

Minutes
Alton Parks and Recreation Commission
June 21, 2017
6:30pm, AVAS Public Park

Members Present: Elizabeth Shelton, W. Lionetta, Kristin Thomas, and Everett Clark

Staff Present: Kellie Troendle

Call to Order

The meeting was called to order at 6:30pm by Chairwoman, Elizabeth Shelton.

Approval of Agenda

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

Approval of Minutes

W. Lionetta made a motion to approve the Minutes of May 24, 2017 as corrected; motion was seconded by E. Shelton and passed.

Old Business

Member Sworn In- The member was not able to be sworn in by the Selectmen's representative at the meeting because the Board of Selectmen representative was not present.

Summer Camp- K. Troendle informed the Commission that summer camp numbers are lower than last year. Participation ranges between 17-22 campers. ACS is offering a summer camp for two weeks, and the delay of the end of the school year may be contributing factors to the attendance numbers. The TimberNook Camp was canceled due to low registration (only 4 people signed up).

5K Race- K. Troendle presented race course options including: (1) start in Alton Bay, travel down Letter S Road to end, right onto Rte. 140, right onto Riverside Drive, turn around, back down Letter S Road, left onto Jones Field Road, through Jones Field to Brad Circle and River Lake West, cross street at busy corner and finish in Alton Bay parking lot; (2) start in Alton Bay, travel Main Street to Rte. 140, take right onto Rte. 140, take right onto Letter S Road, bear left onto Jones Field Road, travel through Jones Field to Brad Circle and River Lake West, cross street at busy corner and finish in Alton Bay parking lot; (3) start in Alton Bay, right onto Rand Hill Road, right onto Lakewood Estates, right onto Rte. 11, finish in Alton Bay parking lot; (4) start in Alton Bay heading toward Gilford, travel Rte. 11 to mid point, turn around and travel back, finish in Alton Bay parking lot. The Commission reviewed the options and noted concerns with the steepness of Rollins Hill, the turn around on Riverside Drive, running on dirt on Jones Field Road, and running through Jones Field. The Commission noted it was a road race and should stay on a paved road. The Commission noted the excellent police coverage at all intersections for safety, and that we can post signs letting drivers know to expect traffic delays on race day. W. Lionetta made a motion to keep the existing 5K Race

Course that we have been using if it is able to be certified by the USATF; motion was seconded by E. Clark and passed. The Commission discussed goodie bags and getting items/coupons donated to put in the bags. W. Lionetta will research vendor donations. The Commission discussed limiting the amount of money spent on this added value to the runner to \$200.00. The race shirt will be red, long sleeve with blue and white ink. The Commission viewed the race logo.

Background Check for Soccer Coaches- K. Troendle reported that she contacted the soccer coaches about the Town policy for all coaches to have the FBI Fingerprint Livescan background check, and the additional effort the multi-step process will be for the volunteer. The Commission understands the importance of the background check, and there was discussion about the ripple effect the cumbersome process will be if volunteers are not able complete the process by the start of the soccer season. The Commission discussed the consequences of not having coaches, and the possibility that there would not be a Town soccer program. The Commission also noted the effect it would have on the school sports teams by not having the feeder program with players knowing the fundamentals. The Commission noted that there is no alternative being offered to solve the problem.

ABCC Bids Received- K. Troendle presented two bids that were received for the Alton Bay Community Center ADA Improvement project. The bids were \$35,700 and \$47,640 and were greater than the budgeted amount of \$15,000. The Commission recommended to not award the bid at this time, because the Town does not have the budgeted funds for the Alton Bay Community Center project. The Commission stated a professional with ADA experience is needed to write the bid specifications, because the bids specifications the Town has solicited (and the bids received) are not in line with the budgeted figures. W. Lionetta noted that a portion of the \$15,000 approved budget, for each project, can fund the cost of the engineer work. The Commission stated they were surprised that more home improvement or general building contractors did not bid on the Alton Bay Community Center project. The Commission stated they are interested in moving the Alton Bay Community Center project forward, because of the importance of providing accessible facilities to users, but the Town funds appropriated are not sufficient to complete the work with the received bids. K. Thomas made a motion to recommend to the Board of Selectmen that an engineer/professional with ADA bid specification writing experience be hired to facilitate the Alton Bay Community Center project, and the WSRR and ESRR- ADA improvement projects, in order to get the correct budget figures, project dimensions and schematics, and to find qualified contractors to do the work. Motion was seconded by E. Shelton and passed.

New Business

Scholarship Request- The Commission reviewed the request for a soccer camp scholarship. W. Lionetta made a motion to approve the scholarship for \$136.00. K. Thomas seconded the motion, and the motion was approved.

Recreation Revolving Fund- K. Troendle requested \$150.00 be paid to Rob Glidden for the softball league administration stipend; \$20.75 for the FBI fingerprint criminal background check for a soccer coach; \$80.00 for gift cards for softball volunteers to put up the fence; \$150.00 for Gunstock deposit for summer camp trip; \$44.00 for State Park Bus Pass for Ellacoya; and \$111.73 for summer camp supplies, for a total of \$556.48. K. Troendle said there are projected expenses for Summer Camp like staff wages, trips, crafts and games/supplies that will need to be purchased and those final figures are

unknown at this time. W. Lionetta made a motion to approve the Revolving Fund expenses as presented and Revolving Fund summer camp expenses up to \$6,000.00; motion was seconded by K. Thomas and passed.

June Director's Report- The Commission reviewed the Director's Report as presented:

- Staff Meetings: Cemetery, Grounds and Maintenance
- Summer Staff training: Camp Counselors and Lifeguards
- Summer program logistics and scheduling
- Purchased summer camp supplies
- Summer Camp preparation: confirmed trips to Fun Spot, Ellacoya and Gunstock
- Volunteer Forms for summer camp volunteers
- Lifeguard Manual revised to include: staff rotation, breaks and cell phone use
- Softball League game schedule finalized and sent out
- Concert Fund check requests to Finance Office
- New office phones installed
- Pickleball Program reservations
- Processing exercise class participation fees
- Press Releases to Baysider
- Face Book Press Releases
- Public Restrooms: finalized bids
- Received ABCC bids from 2 contractors: 1. \$35,700.00; 2. \$47,640.00 (budget is \$15,000)
- Meetings with Highway Agent in regard to Harmony Park retaining wall project and bid
- Meeting with Carol Richardson for placement of bench at Boat Ramp/waterfront location in memory of Paul Richardson
- Purchase of Billy Goat leaf collection system
- Staff completed maintenance work at Riley Road Beach, Echo Point Boat Ramp and Liberty Tree Park
- 5K Route and USATF Certification: new race course and map
- Employee paperwork for summer staff
- Milfoil Committee meeting and minutes
- Old Home Week Committee meeting
- BOS meeting- F250 bid for purchase approved for \$301.99
- PRCC cleaning issues with renters
- Panic button and fire tests at Town buildings (Town Hall, ABCC, Highway, PR)
- Process Community Center Rentals
- Process Reservations for Jones Field Rental
- Process Reservations for Alton Bay Bandstand Rental
- Cemetery Department meetings and burials
- Cemetery Department training in Concord and utility scan system demo
- Garden Club projects
- Jones Field Trail- waiting for more material
- Jones Field kiosk base installed
- Yoga classes: Mondays and Wednesdays

Adjournment

K. Thomas made a motion to adjourn the meeting at 7:58pm; motion was seconded by W. Lionetta and passed. The next meeting will be Tuesday, August 8 at 6:30pm at AVAS.

Respectfully submitted,

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

APPROVED