

Minutes
Alton Parks and Recreation Commission
August 13, 2019
6:30pm, Pearson Road Community Center

Members Present: Ruth Arsenault, Everett Clark, Kristin Thomas, Megan Stanley

Alternate Members Present: Ken Roberts, Jonathan Downing

Board of Selectmen Representative: Phil Wittmann

Staff Present: Kellie Troendle-Parks and Recreation Director

Public Present: Nancy Downing

Call to Order

The meeting was called to order at 6:28pm by Vice-Chairwoman, K. Thomas. There was discussion about appointing an alternate member to sit in as a voting member with E. Shelton's absence. K. Roberts explained that if there is a quorum, alternate members are not needed to sit in and be voting members. There were four members so an alternate was not appointed to sit in and be a voting member.

Approval of Agenda

E. Clark made a motion to approve the Agenda as amended- adding Water Department parking under Other Business; motion was seconded by R. Arsenault and passed.

Approval of Minutes

K. Thomas made a motion to approve the Minutes of April 30, 2019 as presented, motion was seconded by M. Stanley and passed. K. Thomas made a motion to approve the Minutes of June 18, 2019 as presented, motion was seconded by E. Clark and passed.

Public Input (limited to 3 minutes per person- agenda items only)

There was no public input.

Old Business

5K Race- K. Troendle reported that 251 runners registered for the 2019 race, and the race went well with good weather, the timing company, variety of food, twenty volunteers and the Town Departments staff (Highway, Police, Fire) assisting. The 2019 Race report will be ready for the next meeting, bills are still coming in for the event and need to be processed. Reports for years 2014-2018 were presented to members to review for income and expenses. It was noted that the program lost money when signs were purchased or the course was certified- which were not reoccurring expenditures. J. Downing suggested that the fee be evaluated to see if costs are being covered. K. Troendle stated that the \$20 pre-registration fee with shirt or \$25 race day registration fee is comparable to other races, and is a reasonable cost and did not recommend increasing the fee; it was also noted that other programs (like the Craft Fair) would offset the race event if there is a loss. There was discussion on the bib chip and if the start time began all runners at the same time together

with the gun start or with a start line mat, and the bib chip being used only at the finish line. It was suggested that more detailed/accurate timing results would be beneficial. K. Troendle will confirm the information with the timing company and what the cost difference would be for a start line mat. It was also discussed that timing companies can provide further breakdowns of time at the 1K,2K and 3K. It was suggested that the Commission discuss the 5K Race at a future meeting once additional information is received.

Review of remaining summer programs- K. Troendle provided a follow-up summary of the remaining recreational programs and noted the following: Summer Camp Fantasy Week had thirty-one registrations and Adventure Week had 26 registrations; Wicked Cool Camp was canceled. Ten registrations were needed- only five people signed up, and they all received a refund; the Beach Campfire and Guitar music event had 35-40 people each night, and it was a great community program.

New Business

Commission Projects- Jones Field- K. Roberts provided an update on the Alton Youth League Warrant Article Project that was to include: fencing, dug outs and a new concession stand. K. Roberts said the Board of Selectmen will be meeting on Monday, August 19 to determine how the project will progress because currently there is a cease and desist order on work being done by AYL contractors at Jones Field due to: lack of permission for field access, poor communication, payment for work by the Town to contractors that was not completed, insurance requirements not met and several liability issues with the condition of the recreational area/fields after work was performed by some of the contractors. The Board of Selectmen discussed the field issues on August 5 and again on August 12. The Board of Selectmen will be meeting with AYL representatives on August 19 to determine future project requirements and how the Town will proceed. Trail Signage- K. Troendle reported that the Highway Manager has the project on his schedule to assist with, and will help determine the placement of signs as soon as he can. J. Downing stated he would like to see the signs up now, and offered to put the signs up. Kiosks- K. Troendle reported that the kiosk location in Alton Bay needed to be changed from the original plan because of lack of space in the gardens and interference with the defined snow mobile trail. K. Roberts had suggested placement next to Pops Clam Shell. The Liberty Tree Park and Alton Bay proposed kiosk locations were marked with white paint and Dig Safe was contacted to review the areas. Dig Safe reported that work can begin on August 15. K. Troendle reported that staff are preparing Jones Field for soccer, and once the fields are set up staff are scheduled to start the installation of the kiosks.

Barbershopper's Proclamation- The Board of Selectmen signed a Proclamation for Barbershopper's Week and P. Wittmann will read the Proclamation at the August 17 Great Gathering at PMHS at 7:30pm.

Fall/Winter Programs- K. Troendle provided a list of possible fall and winter programs to the Commission including: Drawing Class; Scarecrow Contest; Holiday Lights Event; Little Picasso's program; Cooking Class; Board Games Night (with ping pong and pool); Card Making Class; Corn Hole and Horseshoe Leagues; Paint Night; Ice Fishing; Knitting Class, Adult Volleyball; Adult Pickleball, and Exercise Classes.

Recreation Revolving Fund Request- K. Troendle requested that the following expenses be approved from the Recreation Revolving Fund: \$562.88 for Pickleball (leaf blower, storage box, locks, keys); \$450 for Guitar/Ukulele Instructor; \$1,200 for Archery Instructor; \$76.58 Grill Class supplies; \$925 for Wicked Cool Camp refund for five participants; \$50 for a gift certificate for Joan Lightfoot for volunteering to teach Line Dancing Lessons. Other program information is currently being compiled: Summer Camp, 5K Race, and Craft Fair and will be presented at the next meeting. K. Thomas made a motion to approve the request as presented, motion was seconded by R. Arsenault and passed.

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

**Director's Report
July/August**

- Summer Camp program- 2 weeks
- Alton Bay Concerts
- Beach Campfire and guitar music at Town Beach- July and August
- Soccer Registration forms to Revs United
- 5K Race preparation
- Contacted instructors for fall/winter programs
- AVAS Public Park exterior organization and clean up
- Creation of Staff Work Orders
- Requested use of ACS and PMHS for Pickleball 2019-2020 program
- Town Facility and Town Park inspections
- Process program registration forms and deposits to Town Treasurer
- Craft Fair- pre-inspection of Railroad Square Park and ABCC
- Craft Fair Report from July 13&14 event to Board of Selectmen
- Meeting- Board of Selectmen
- Meeting- Town Administrator re: Craft Fair
- Milfoil Budget report follow-up with Finance Office
- Meeting and Minutes of Milfoil Committee
- Meetings with Staff on tasks/projects/program prep
- Filing/phone calls/email correspondence
- Press Releases
- Purchased needed supplies for Department/Events
- Process Community Center and Town Facility Rentals
- Grounds and Maintenance and Cemetery Department tasks/projects

Other

Water Department Parking- J. Downing suggested that the parking area at Liberty Tree Park be evaluated and restructured to accommodate additional parking/vehicles. An example sketch was distributed to the members for review and discussion. It was also suggested to have a handicap space at the park. Because of the shared use of the space with the Water and Fire Departments, K. Roberts suggested that J. Downing present his suggestion to the Board of Selectmen for discussion and a decision. The Commission did not make a recommendation.

Lifeguards- R. Arsenault suggested that the Lifeguard position be a part-time position instead of a full-time seasonal position. There was discussion on the benefits of part-time workers and the challenge of hiring Lifeguards in 2019.

Beach Weeds- There was discussion on the weeds in the water at the Town Beach, and options for their removal.

Public Input II (limited to 5 minutes per person on any Governmental/Town Business)

Nancy Downing stated that park enhancements are important, and Liberty Tree Park could be utilized better and be more user friendly with signs indicating what amenities are available and where additional parking is located. N. Downing stated that reviews of the Town parks are important in order to continue to make improvements.

Adjournment

K. Thomas made a motion to adjourn the meeting at 7:37pm; motion was seconded by R. Arsenault and passed. **The next meeting is scheduled for Tuesday, September 24, 2019 at 6:30pm at the Pearson Road Community Center.**

Respectfully submitted,

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