Hopefully the Board of Education will also contribute towards these costs.

B. Seniors Program Coordinator (written): Budget Committee and Social Committee meeting; blood pressure checks; volunteer lunch; ethnic cuisine Consiglios two trips; birthday lunch; pizza and a movie. **Meals Program:** Meals served at Community Center January 2013 – 442 (January 2012 – 592). Meals on Wheels January 2013 – not available (January 2012 – 1,976). **Bus Program:** Total trips December 2012 – 278 (January 2013 not available). Total passengers December 2012 – 448 (January 2013 not available).

CORRESPONDENCE**Received:**

Email from Liza Petra, Executive Director, Guilford Foundation 1/29/13 re: Awarding of grant towards Chittenden Park improvements

Forwarded:

Email to Liza Petra, Executive Director, Guilford Foundation 1/29/13 re: Thank you for awarding grant towards Chittenden Park

Approval of Minutes: Ms. Robins made a motion to accept the Minutes of 7th January, 2013. Mrs. Dostert seconded the motion and it was carried with 5 votes in favor. Ms. Pine abstained since she was not present at the January meeting.

BILLS

Mrs. Dostert made a motion to approve the bills presented for payment. Ms. Robins seconded the motion and it was carried unanimously. MTD Actual is \$76,506.27.

OLD BUSINESS

A. Standing Fields Committee: Mr. Maynard reported that the Long Hill Park drainage project was underway and was almost 85% completed. This work should have been done last fall but the ground was too wet and the new target date is April 1, 2013. Mr. Maynard stated that a lot of work was taking place on field projects for the new high school. He added that his concerns included access to fields for Department equipment, access for trash trucks, etc. Mr. Schipani asked if concrete dugouts would be used and Mr. Maynard replied yes. Mr. Jagielski suggested visiting the new concrete dugouts at Cuginchaug. He said these were uncomfortable to be in and the players did not like them. Mr. Schipani said he had concerns from a functional perspective. Mrs. Sullivan asked if the adventure course would be retained. Mr. Maynard replied that he was unsure. He believed it would be kept somewhere. Mrs. Sullivan said she would hate to see it taken down and not reinstalled. Mr. Maynard reminded the Commission that each year a meeting was held with sports groups in order to assign field use in an equitable manner. Should the new high school construction begin in June this would mean some fields would be unavailable. Mr. Schipani said for this year at least his players had elected to play a road season but had reserved the right to move games back to GHS if the new school was delayed. He added that it had been made very clear that anyone running or sponsoring a camp had to run/register it through the Department.

B. Jacobs Beach Project: Ms. Robins reported that a good meeting was held with 12 contractors in attendance. Bid opening is scheduled for 11:00a.m. on 2/8/13. Mr. Maynard added that a second bid opening would be held at 11:30a.m. for clean-up work at Jacobs Beach after the storms. Specifications for this were written by the Town Engineer. Later in the meeting Ms. Pine asked how the public could best be kept informed of progress on the Jacobs Beach project.

C. Community Center Condensing Units: Mr. Maynard said there was preparation work on the piping that had to be done and all the Freon had to be drained out.

D. Chittenden Park Boardwalk: Mr. Maynard stated that a grant of \$10,000 had been received from the Guilford Foundation, spread over 3 years. A second grant was received from a state source and architect William Thompson was researching a third grant. He is also working on fine tuning the budget. Mr. Maynard said he thought the next step was soil testing in order to determine how to anchor the permanent fixtures.

E. Budget Request 2013-2014: Mr. Maynard said the request had been submitted and he had attending the budget hearing. Board of Finance hearing is 3/5/13 and the budget workshops are 3/7 and 3/11/13.

F. Community Center Fence Replacement: Mr. Maynard reported that the bid had been awarded to Fence World of Madison. The old fence has been removed and work will begin in the next few weeks. A reimbursement will be sought from FEMA.

G. 20th Anniversary of Community Center: A tentative date of April 7, 2013 was chosen. Ms. Pine asked if other departments might have ideas and was there a tradition of celebrating building anniversaries. Mrs. Dostert suggested inviting the legislators who attended the original opening. Mr. Schipani added former Commission members to the guest list. Mr. Maynard said a subcommittee was needed. Mrs. Dostert and Mrs. Sullivan volunteered.

NEW BUSINESS

A. 375 Celebration Committee: Mr. Maynard stated that he had attended a planning meeting several weeks ago. This committee is planning 4-5 signature events and will also tie into other events that happen regularly each year. Mr. Maynard noted that the committee was looking for volunteers for its subcommittees. Mr. Jagielski suggested having the Celebration Committee make a presentation at the March meeting. Mr. Maynard was then asked to email to the Commission the list of subcommittees and their chairmen.

Ms. McDermott left the meeting at 7:50p.m.

B. Miscellaneous: Mr. Schipani asked Mr. Maynard to develop a list of the Department's achievements over the past year so these could be publicized. Ms. Robins suggested that a calendar of events be posted on the Department's web site.

Mrs. Dostert made a motion to go into executive session at 7:52p.m. to discuss a possible land disposition. Ms. Pine seconded the motion and it was carried unanimously.

Ms. Pine made a motion to end the executive session and resume the normal session at 8:05p.m. Mrs. Dostert seconded the motion and it was carried unanimously.

Executive Session Item 1: Ms. Pine made a motion that the Commission would ask the Land Acquisition Commission to pursue the Department's interest in the possibility of acquiring this parcel of land. Ms. Robins seconded the motion and it was carried unanimously.

There being no further business to come before the Commission, Mrs. Dostert made a motion to adjourn the meeting at 8:06p.m. Mr. Jagielski seconded the motion and it was carried unanimously. The next meeting of the Parks and Recreation Commission will be held on Monday 4th March, 2013 at 7:00p.m. in the Guilford Community Center.

Respectfully submitted: _____ Katharine Stewart, Recording Secretary