

Minutes
Alton Parks and Recreation Commission
June 23, 2016
Roberts Cove Beach, 6:30pm
AVAS, 7:10pm

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

Staff Present: Kellie Troendle

Call to Order

The Meeting was called to order at 6:31pm by Chairman J. Downing.

Site Visit Roberts Cove

The Commission met at Roberts Cove and discussed the property. The Parks and Recreation-Grounds and Maintenance Department mows and waters the grass and picks up trash. The Highway Department did the site work and put in a parking area across the street. The Town has an easement to use the property for public lake access.

Site Visit Echo Point

The Commission met at Echo Point and discussed the property. The property is available for public use to launch boats. It was noted that clean up work is needed. It was noted there is no parking available for facility users.

The Commission recessed following the site visits.

The Commission reconvened at the AVAS building at 7:10pm.

N. Downing was sworn in as a new member by Selectmen, P. Wittmann.

Approval of Agenda

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

Approval of Minutes

W. Lionetta made a motion to approve the Minutes of May 19, 2016 as written; motion was seconded by K. Thomas and passed.

E. Shelton made a motion to approve the Minutes of June 22, 2016; motion was seconded by W. Lionetta and passed. K. Thomas, J. Downing and N. Downing abstained from the vote.

Old Business

Photo Calendar- The Commission reviewed the costs and photo themes for the photo calendar contest. It was discussed to sell the calendars at local stores. J. Downing made a motion to order 500 calendars and to sell the calendars for \$10; motion was seconded by W. Lionetta and passed.

Barbershopper's Agreement- J. Downing signed the Agreement with the Barbershopper's on behalf of the Commission. J. Downing requested that the Town write a proclamation for the Barbershopper's Day and also reserve the boat dock for boat rides for the Barbershopper's. The Commission received a thank you note from the PMHS student for the scholarship. J. Downing suggested contacting the Barbershopper's regarding an organizational meeting to review the weekend event schedule.

AVAS Facility- J. Downing requested that the Commission develop a program to address the needs of the AVAS facility (storage, office space, etc.). It was discussed to include the program/plan in the Capital Improvement planning. J. Downing stated a site analysis would need to be completed to see if the needs can be met with the existing site or if a new site is needed.

Next Site Visit- Riley Road Dock.

MMR Trail- J. Downing reported that he, K. Troendle and N. Downing met with Highway Agent, Ken Roberts, to discuss the MMR Trail. The group walked the trail and the trail was flagged today. The group discussed what the Highway Department could offer for site work and what the Parks and Recreation- Grounds and Maintenance staff could do to develop and expand the trail. The LRPC person that was working on the original map changed jobs and J. Downing said he will contact the new person at LRPC to continue with the project. P. Wittmann reported that he is no longer the BOS representative to the LRPC, John Markland is the new BOS representative to the LRPC.

New Business

Tennis Court Screen- The Commission discussed the need presented by the Pickleball group for a wind screen at the Tennis Courts. The wind screen may be paid for out of the Tennis Court CRF. The Commission discussed installing a wind screen on the north side of the courts first and then determining if additional sides are needed. E. Shelton made a motion to recommend the purchase of the wind screen; motion was seconded by K. Thomas and passed.

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

- Watermark presented an estimate for the dock/stairs repair. The work would need to be completed as noted in the DES permit. *The Commission recommended budgeting for the stairs/dock in the 2017 budget.*
- Three bids were received for the ADA improvements to the WSRR, ESRR and ABCC. \$15,000 by Score Construction, \$41,967 by Paxor Construction and \$63,640 by Target New England. The building inspector recommended the middle bid of \$41,967. \$15,000 was appropriated at Town Meeting. K. Troendle said she will recommend to the BOS to rebid the project with only the ABCC ADA improvements. It was noted the bid specs needed to be

more detailed per the Building Inspector. *N. Downing offered to review the old bid specs and make a draft for the ABCC bid specs.*

- Two retaining wall bids were received. \$16,740 by Latham Masonry and \$23,460 by Target New England. \$20,000 was appropriated at Town Meeting. K. Troendle made a recommendation of the low bid to the BOS and the BOS is waiting on references at this time.
- The Director was appointed the Department Head of the Cemetery Department. *J. Downing said he met with the Town Administrator about the work load of the Department, and the TA suggested budgeting for additional help to meet the increased responsibilities/facilities in the 2017 Budget.*
- The Department hired seven new hires for summer positions.
- The Summer Camp programs are full.
- The Department purchased a new dump trailer.
- The Kubota is being repaired.
- The Director completed four job descriptions: Custodian, Secretary, Program Coordinator and Parks and Recreation Director. Several more need to be completed.
- A custodian for the PRCC is still needed.
- The Director and two commission members attended the Right To Know presentation by Attorney Sessler.
- The Maintenance Department is mowing, and repairing Town buildings including the Mt. Major Community Center.

Wooden Bench Request- K. Troendle requested policy information from another community and will present it at an upcoming meeting.

Resolution- PRC and Director- The Commission received a copy of the 1996 Resolution. It was noted that the Resolution is outdated and some items no longer would pertain but some items are not addressed in the document. A new, updated Resolution is recommended.

Adjournment

K. Thomas made a motion to adjourn the meeting at 8:14pm; motion was seconded by E. Shelton and passed. **The next meeting is scheduled for Thursday, August 11 at 6:30pm at AVAS with a site visit at Riley Road Dock/Beach.**

Respectfully submitted,

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