

Minutes
Alton Parks and Recreation Commission
August 11, 2016
AVAS, 6:30pm

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

Staff Present: Kellie Troendle

Call to Order

The meeting was called to order at 6:30pm by Chairman, J. Downing. Meeting was recessed to travel to the site visit at Riley Road Beach.

Riley Road Beach- W. Lionetta joined the meeting at this time

The Commission reconvened at Riley Road Beach at 6:47pm. The Commission looked at the file for the property: Tax Map, Assessing Information, and Google Earth Picture. The Commission discussed the property and noted safety and maintenance suggestions. Comments included: trimming trees; fixing fence; cutting out dead wood; sweeping steps; washing steps and deck; and installing a curb stop. The Parks and Recreation-Grounds and Maintenance Department mow/trim the grass and pick up trash. Private individuals have built and maintained the deck. The Town installed a sign that says "Public Welcome". The site visit was recessed at 7:03pm.

The Commission reconvened at the AVAS building at 7:18pm. The Commission discussed the value of a professional survey for the Riley Road Beach property and that the boundaries should be marked. It was the consensus of the Commission to have the property surveyed and the boundaries marked. The Commission discussed a no trespass order that was requested of the Police Department for an individual that was storing personal property and tenting on the Riley Road Beach site.

Approval of Agenda

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

Approval of Minutes

W. Lionetta made a motion to approve the Minutes of June 23, 2016 as written; motion was seconded by K. Thomas and passed.

Old Business

Photo Calendar- K. Troendle reported that about six photos have been received. The Commission suggested re-advertising the photo contest with the deadline.

Barbershopper's- J. Downing reported that everything is all set with the Barbershopper's. A press release with a photo of Harmony Park will be submitted to the Baysider for next week to promote the event. The Board of Selectmen wrote a Proclamation for Barbershopper's Weekend and Barbershop

Jamboree Day. N. Downing will read the Proclamation at the Great Gathering on August 20 at PMHS.

Kiosk Installation at Jones Field- J. Downing will mark the kiosk locations with a stake so the Maintenance Staff will know where to install them. One kiosk will be in front of the portable toilets on the parking lot side, and one kiosk will be by the gate to access the field. J. Downing recommended signage on the gate to welcome pedestrian traffic and noted the Water Department ordered similar signs for Levey Park.

Master Plan- J. Downing reported that he and N. Downing met with the LRPC staff person and the staff person will have a plan by September. J. Downing also asked the LRPC for a cost/proposal for all parks and conservation land to be on a computer map where you click on the park/site and a description/information would come up.

New Business

Recreation Revolving Fund- The Commission discussed needed supplies and services for programs. W. Lionetta made a motion to authorize the Director to purchase what is needed for the programs and then to present the costs for PRC approval following the programs, motion was seconded by K. Thomas and passed.

Scholarship Request- The Commission approved a \$30 scholarship request for soccer.

Old Home Week Events:

5K Race- K. Troendle reported that 203 pre-registered runners have signed up for the race. Last year 171 pre-registered runners signed up and an additional 100 runners signed up on race day.

Boat Rides for Barbershopper's- J. Downing asked for names of people that may be interested in providing boat rides to the Barbershopper's. He will contact the people from last year.

Letter from Congress- The Commission received a letter from Frank Guinta, acknowledging and thanking them for their work in support of NH parks and recreation programs, community activities and outdoor facilities.

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

- The Summer Camp program was full and the Department received positive comments. Parents are asking for additional weeks next summer.
- There was a request to place a portable toilet at Roberts Cove Beach. K. Troendle is meeting with the BOS on 8/15/16 to discuss the request. *J. Downing recommended installing a lattice screen on the side of the portable toilet for camouflage purposes.*
- At the 8/1/16 BOS meeting K. Troendle recommended to the BOS that the ADA accessibility bids for the 3 buildings not be awarded at this time because the Town does not have the appropriated funds to do the work in all 3 buildings. K. Troendle recommended to the BOS to rebid the ABCC building with ADA accessibility improvements, with assistance in writing the bid specs from the Building Inspector; and to get estimates for the WSRR and ESRR and budget for the ADA accessibility improvements for the 2 restrooms in the 2017 budget with a Warrant Article. *J. Downing recommended that an architectural firm be hired by the Town to*

develop the bid specs with exact details of the work to be completed, with drawings and a complete list of specific materials/fixtures to be used in the project. J. Downing noted the importance of having the bids be written with the ADA standards, and that the project should be overseen by a professional familiar with ADA protocol. J. Downing offered to get an estimate for the architectural services and to also present the recommendation to the BOS. N. Downing made a motion to go back to the BOS and revisit the issue; motion was seconded by K. Thomas and passed.

- At the 8/1/16 BOS meeting, the BOS awarded the Retaining Wall bid for \$16,740 to Latham Masonry.
- The Director met with the BOS at the Cemetery on 8/8/16 to discuss future plans at the site.
- The roof at AVAS was repaired by the staff.
- The Grounds and Maintenance Department is trimming the bushes at Aroma Joes, around the monument as requested, which is an additional responsibility.
- The Grounds and Maintenance Department will be placing tarps on the West Alton Community Center roof as requested to prevent water damage. *J. Downing said he would be happy to look at the building and review its condition.*
- There was an issue with Shibley's Restaurant septic going into the lake, and the swimming dock being closed for several days in July because of the water quality. *The Commission discussed observations of septic problems this week at the same location, and recommended informing the Building Inspector so he is aware.*
- The Director is working on the 3 Department Budgets.
- The Department is very busy with OHW events: 5K Race and Craft Fair.
- The Director is working on the soccer program: assigning coaches to teams; developing a practice schedule; game schedule and league rules.
- The Director noted that more help is needed in the office to accomplish the tasks she is being asked to do. Help will be requested in the 2017 budget. *J. Downing noted that a full time assistant is needed to help with addressing staff issues, office tasks, facility maintenance and the overall increasing work load.*
- The Grounds and Maintenance Department is working at Jones Field to develop the perimeter trail, as often as they can, using the Highway Department's heavy equipment.

Resolution- PRC and Director- J. Downing requested that the BOS provide an updated list of the Commission member's responsibilities. J. Downing referenced the copy of the 1996 Resolution and that it is over 20 years old and outdated. A new, updated Resolution is recommended. K. Thomas made a motion to request an updated list of responsibilities; motion was seconded by W. Lionetta and passed.

Adjournment

K. Thomas made a motion to adjourn the meeting at 8:27pm; motion was seconded by W. Lionetta and passed. **The next meeting is scheduled for Thursday, September 22 at 6:30pm at Half Moon Boat Launch, with a meeting to follow at AVAS.**

Respectfully submitted,

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