

Minutes
Alton Parks and Recreation Commission
June 16, 2005
A.V.A.S. Public Park, 5:45pm

Members Present: Dave Cumming, Josh Hoagland, Pete Shibley and Melissa Wells (arrived at 6:20pm).

Staff Present: Kellie Troendle

Call To Order

Chairman, D. Cumming, called the Meeting to order at 5:55pm.

Approval of Agenda

P. Shibley made a motion to accept the Agenda as presented; motion was seconded by D. Cumming and passed.

Approval of Minutes 5-10-05

D. Cumming made a motion to approve the Minutes of May 10, 2005 as written. The motion was seconded by P. Shibley and passed.

Old Business

CYA Program- The Commission reviewed the CYA proposal in regard to co-sponsoring a Grandparents Dinner and Karaoke at PMHS for grades 4-10. The Commission thought it was a wonderful idea to have a multi-generational program and thought there would be enough interest for the event. The Commission noted that there was a significant age difference for the group and the age difference could be a concern for parents. The director reported that the department does not have Karaoke or current music as indicated in the plan to be provided by Parks and Recreation and that these items would need to be budgeted for. The director also commented on the purpose of the activity and the logistics involved in getting staff to work the event and the number of other events scheduled by the department for the same time frame. The department is already sponsoring activities every Saturday from July 2-October 29, 2005. Also the director advised that there is an organization run through PMHS that may be interested in providing this program. The Commission discussed recommending to CYA that they contact a school group with this program as Parks and Recreation did not have any resources to help facilitate the event without budgeting for it and staff time for those Saturdays has already been allocated.

Softball- The Adult Softball League is paying the Town of New Durham \$200.00 for the use of the fields for the season. The Commission felt that was a fair price to pay another Town for the use of their facilities.

Summer Schedule- Alton is co-sponsoring Swimming Lessons with New Durham because they have a certified WSI and a beach environment that is great for learning how to swim.

Canoe Race- The Canoe Race is on June 26, 2005 at 10:00am at the Masonic Temple and Alton Auto Parking Lots. The River Run has donated items to give away as prizes. P. Shibley offered to donate ten \$3.00 Gift Certificates for prizes. Volunteers will arrive at 8:30am-9:00am to help set up for the race.

New Business

Recommendations for Policy Governing the Use of Community Centers- The Commission discussed the Policy adopted by the Town and the Memo that was sent to P. Arnold dated 7/17/02 by K. Troendle with recommendations for changes to the policy. The Commission agreed with the recommendations of the director and noted the following: (1) Renters should be provided with a copy of the Community Center Checklist when they receive a building key and then sign the checklist as they get ready to leave the building, this should reduce confusion of cleaning expectations by the renters; (2) The Parks and Recreation staff should not set up for non-profit, private functions without the renter bring charged a setup fee. For example, \$12.00 for thirty minutes or \$24.00 for sixty minutes, with a thirty minute minimum. The director reported that the staff spend one hour per month setting up and taking down tables that are stored in the basement for one of the groups. The Commission was concerned that other groups will expect the same level of service. The director reported that most non-profit groups do not pay a rental fee to the Town and there is no revenue generated to off set the cost of the staff's time. The Commission said there should be a policy in regard to charging a fee for staff time. The director reported that the Town does not consistently receive security deposits from the non-profit organizations; (3) The Commission recommended that the Board of Selectmen issue a letter to all of the renters stating that if the building is not cleaned they will be billed a minimum of \$12.00 for 30 minutes and renting privileges will be reviewed; (4) The Commission recommended including a statement in the policy in regard to missing inventory (tables, chairs, etc.), which will be charged to the facility renter if removed from the building. The Commission recommended drafting a letter to the Town Administrator with the above information.

Tennis Court Practice Return Board/ Soccer Field Practice Board- The Commission discussed installing a board at the tennis courts to aid in practice serving for individuals. The board would be the width of a singles court and be placed to the side of the court to not limit visibility, it could be made with Marine Grade Plywood with brackets and carriage bolts and be green with a white line. The Commission also discussed installing a soccer kick board for a similar use.

CIP- The Commission discussed possible CIP purchases including a 1-ton truck to replace the 1993 truck; a sidewalk clearing machine; Town Beach improvements; new Town Beach and improvements to the Town buildings.

Jones Field- The Director reported that there has been a problem with trash after the AYL games. The Commission discussed charging facility users for cleaning the field just as renters of the Community Centers are charged. The Commission suggested getting a copy of the Hawkers and Vendors Permit Language and applying those rules to the use of Jones Field.

Rails to Trails Committee Meeting- July 27, 2005 there is a meeting at the PRCC at 6:30pm to discuss planning for bike trails in Alton, using old railroad beds.

Program Staff- The Commission signed a payroll authorization form for a part-time summer program leader.

Other

Backstop- The Director reported that the school asked the Parks and Recreation Department if they would be able to help pay for the backstop at the school. The estimate for the backstop was \$5,750.00 and the School Board appropriated \$3,500.00. The Commission said that unfortunately there are no funds in the budget to cover the expense and the Parks and Recreation Department would not be able to pay the difference.

Jones Field Electricity- Tim Kinnon offered to put in electricity at Jones Field for night games. The Commission will research the details for installing electricity and get back to Mr. Kinnon. The Commission appreciated his generous offer.

Adjournment

P. Shibley made a motion to adjourn the meeting at 7:40pm; motion was seconded by M. Wells and passed.
The next meeting is July 14, 2005 at 5:45pm at A.V.A.S. Public Park.

Respectfully submitted,

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