

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

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

Staff Present: Kellie Troendle-Parks and Recreation Director

Public Present: Ken Roberts

Call to Order

The meeting was called to order at 6:30pm by Chairwoman, E. Shelton. New member, Megan Stanley was introduced and welcomed to the Commission.

Approval of Agenda

E. Clark made a motion to approve the Agenda as presented; motion was seconded by R. Arsenault and passed.

Approval of Minutes

E. Clark made a motion to approve the Minutes of March 20, 2019 as written; motion was seconded by R. Arsenault and passed.

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

There was no public input.

Old Business

Alton Rec Soccer- The Commission reviewed the Draft Agreement between the Parks and Recreation Commission and the Revs United. The Commission discussed their expectations of the Alton Rec Soccer program and the importance of communication with the Revs and for the Revs to reply to coaches/families in a timely manner. The Commission said the Draft Agreement covered the items addressed at the meeting with the Revs United. The Commission added two additional items to the Draft Agreement to include: providing scholarship funds for coaches' children in the program as an incentive to coach and requesting a monthly report on the communication between the Revs Director and Alton families, and how the issue was resolved so the Commission is informed as to ongoing items.

Agreement

Alton Parks and Recreation Commission

Revs United

In cooperation to provide Alton Rec Soccer for Alton residents

The Alton Parks and Recreation Commission and the Revs United agree to partner together to provide recreational soccer opportunities to the Alton Community.

Parks and Recreation Commission agrees to:

- Recommend a fee increase to \$35 per player to defray the cost of the increase in fees for the officials, background checks and costs associated with implementing the Safe Sport Act
- Provide three soccer fields at Jones Field that are mowed, and lined with soccer goals from August 17-November 2, 2019
- Provide scholarship funds up to \$250.00 for the season for Alton residents playing soccer in grades 1-6 that would like to play soccer but cannot pay for the registration fee
- Provide scholarship funds for Alton Rec Soccer coaches' children that play in the program
- Attend Revs sponsored meetings
- Alton Parks and Recreation Director will check in with Revs Director periodically to communicate/update/coordinate soccer program
- Facilitate registration process and advertise Alton Rec Soccer Program and Revs Summer Sports Camps

Revs United agrees to:

- Provide equipment
- Provide knowledgeable coaches
- Provide consistent coaches training with goals and objectives
- Provide coaches background checks
- Provide a written Risk Management Plan that satisfies the mandatory reporting, education, and prevention policies in compliance with the Safe Sport Act
- Provide tools for coaches (training, apps, etc.)
- Have coaches report their concerns directly to the Revs Administrator and if no reply within 24 hours then report directly to the Revs Director
- Have Revs administration reply to emails, phone calls, inquires for information within 24 hours during normal business days and/or within 72 hours if weekends
- Provide a monthly report to the Parks and Recreation Commission on communications that transpired between the Revs Director and Alton Rec Soccer families, and note if items brought forward were addressed or not or are a non-issue
- Have coaches copy Revs in their team email distribution list so Revs can post cancelations/changes on their web site/social media and post changes to the schedule
- Have coaches support the partnered Alton Rec Soccer Program and explain information they have to parents
- Provide a Jamboree prior to the start of the season games
- Provide payment plans to families, interest free
- Provide paper registration forms for participants in lieu of online registration as an option
- Revs Director will check in with Alton coaches periodically throughout the season

K. Troendle noted that a fee increase would have been recommended for the Alton Rec Soccer program due to its loss over the last few years, and said the \$35 fee is comparable to local Town's Soccer Programs. The Commission said the Agreement is important to have in place so parties know what to expect from each other. It was noted that the Revs United has asked for feedback when issues arise so they can address them in a timely manner. The Commission is hopeful for a successful partnership, and if problems arise they will be addressed, and if they are not the

Agreement can be revisited and evaluated for next year. E. Clark made a motion to accept the Agreement as presented with the addition of providing scholarship funds for Alton coaches' children participating in the program and requesting a monthly report on the communication between the Revs Director and Alton families. Motion was seconded by K. Thomas and passed. Megan Stanley abstained from the vote.

Egg Hunt- The Egg Hunt was held on April 13 for ages 10 and under at the Alton Bay Community Center because of inclement weather. Over 1800 plastic eggs were hidden for the three age groups. The Easter Bunny was there and provided a photo opportunity for families. There were at least 75 children participants in addition to multi-generational family members. More volunteers are needed to hide eggs next year.

New Business

5K Race- The DOT permit was received for the August 10 race. Volunteers are needed to help at registration, traffic control, water stop and the finish line.

Fall/Winter Programs- K. Troendle reported that the Department is working on the Fall/Winter programs for 2019-2020. Some of the ideas include: walking/hiking group; cooking classes; Scarecrow Contest; Holiday Lights; Fiber Crafts; Card Making; Adult Volleyball and Pickleball; Family Board Games Night and more.

Scholarship Request- The Commission discussed a scholarship request for a summer camp program. K. Thomas made a motion to accept the application as requested with the \$450 maximum for family. If other funds become available through other state sources the scholarship will be reimbursed. Motion was seconded by R. Arsenault and passed.

Commission Membership- The Commission discussed the request for them to provide a recommendation of the three candidates for the two alternate positions, and noted the request was unexpected because they were not asked to provide a recommendation for other candidates. E. Clark made a motion to support the recommendation of all candidates as presented, and for the Board of Selectmen to decide on the appointment of the two alternates. Motion was seconded and passed.

Recreation Revolving Fund Request- K. Troendle requested that the following expenses be approved from the Recreation Revolving Fund: \$198.00 for AFAA re-certification fee for teaching group exercise classes. The requested expense is offset with program revenue. 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 Reports as presented:

Director's Report April 2019

- Egg Hunt preparation
- Egg Hunt Event
- Letters of Employment to Summer Camp employees
- Park Inspections

- Coordination of tennis court surface repairs with Advantage Tennis
- Confirmation of 39th Army Band for June 29
- Summer Brochure delivered to ACS
- 5K Race Permit received from DOT
- Meeting with Cory Halvorsen re: Revs United
- Meeting with Board of Selectmen re: Department update
- Meetings with Town Administrator
- Meeting with Community Recreation Project Committee
- Meeting with Old Home Week Committee
- Revs United Alton Rec Soccer Agreement Draft
- Reviewed Safe Sport Act information
- Program logistics
- Swing signs and AVAS Park signs- advertising upcoming programs
- Ordered portable toilet for B&M Park
- Filing/phone calls/email correspondence
- Press Releases
- Purchased needed supplies for Department/Events
- Process Community Center Rentals
- Grounds and Maintenance and Cemetery Department: new and ongoing projects and supervision and report to Board of Selectmen

Other

Town Beach Testing- K. Troendle reported that DES will discontinue the testing of the Alton Swim Dock water during the summer and will continue testing at the Town Beach.

Kiosk Map- R. Arsenault suggested that a sign be added to the kiosk at Jones Field that says the Loop Trail is incomplete. K. Troendle reported that there is a sign in place now with that information, and also that volunteers are needed to complete the trail.

Seasonal Employees- R. Arsenault inquired about a Town Policy prohibiting the hiring of siblings. K. Troendle explained that in the past there were concerns with family members being employed by the Town, working in the same Department because of potential conflicts and in the case of Lifeguards- one Lifeguard would be a supervisor over another Lifeguard and that may be a concern; but ultimately hiring decisions are made by the Board of Selectmen.

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

There was no public input.

Adjournment

E. Clark made a motion to adjourn the meeting at 8:05pm; motion was seconded by K. Thomas and passed. **The next meeting is scheduled for Tuesday, June 18, 2019 at 6:30pm at the Pearson Road Community Center.**

Respectfully submitted,

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