

Minutes
Alton Parks and Recreation Commission
May 19, 2016
AVAS, 6:30pm

Members Present: Jonathan Downing, William Lionetta, Kristin Thomas, and Phil Wittmann.

Public: Nancy Downing.

Staff Present: Kellie Troendle

Call to Order

The Meeting was called to order at 6:33pm by Chairman J. Downing.

Approval of Agenda

W. Lionetta made a motion to approve the Agenda as amended to include: Calendar under Old Business, Sidewalk to Beach and Mt. Major Report under Other; motion was seconded by K. Thomas and passed.

Approval of Minutes

K. Thomas made a motion to approve the Minutes of April 14, 2016 as presented; motion was seconded by W. Lionetta and passed.

Old Business

Member Sworn In- K. Thomas was sworn in as a member by Selectmen, P. Wittmann.

AVAS Site Visit- The Commission conducted a site visit of the Parks and Recreation office, garage, rear shed and outdoor storage container. The Commission also viewed the perimeter of the building and grounds. J. Downing noted that the overall facility was inadequate to meet the needs of the Department. Specific items that need to be addressed include: storage of materials, office space, re-organization of items stored outside, and cleaning up the yard. The Commission discussed the Kubota and work it could do and recommended that it be repaired. J. Downing recommended that a site analysis and a survey of the property be conducted to determine what improvements could be made at the existing property. The Commission asked for a professional opinion from the Town Forester in regard to the removal of the two maple trees vs. pruning them. The Commission would like to develop a long term plan for the Parks and Recreation Department property and would like the support of the Board of Selectmen in making improvements to meet the needs of the Department.

Roberts Cove Road and Echo Point Site Visit- The Commission scheduled the next site visit for June 23 at 6:30pm at Roberts Cove Road with a Site Visit to Echo Point to follow. A site plan/survey of Roberts Cove is needed for the Master Park Plan file and to know the deed restrictions. The Commission meeting will resume at the PR office following the Site Visits. The Commission will be scheduling a Site Visit to Riley Road and Half Moon Lake next.

New Member Recommendations- The Commission discussed the member vacancy. W. Lionetta made a motion to recommend that Nancy Downing be recommended to be appointed by the Board of Selectmen to the Parks and Recreation Commission. Motion was seconded by K. Thomas and passed. J. Downing abstained from the vote.

Merrymeeting River Trail- K. Troendle reported that the BOS suggested that volunteer organizations and groups be asked to help with the development of the MMR Trail, the recommendation to hire a staff member was not approved by the BOS. J. Downing said he has not experienced success with asking volunteers in trail and park development. The Commission discussed the level of skill and experience needed to build the trail and the risk of the activity. A request for volunteer help will be posted on Face Book and articles will be submitted to the local newspaper asking for volunteer help with the project. J. Downing suggested presenting the project to the BOS when the map is completed by the LRPC and working together with the Town Planner's office and Conservation Commission.

LWCF Grant- J. Downing reported that the LWCF Grant application is due June 3. The MMR Trail map draft provided by the LRPC is not completed and the staff member that is working on it is moving to Oregon, so the likelihood of having a finished map to submit with an application in the next two weeks is small and the project application is complex. J. Downing believes the MMR Trail project would qualify for LWCF Grant monies. It was noted that the Commission can plan to apply for the LWCF Grant in 2017 which is awarded for 2018 with a defined project and also to plan matching funds from the Town for the project. The Commission was looking at a grant for approximately \$10,000 (\$2,000-volunteers; \$8,000 educational/trail maintenance).

PMHS Scholarship Award- The Commission reviewed the application for the scholarship award. A \$500 scholarship will be awarded to a PMHS senior who is pursuing a college education in the field of music. The scholarship funds are from the proceeds from the Barbershopper's concert in 2015.

Summer Camp Program- The Commission discussed the summer camp program and noted that 18 participants are needed in order to run the summer camp. It was suggested to send out a Last Call Flier to the school and post notices in the paper and on Face Book to let people know to sign up by May 31.

Jones Field- The Commission discussed the improvements at Jones Field and noted the roots and rocks on the side of the fields. It was discussed that a plan is needed for the development of the area. Large equipment will be needed to do the work and the Highway Department can be consulted for suggestions on further excavation and stabilization of the site.

New Business

Recreation Revolving Fund- Expenses for Pickleball- \$73.22 and \$450.49 for the bench at Jones Field, total is \$523.71. K. Thomas made a motion to approve the expenditures as presented; motion was seconded by W. Lionetta and passed.

Director's Report- The Director provided a summary of the following:

- 4 trees removed at PR building, 2 more will be budgeted for removal in 2017; J. Downing recommended keeping the 2 maple trees and having them trimmed. It was noted the pine trees are a threat to the building and those trees may need to be removed;
- met with Dock Doctors for an estimate for lake access stairs- estimate was \$14,344.00 and called Raise a Dock for third estimate. Commission recommended contacting Watermark to give an amended estimate with the commercial dock requirements;
- Parks and Recreation- Grounds and Maintenance Department will receive Highway Department vehicle in mid June, still looking for a custodian vehicle;
- Director is meeting May 24 with Cemetery Trustees and Town Administrator to review PR Department responsibilities in relation to the Cemetery Department;
- Department is working on Yard Sale map;
- Department is coordinating service for generator maintenance at six Town buildings/facilities;
- Milfoil Committee received \$1,500 Lake Host Grant and DASH contract was signed by the Town;
- Tennis Court surface is peeling up in a few locations and the contractor will return the week of May 24 to make repairs, work is under warranty;
- The AVAS rear roof was damaged by a fallen tree and the Building Inspector is drafting a plan for repair to include adding additional space- the Director is waiting on the plan;
- The Department is working on the 5K Race, Craft Fair and hiring Summer Camp staff;
- The Maintenance Department is mowing, and repairing Town buildings- a custodian to clean the PRCC is still needed, the job was posted;
- The Retaining Wall bids were received, no decision has been made by the BOS.

Fit For Life Program- The Commission reviewed the request from Sharon Wells to offer an exercise program in Alton Bay. K. Thomas made a motion to approve the program under the following conditions: the instructor needs to provide a copy of their current exercise instructor certification; the instructor needs to provide a Certificate of Insurance naming the Town of Alton as additional insured and all program participants need to sign a PR Department waiver form that the Department will keep on file. Motion was seconded by J. Downing and passed.

Wooden Bench Request- The Commission reviewed the request to have a wooden bench installed by the public boat ramp. The Commission noted this request would need to be forwarded to the Board of Selectmen for approval. After discussion the Commission noted that they do not recommend wooden benches due to maintenance issues and costs but would recommend a granite bench if approved by the BOS. J. Downing made a motion to recommend the installation of granite benches instead of wooden benches at Railroad Square Park, motion was seconded by W. Lionetta and passed. K. Troendle will research policies in other municipalities and offer that information to the Commission and BOS for review.

RSA-35-B- The members received a copy of RSA-35-B from the Town Administrator for their review. P. Wittmann said he was speaking for himself and he would like a workshop or meeting with the BOS and Commission to go over the “Town of Alton Resolution Governing the Authority of the Parks and Recreation Commission and Recreation Director” to clear up communication problems. Copies for each member will be brought to the next meeting.

Bridge Light Post- J. Downing said it was not an issue at this time because the bridge is going to be redone.

Alton Bay Trees- 7 Japanese Tree Lilacs will be planted.

Alton Bay Master Plan- J. Downing recommended that a meeting/workshop/ informal discussion be held with the Board of Selectmen, Town Planner, Planning Board, Conservation Commission, Water Department and Parks and Recreation Commission to review the Alton Bay Master Plan and get feedback.

Rental Fees at Town Community Centers- P. Bolster recommended to the PR Department that rental fees for the community centers be increased, especially the Pearson Road Community Center with its new amenities and additional space. The Commission stated that the Board of Selectmen set the fees and policies for the community center rentals and that P. Bolster should contact the Board of Selectmen with his suggestion. K. Troendle will contact P. Bolster and refer him to the Board of Selectmen.

Photo Calendar- The Commission discussed the Photo Calendar Contest and the price to sell the calendars. It was noted that we will need enough high quality photos to place in to the calendar. The Commission also discussed 1,500 calendars at \$5 each being a lot to sell and wanted to know the cost per calendar if 500 and 750 calendars were ordered instead of 1,500 and what would the selling price need to be.

Other

Mt. Major- J. Downing reported that there are a lot of improvements at the Mt. Major facility including paving and new trail heads. There was a request for the PR Department to pick up trash at the area. The Commission discussed the request and noted that the Department does not have the resources to remove the facility trash. W. Lionetta made a motion that the PR Department staff will not be assigned to pick up Mt. Major trash, motion was seconded by K. Thomas and passed.

Adjournment

W. Lionetta made a motion to adjourn the meeting at 8:30pm; motion was seconded by K. Thomas and passed. **The next meeting is scheduled for Thursday, June 23 at 6:30pm at Roberts Cove Road, followed by a site visit at Echo Point then a meeting at AVAS.**

Respectfully submitted,

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