

Minutes
Alton Parks and Recreation Commission
January 19, 2017
6:30pm at AVAS

Members Present: Jonathan Downing, Phil Wittmann, Nancy Downing, Kristin Thomas, William Lionetta and Elizabeth Shelton

Public: Steve Parker

Staff Present: Kellie Troendle

Call to Order

The meeting was called to order at 6:30pm by Chairman, J. Downing.

Approval of Agenda

K. Thomas made a motion to approve the Agenda as presented; motion was seconded by W. Lionetta and passed.

Approval of Minutes

E. Shelton made a motion to approve the Minutes of November 17, 2016 as written; motion was seconded by K. Thomas and passed.

Public Input

Chairman J. Downing stated that Public Input would be allowed after each Agenda item. Also, it was noted that the Parks and Recreation Commission Meetings need to be posted if the Commission is meeting with the Board of Selectmen because a quorum would be present. S. Parker expressed interest as an alternate, and he will complete the Appointment Application Form at Town Hall.

Old Business

Commission By-Laws Discussion- The Board of Selectmen added the placement of two alternates to the Commission By-Laws. The Commission discussed the officer positions. The Director will continue to take meeting minutes. K. Thomas made a motion to nominate E. Shelton as vice-chair, motion was seconded by W. Lionetta and passed and accepted.

Master Plan- Parks- J. Downing recommended signage for the Quannippi Trail based on Indian Folklore; samples were provided. N. Downing offered to walk the trail with the Director to determine the best placement for trail signs and the quantity of signs needed. The Commission discussed the materials to make the signs (baked enamel). K. Troendle will contact the LRPC to confirm the Master Plan map status regarding the additional work of the site specific/blow up maps. J. Downing recommended indicating "You are here" on the map with a red dot. J. Downing stated that he contacted Dan at Likin Bikin, and he is interested in developing trails through the State Forest. J. Downing stated there is grant money available to develop bike trails. Project steps include: (1)

Contact the State Forest representative and set up a meeting and determine options available to complete at site (cross country ski, bike trails); (2) Form a committee and include Bike Shop and write grants to secure funding for project development. J. Downing gave map from 1964 to files for State Park Trails.

Alton Bay Bed Race- K. Troendle reported that the Alton Business Association is going to sponsor the Bed Race and the Scavenger Hunt. The Department provided past information/rules to the ABA.

Basketball Update- K. Troendle reported that 29 players signed up for the Basketball Clinic sponsored by the PMHS varsity boys and girls' basketball teams. K. Troendle noted that the program is subsidized by the Recreation Revolving Fund and did not break even. This year the cost to run the program was \$722.58 plus office work \$312.55. The program registration fees were \$580.00. The program loss \$291.22 less this year than last year. K. Troendle noted work that was completed this year will not be repeated next year if the same program model is used because that work is a one-time expense. K Troendle noted the positive benefits of the program for the participants and the positive feedback received from parents and players.

New Business

Skating Rink- K. Troendle reported that the Grounds and Maintenance staff marked out a 42'x84' area for the skating rink on Mill Pond. The rink area was completed today with snow removal and the establishment of embankments. The Fire Department was contacted and they are interested in flooding the rink to make the smooth skating surface. Primex was contacted about proper signage and the signs were made and will be installed. Primex noted that the transfer of risk from the Town to the individual was important to communicate on the signage. The Commission noted that underbrush could be removed to make the rink more visible from Rte. 140. Also it was noted to advertise the rink in the newspaper when it is open. An additional sign will be posted warning of the culvert area away from the rink.

Light Up Night- The Commission discussed Light Up Night and noted it went well. New this year the PMHS Choral group performed a concert at the Museum. The Museum was a full house with the additional event. It was noted that additional shows or a continuous, rolling show may be better to accommodate the number of people in attendance. The Director reported that feedback was received for more Christmas lights throughout Town and at the Town Hall. The Director noted that there are plans to place candles in the windows at Town Hall and decorate the Museum with lights in 2017. J. Downing suggested a Christmas Lights Contest and recommended that the community be involved. Contest categories were discussed to include residential and commercial with prizes awarded.

Summer 2017 Program/Event Ideas- K. Troendle asked the Commission for feedback/ideas for the 2017 Summer programs. Some of the ideas discussed included: Food Truck Festival; Boat Parade-theme, categories (non-motorized, motorized, antique, decorated, marina groups, etc.); Progressive Dinner; Summer Camp; Legion Riders Motorcycle Ride, and Lantern Festival. The Commission will revisit this item at the next meeting and will bring more ideas to share.

Recreation Revolving Fund- K. Troendle requested that \$1,122.65 for Pickleball (\$87.22) and Recreation Basketball (\$1,035.43) be approved from the Revolving Fund. K. Thomas made a motion to approve the expense as presented; motion was seconded by E. Shelton and passed.

Director's Report- J. Downing recommended that the Director include the Director's Report with the meeting Agenda so members could read the report prior to the meeting and be prepared for discussions.

The Director provided a summary of the following:

- Warrant Articles
- Basketball Program
- Jones Field Improvements
- Harmony Park Retaining Wall
- Parks and Recreation Conference
- Staff Meetings
- Summer employment opportunities were posted
- Craft Fair Applications were mailed out
- Town Report
- Summer Camp preparation
- Pearson Road Community Center Security- Building locks changed
- Community Center Rentals
- Staff constructed 2 picnic tables and 2 trash containers
- Department received complaints about sidewalk snow

Other

Alton Bay Community Center Bid- The Commission reviewed the drawings and renovation narrative by the Building Inspector. The Commission noted the bid information was general and it would be difficult to compare received bids when the specifications are not truly defined. The Commission was appreciative of the efforts of the Building Inspector but thought more information was needed to be complete. J. Downing stated the importance of having a professionally created RFP so the Town gets the end result that it needs. N. Downing noted the expense of relocating the electrical panel and suggested finding an alternate way to layout the new restrooms. The Commission discussed other Town projects that would benefit from professionally prepared RFP's. J. Downing recommended writing a RFP for an architect to prepare the Town Building ADA improvements. J. and N. Downing will help outline the specifications for the RFP for the architect.

Alton Bay Bridge Lights- S. Parker expressed concern with the condition of the Bridge Lights and stated that the Town needed to repair or replace them. There was discussion on the subject and the state's involvement and responsibility.

Board of Selectmen Comments- P. Wittmann thanked the Commission members for their input in developing the By-Laws and was happy with the end result. P. Wittmann expressed the importance for the members to know the groups expectations and what the member's roles are.

Adjournment

K. Thomas made a motion to adjourn the meeting at 7:36pm; motion was seconded by E. Shelton and passed. **The next meeting is scheduled for Thursday, February 23, 2017 at 6:30pm at AVAS.**

Respectfully submitted,

*Kellie Troendle, Certified Park and Recreation Professional
Parks and Recreation Director*

APPROVED