

**Minutes
Alton Parks and Recreation Commission
September 24, 2019
6:30pm, Pearson Road Community Center**

Members Present: Elizabeth Shelton, Kristin Thomas, Megan Stanley

Alternate Members Present: Ken Roberts, Jonathan Downing

Staff Present: Kellie Troendle-Parks and Recreation Director

Public Present: Nancy Downing

Announcement

R. Arsenault submitted a letter of resignation from the Commission effective 9/5/19.

Call to Order

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

There was discussion about appointing the alternate members to sit in as voting members with E. Clark's absence and the recent resignation. K. Roberts corrected his explanation from the August 13, 2019 meeting stating alternates are able to be assigned to fill in at the meeting for an absent voting member. Chairwomen Shelton stated that she would like alternate K. Roberts and alternate J. Downing to both act as members at this meeting due to the absence of one member and the resignation of another.

The Commission discussed how to proceed with the recent resignation and if an alternate would fill the vacancy. It was the consensus of the Commission to consult with the Town Administrator in regard to the proper procedure for filling the vacancy.

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 August 13, 2019 as presented, motion was seconded by M. Stanley and passed.

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

There was no public input.

Old Business

5K Race- The Commission discussed the 5K Race program including timing options and fees. K. Troendle reported that there is an additional cost of \$300 to add the chip timing start mat. The Commission discussed the benefits of the start mat and the importance of the timing component of the race for some runners. It was the consensus of the Commission to keep the registration fee the same at this time, and to evaluate the fee if the program were to lose money in the future. J. Downing suggested offering a discount for families or local runners. E. Shelton made a motion to include the start mat for the chip timing for \$300, motion was seconded by K. Thomas and passed.

Alton Youth League Project- K. Roberts provided a follow-up summary of the Jones Field warrant article project that was being organized by the Alton Youth League: the original contractor for the dug outs will be contacted to see if they are available and interested in returning to the site to complete the installation of the four dugouts; the contractor that did the field improvements was brought back to complete leveling and compacting of two fields; the Highway Department was directed by the Board of Selectmen to remove walkway rocks and repair the stone dust perimeter walkway; the Highway Department is correcting drainage on the fields; the fencing company will be contacted in regard to completing work at the batting cage. The Town will be completing the remainder of the project due to the Alton Youth League not having the volunteers or resources to do the needed work.

Revs United- Alton Rec Soccer Update- K. Troendle reported that the Revs United program has 98 Alton soccer players with two 1&2 grade teams; one 3&4 grade girls team; two 3&4 grade boy's teams and one 5&6 grade team. Revs said all is going well and uniforms were in and equipment is good. K. Troendle noted that the Use of Facility Form for the use of Jones Field and COI was not received but was told to her it was submitted by email the first week of September. Communication issues were noted with not receiving emails between the Revs and the office. M. Stanley noted that this season has been an improvement over the 2018 season, and suggested repeating the survey to parents for the 2019 program, and also sending a survey to the coaches for feedback. M. Stanley offered to facilitate the coaches survey when it was ready to send out. The Commission noted that they value and recognize the benefits of a recreational soccer program and are happy to see the Revs offering a program that develops skills. K. Troendle stated that Revs is also sponsoring a recreational Basketball program, and they hope to have half of the soccer players participating in basketball. M. Stanley suggested helping to advertise the Revs Basketball program through a ACS flier.

New Business

Jones Loop Trial- J. Downing requested permission to have volunteers (that he will coordinate from All in for Alton) work on the proposed Loop Trail at Jones Field. There was discussion that funds were not available for the supplies at this time. There was discussion of completing the Quannippi Trail with signage, brochure, etc. J. Downing said the volunteers can rough out the Jones Field Loop Trail and funding can be discussed later. It was noted that any work by the Town well will need approval of the Alton Water Superintendent and all volunteers/contractors must read and sign an Indemnification Waiver Form that must be submitted to the Town. There was discussion on the trail not being for motorized equipment, and what would need to be provided by contractors to work on Town property- it was suggested for Mr. Downing to consult the Town Administrator for Town Policy requirements. K. Thomas made a motion to allow the volunteers to work on the Loop Trail with completed Indemnification Forms, motion was seconded by E. Shelton and passed.

Alton Bay Kiosk Location- J. Downing asked for the Commission to reconsider the approved location of the Alton Bay kiosk from next to Pop's Clam Shell to another location. The Commission discussed other options. There was a suggestion to contact the Lakes Region Association about sharing the kiosk they have in Alton Bay. K. Thomas made a motion to recommend to the Board of Selectmen to contact the Lakes Region Association and ask if the Town can share the kiosk and either the Lakes Region Association can rebuild the current kiosk and the Town can use one side or the Town can rebuild the current kiosk and the Town can use one side, motion was seconded by E. Shelton and passed. It was noted there is room for both organizations to use/share one kiosk. K. Roberts reported that an Eagle Scout may be building a replacement kiosk, and he will check with Wes Whittier to confirm the status of that proposed project.

Fall Newsletter- The Commission reviewed the Fall Newsletter.

J. Downing suggested a ribbon cutting ceremony for the Quannippi Trail. There was discussion on adding the ceremony and a snow shoe walk to the list of 2020 Winter Carnival Events. J. Downing expressed concern with the location of some arrows already placed along the Quannippi Trail and moving the project along to completion. K. Troendle reported that the office is working on the project to include a brochure and start and end signs and noted that the project has been an ongoing staff assignment.

Recreation Revolving Fund Request- K. Troendle requested that the following expenses be approved from the Recreation Revolving Fund: \$3,621.47 for Adventure Camp (staff, supplies, crafts, etc.); \$4,370.00 for Fantasy Week Camp (staff, activities, crafts, food, etc.); \$5,293.34 for the 5K Race (timing company, shirts, prizes, food, staff) and \$1,459.17 for the Craft Fair (security, food, staff, supplies, etc.) for a total of \$14,743.98. K. Thomas made a motion to approve the request as presented, motion was seconded by K. Roberts and passed.

J. Downing asked if the Barbershopper's had reported the income from the 8/17/19 Barbershopper's Event. K. Troendle said the Department did not receive information about the event income; currently the Barbershopper's are tallying the event income/expenses. It was noted that the Barbershopper's retain the designated Parks and Recreation share of proceeds from the event until requested by the Parks and Recreation Department for reimbursement.

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

**Director's Report
September 2019**

- Fall/Winter Program planning
- Fall Newsletter edit
- 2020 Concert planning
- 2020 Budget Preparation
- 2020 Budget submission to Town Administrator
- 2020 CIP Preparation

- Meeting with Town Administrator re: 2020 Department Budgets
- Creation of Staff Work Orders
- Process deposits to Town Treasurer
- Craft Fair- pre-inspection of Railroad Square Park and ABCC
- Craft Fair- post-inspection of Railroad Square Park and ABCC
- Inspection of Jones Field and Liberty Tree Park
- Inspection of Riley Road water access- beach sign installed
- Meeting- Community Recreation Project Committee
- Meetings and Minutes of Milfoil Committee
- Meeting and Minutes of Parks and Recreation Commission
- Meeting with Harvest Happenings Committee
- Meeting with Capital Improvement Committee
- Meetings with Staff on tasks/projects/program prep
- Revs United Update with Executive Director- Cory Halvorsen
- 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

J. Downing stated he would like to see concerts on the Water Bandstand in 2020, and said he wasn't sure if the Water Bandstand Committee would be doing them or not.

Other

Snowmobile Club Membership- K. Thomas made a motion to approve \$50 for the membership fee for the Mt. Major Snowmobile Club, motion was seconded by M. Stanley and passed.

Town of Alton-Web Site Calendars- J. Downing requested that the Parks and Recreation Commission meetings be listed on the Town Web Site Calendar, and on the Parks and Recreation Web Site Calendar.

Future Meetings- E. Shelton requested adding Ribbon Cutting Ceremony under Old Business at the next meeting.

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

Nancy Downing stated she would volunteer to physically help with signage of the Quannippi Trail or whatever is needed. The Commission appreciated Jonathan and Nancy Downing offering to develop a punch list of items that needed to be completed for the Quannippi Trail project to include items like: start and end trail signs; mileage signs; brochure/map informational; kiosk; etc. and to present their recommendations at the next Commission meeting for discussion/approval.

E. Shelton offered to staff the Gilman Museum on Light Up Night if there is entertainment at the Museum.

J. Downing stated he would like to see the Commission addressing the parks and facilities and making recommendations for upgrades/improvements to the Parks and Recreation Director and Board of Selectmen.

Adjournment

K. Thomas made a motion to adjourn the meeting at 8:17pm; motion was seconded by J. Downing and passed. **The next meeting is scheduled for Tuesday, November 19, 2019 at 6:30pm at the Pearson Road Community Center.**

Respectfully submitted,

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

APPROVED