

**Minutes**  
**Alton Parks and Recreation Commission**  
**February 23, 2017**  
**6:30pm at AVAS**

Members Present: Jonathan Downing, Phil Wittmann, Nancy Downing, William Lionetta and Elizabeth Shelton

Staff Present: Kellie Troendle

***Call to Order***

The meeting was called to order at 6:30pm by Chairman, J. Downing.

***Approval of Agenda***

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

***Approval of Minutes***

E. Shelton made a motion to approve the Minutes of January 19, 2017 as written; motion was seconded by W. Lionetta and passed.

***Old Business***

Master Plan-Parks-update- David Jeffers from the LRPC is editing the four 11"x17" format specific park maps with the changes suggested by J. and N. Downing. K. Troendle stated that during the meeting with D. Jeffers he communicated that the scope of the work being requested is more than the LRPC anticipated, and he noted there have been changes and challenges during the project and he would like to wrap up the project. He also stated the Town is not renewing the LRPC membership. J. Downing reported that David Collier from the Alton Planning Board contacted him in regard to the Quannippi Trail. J. Downing suggested that the Planning Board and Conservation Commission members be invited to a workshop with the Parks and Recreation Commission to discuss the Parks and Recreation Commission's plans for the expansion of the trail system and recreation facilities. J. Downing offered to run the meeting. The Commission is interested in hearing input and feedback from the Town boards. J. Downing noted that Monument Square is owned by the American Legion and not the Town of Alton. K. Troendle will confirm the ownership of the Monument Square area with the Town Assessor.

J. Downing expressed concern in communicating items/projects to the Parks and Recreation Department. J. Downing stated the Parks and Recreation Department was not involved in the discussion of the Historic Gazebo, and he expects the Department will be responsible for its maintenance. Also, J. Downing stated he would like to provide input on the water and land bandstands in regard to their maintenance and repair before decisions are made. There was discussion on the ADA bid specifications for the Alton Bay Community Center and public restrooms. J. and N. Downing presented a bid outline for ADA Architectural Services for the Director to use to

draft a bid proposal for review by the Town Administrator and Board of Selectmen. K. Troendle stated she presented the bids specifications for ADA Architectural Services to the Town Administrator. The Town Administrator accepted them and appreciated the work but said the Building Inspector already offered to write the bid specifications for the projects, and it is common for the Building Inspector to be the staff person in regard to ADA compliance at Town buildings. J. and N. Downing expressed concern in not hiring an architect to prepare the bid documents. Additionally, J. Downing stated that the Cemetery Department does not belong under the duties of the Parks and Recreation Department, and according to RSA, the Cemetery would fall under the Public Works or Highway Department. It was also stated that the Town sidewalks snow removal should be under the Highway Department because they have the heavy equipment and ability to coordinate snow removal within their Department. J. Downing said he would like to ask the Board of Selectmen for their support in coordinating efforts of the Highway Department to provide Highway Department staff to help clear trails for recreation purposes.

J. Downing said he would like to address the above concerns with the Board of Selectmen. P. Wittmann reviewed the public participation policy for the Board of Selectmen meetings with the Commission, and suggested that J. Downing submit a request to the Board of Selectmen for an appointment at a future meeting with the Commission and the Board of Selectmen. P. Wittmann will confirm the policy with the Town Administrator because the request is from a board appointed commission, and not a citizen request, and K. Troendle will follow up with J. Downing about the procedure.

Basketball Update- K. Troendle reported that the Basketball clinic went well and the participants had a good time. There were many issues in the Basketball League that Alton did not participate in due to lack of registration, and the issues will be discussed at a League meeting. Some of the issues were poor sportsmanship, unbalanced teams, different coaching philosophies and the lack of consistently enforcing game rules.

Skating Rink- K. Troendle reported that the Ice Rink was a challenge with the large amount of snow and the loss of the primary staff person to maintain the rink. Staff recommended putting in a wooden frame to contain the ice rink next season. The Commission recommended highlighting the rink next season with a community event so people will know it is available for public use.

2017 Summer Camps/Programs K. Troendle reported that three weeks of summer camp are planned at the Alton Bay Community Center from 9am-4pm: June 26-30; July 10-14 and July 31-August 4. The summer camp will include two adults as camp directors and five counselors. It is estimated that 25-30 participants will attend. The estimated budget for each week is \$4,550. Camp will include trips, crafts, snacks, activities, staff, and supplies. The Commission recommended setting the per week fee at \$175, with a \$15 discount for each additional week attended. The Commission is expecting to breakeven with participation fees and expenses.

The Timbernook Summer Camp program is scheduled for August 7-11 at PMHS from 9-3pm. It is an outdoor, immersive camp experience with a camp fire and temporary wooden structures and play areas. If PMHS is not able to accommodate the space use requirements, Levey Park may be an option as it would be positive to see the park used for this type of outdoor children's program.

The Play Soccer Camp is scheduled for July 24-28 at Jones Field. There are options for a half day and a full day program. The Department is sponsoring five weeks of camps this summer.

### ***New Business***

*Peter Ferber Rendering Project-* J. Downing presented information about the rendering of the Town of Alton picture created by P. Ferber, and Mr. Ferber's offer to include the perspective for the Town's use in a park map. It was suggested to invite the ABA to participate in the map project so local businesses could be involved. J. Downing offered to attend an ABA meeting and see if they have an interest in the project. J. Downing noted the back of the kiosk in Alton Bay is empty, and that may be a good location to place a park map, and the other locations the map could go on kiosks would be at the Jones Field park entrance and at Liberty Tree Park.

*Review of Exercise Programs at the ABCC-* The Commission discussed the exercise classes at the Alton Bay Community Center and the agreements with the independent contractors for the use of the space in providing recreation programs. The Commission noted that all contractors should have the same agreement of 70/30 regardless of participation if it is a sponsored Parks and Recreation program, and the policy needs to be consistent. The Commission noted the services to the program provided by the Town to include the space, heat, electricity, cleaning, advertising, etc. and stated that fees need to be collected by the Town if user fees are charged by an instructor. The Commission stated that with an increase in advertising by both the Town and the contractor, hopefully participation will increase enough to keep the programs running.

*Recreation Revolving Fund-* K. Troendle requested \$350 for the Explorers Security for the Craft Fair, and \$13,650 for the 3 weeks of Summer Camp, be approved from the Revolving Fund for program expenses. E. Shelton made a motion to approve the expenses as presented; motion was seconded by W. Lionetta and passed.

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

- Summer Camp preparation for three weeks of camp, meeting with camp director to plan camp agenda and trips; Dates are June 26-30; July 10-14; July 31-August 4; Save the date flier will go to ACS this week;
- Bid Specs for ADA Architectural Services for ABCC and Public Restrooms; *J. Downing noted that professional services are required for this type of work, and that the Town should at least put the work out to bid to see what the costs would be, and see if the work is something that can be performed by an architect for the Town properties. J. Downing reviewed the proposal provided by the Building Inspector, and stated there is another way to do the project without the expense of relocating the electrical service, and that other options should be considered.*
- State Forest Trails Meeting; *J. Downing stated grants are available to develop trails. J. Downing said it would be best to walk the existing trail and see if the PRC wants to develop the trail.*
- Six Warrant Articles preparation and discussion at Deliberative Session;
- Sidewalks snow removal issues with machines breaking down and not able to clear sidewalks and complaints from residents; *N. Downing stated it would be more efficient for the Highway*

*Department to maintain the sidewalks so they could coordinate the snow removal on Town streets with the sidewalk snow removal, also the Highway Department has the heavy equipment to get the job completed.*

- Joan Blackwood meeting with Board of Selectmen about Monument Square;
- Meeting with Board of Selectmen about acceptance of DES Milfoil grant funds;
- Facilitation of Solitude Lake Management Application/Permit signed by Town Administrator;
- Hiring Lifeguards for 2017;
- Concerts are all scheduled: July 1- Army Band; July 3- Echo Tones; July 8- Black Lite Band; July 15- Shana Stack Band; July 22- Pony Express; July 29- Saxx Roxx; August 5- East Bay Jazz Ensemble; August 12- Annie and the Orphans; August 26- Bittersweet;
- Barbershopper's Scholarship for \$500 was paid to student after receiving transcript;
- Processing Alton Bay Community Center Rentals (7); Pearson Road Community Center Rentals (8);
- Basketball Program ended well, positive feedback; However the League Basketball Program had many issues with parents, officials and sportsmanship- Alton did not participate this year due to lack of interest but the League will be meeting to address problems that came up during the season;
- Adult Softball Meeting email sent out with 2017 registration forms, teams need to sign up by March 13, softball meeting will be April 6;
- LRPC maps received and reviewed;
- Cemetery staff issues and resignation received

#### *Adjournment*

E. Shelton made a motion to adjourn the meeting at 7:55pm; motion was seconded by W. Lionetta and passed. **The next meeting is scheduled for Thursday, March 23, 2017 at 6:30pm at Town Hall.**

*Respectfully submitted,*

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