

Minutes
Alton Parks and Recreation Commission
August 8, 2017
6:30pm, AVAS Public Park

Members Present: Elizabeth Shelton, Kristin Thomas, Everett Clark, and Jonathan Downing
Staff Present: Kellie Troendle

Call to Order

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

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

K. Thomas made a motion to approve the Minutes of June 21, 2017 as written; motion was seconded by E. Shelton and passed. J. Downing abstained from the vote, as he was not present at the meeting.

Old Business

Summer Camp- K. Troendle reported attendance numbers for camp: week 1- 17; week 2- 23; week 3- 32. There were six paid staff, and six volunteers that supervised the summer camp. The camp was successful with many positive comments from campers and parents. Staff suggested that camp be held two weeks in 2018 in July, and that activities be held in Alton Bay instead of conducting field trips. K Troendle noted there were several behavioral issues. There was discussion on behavioral issues and children with special needs. The Commission suggested contacting the school to see if the school has staff resources the summer camp could possibly hire (Para-professional or teacher with training in special needs) to work at the camp in 2018. Suggestions for 2018: clearly state conduct expectations and/or have campers/parents sign a Camper Code of Conduct; hold firm with age requirements for attendance; have a place on the registration form for parents to inform the Camp Director of any social, physical or developmental special needs.

5K Race- K. Troendle reported the race is scheduled for Saturday, August 12 at 9am. The police will have ten officers for traffic control on the race course. Volunteers and paid staff will cover the rest of the course/race jobs/positions.

Public Restrooms Bids Received- K. Troendle presented three bids that were received for the Public Restroom ADA Improvement project. Two bids were received for the Westside Restrooms: \$5,975.00 and \$14,833.00; one bid was received for the Eastside Restroom at \$18,856.00. K. Troendle reported that one contractor said they did not know the Town was requesting bids for two separate locations, and the contractor did not submit a bid for the Eastside Restrooms. The one bid for the Eastside Restroom is over the \$15,000 budget for the project. In reviewing the bids submitted, K. Troendle stated the bids included only a cost sheet and they did not have a project overview or narrative of work to be completed. There was concern with the contractors knowing the job they are expected to perform. The Commission recommended to not award the bids at this time, because only one bid was received for the Eastside Restroom, which was over budget. The

Commission stated a professional with ADA experience is needed to write the bid specifications and oversee the project. 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 WSRR and ESRR- ADA improvement projects. Motion was seconded by E. Shelton and passed.

New Business

Alton Mountain Road- J. Downing stated that he met with a Conservation Commission representative, P. Wittmann and Snowmobile Club representatives to talk about a parking lot on private land on Alton Mountain Road. The parking lot would permit parking for trails and recreational opportunities, and would be plowed by the Highway Department and probably maintained by the Grounds and Maintenance Department. The Commission discussed the benefits of recreational access, and noted liability/maintenance concerns to the Town. J. Downing made a motion to recommend that the Board of Selectmen conduct a site review of the area to see if the parking lot land meets the approval for acceptance by the Town and Town Attorney; motion was seconded by K. Thomas and passed.

Soccer Program- K. Troendle reported the numbers for soccer: Kindergarten- 13; 1&2 grade- 31; 3&4 grade girls-18; 3&4 grade boys 20; 5&6 grade girls- 9; 5&6 grade boys- 9. There will be a coaches meeting on Thursday, August 10 to pick teams and practice days. There will be a League Coaches Meeting on Tuesday, August 29 to set the League schedule and rules. Background checks are being completed by head coaches.

Recreation Revolving Fund- The Commission will review the July and August expenses at the September meeting when invoices/payments have been received.

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

- Staff Meetings: Cemetery, Grounds and Maintenance
- Summer program logistics
- Summer Camp
- Soccer Camp
- Scheduled portable toilets for B&M Park Block Party Event
- Portable toilet issues at Jones Field and LT Park/contractor not cleaning them- *J. Downing suggested shopping for another provider.*
- Castleberry Fair
- Order 5K Race Shirts
- DASH and Herbicide Milfoil Treatment (July 19)
- Submitted bills for reimbursement to DES for milfoil treatments
- 2018 Budget preparation/draft- *J. Downing recommended appropriating money in the 2018 budget for the land (paint) and water (electrical, deck, siding, and ceiling) bandstand repairs. There was discussion on the Water Bandstand Warrant Article, bid awarded,, and work completed to date. K. Troendle will research the status of the project with the BOS office.*
- 2018 CIP Plan submitted
- Concerts
- Prepare Retaining Wall bid
- Press Releases to Baysider

- 5K Route and USATF Certification finalized
- Process Community Center Rentals
- Tour of Cemeteries maintained by Town
- Jones Field kiosks installed (2)- *big trail map cost to copy is \$48 each, and project is in the process of being researched*
- Security Alarm upgrades- required due to switch over of phone companies
- Roberts Cove Bench research and recommendation to Town Administrator
- Milfoil Committee meeting and minutes
- Old Home Week Committee meeting
- Meeting with CAP- cleaning issues at PRCC
- Meeting with Highway Agent and Paul Zuzgo re: surveys- he will have final copies shortly (Half Moon Beach, AVAS and Riley Road Beach)
- Personnel issues
- Vacation- 2 weeks

Other

Water Bandstand Flag Pole- J. Downing recommended purchasing a new, nautical single masted flag pole on the Water Bandstand, and dedicating the flag pole to the Barbershoppers. J. Downing suggested using the proceeds from the Barbershopper's concert events over the past two years to help pay for the flag pole, in addition to using budgeted funds from the bandstand line item.

Liberty Tree Park Plaques- J. Downing stated he would like a plaque placed at Liberty Tree Park with the dedication of the Tennis Courts to the Downing Family. J. Downing will write up the plaque wording. J. Downing said a plaque is missing from the stone by the Liberty Elm tree, and he recommended that the plaque be replaced.

Parks- J. Downing suggested that Commission members revisit Town parks, and report back to the Commission on their findings with suggestions for park improvements. Park locations were assigned. P. Wittmann reported that Echo Point is being looked at by the Selectmen as an area to add parking and replace a culvert for improved drainage. J. Downing noted that the improvements may cause conflict with the neighborhood residents.

Proclamation- P. Wittmann noted he will be reading the Proclamation for the Barbershopper's at their annual event on Saturday, August 19 at PMHS.

Adjournment

J. Downing made a motion to adjourn the meeting at 7:30pm; motion was seconded by K. Thomas and passed. The next meeting will be Tuesday, September 26 at 6:30pm at AVAS.

Respectfully submitted,

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