

**Minutes**  
**Alton Parks and Recreation Commission**  
**May 24, 2017**  
**6:30pm, AVAS Public Park**

Members Present: Elizabeth Shelton, Jonathan Downing, Phil Wittmann, W. Lionetta, and Everett Clark

Staff Present: Kellie Troendle

***Call to Order***

The meeting was called to order at 6:32pm by Chairwoman, Elizabeth Shelton.

***Approval of Agenda***

J. Downing made a motion to approve the Agenda with the addition of “General review of parks” under Other; motion was seconded by E. Shelton and passed.

***Approval of Minutes***

J. Downing made a motion to approve the Minutes of April 18, 2017 as written; motion was seconded by E. Shelton and passed.

***Old Business***

Summer Program Brochure- The Commission reviewed the printed copy of the 2017 Summer Brochure. K. Troendle reported that the brochure was delivered to Alton Central School on May 4 for classroom distribution. The brochure was distributed to students on May 19. There are 42 Yard Sales on the map this year, and the maps were distributed on May 16. Summer camp registration is 6-10 participants per week, registrations are expected to pick up after the holiday weekend. The camps were full last year.

LRPC Maps Completed- The Commission reviewed the maps that were prepared by the LRPC: Quannippi Trail; Jones Field Recreation Area; Liberty Tree Park Area; B&M Park; Railroad Square Park and Harmony Park. The additional fee of \$500 was paid to the LRPC for the four smaller, site specific maps. The Commission discussed placing copies of laminated maps on the four park kiosks, in addition to the kiosk at the PR office. One large map with the highlighted park map will be on each kiosk. The Commission discussed the importance of the map copies being of a high quality. The location of the kiosks were discussed: Alton Bay- opposite the Alton Bay Community Center; Entrance to Jones Field before the footbridge; Liberty Tree Park; and Jones Field by the rear access gate. The Commission noted that Quannippi trail signs with directional arrows would be added along the Quannippi trail, following a field site to determine the size and location of the signs/arrows.

## *New Business*

Recreation Revolving Fund- K. Troendle requested \$109.48 be reimbursed to D. Quann for Pickleball Program expenses (6 rolls of blue tape, 3 storage containers and 1 foam roller); and \$47.00 for the FBI fingerprint criminal background check for a summer camp staff employee. Total was \$156.48. The Commission discussed the cost of the criminal background check, and if another type of background check would be an option for some of the employees- depending on their interaction with the public. K. Troendle reported that all employees over 18 years old whose position works with children or the elderly are required to submit the \$47.00 FBI fingerprint scan background check with their employment application to the Board of Selectmen for approval, including umpires for the adult softball program. All sports coaches are also required to complete the same FBI fingerprint scan. K. Troendle noted the length of time it has taken for the process: with the appointment and requesting the check from the Town it may take up to 6-8 weeks- which is a challenge when recruiting seasonal employees and volunteers. K Troendle noted that some volunteers or employees are already employed by the school, and the school has completed a background check, and would the Town need the FBI check as well. P. Whitman will confirm the Town requirement for background checks with the Town Administrator, and see what options are available for employees and volunteers. E. Shelton made a motion to approve the Revolving Fund expenses as presented; motion was seconded by W. Lionetta and passed.

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

- Staff Meetings: Cemetery, Grounds and Maintenance and Program
- Summer program logistics and scheduling
- Summer Camp preparation
- Summer Brochures to ACS and web site May 4
- Yard Sale Map locations and map printed- distributed May 16
- Press Releases to Baysider
- Face Book Press Releases
- Information on AVAS sign
- Public Restrooms: Bid Specification review with J. Dever- *J. Downing noted his appreciation for the assistance provided by the building inspector with the bids but stated the quality of the bids was poor and lacking definitive information like measurements and dimensions. J. Downing advised that for the Town to be ADA compliant, the Town hire an architectural firm to draft Town bids and an ADA expert to identify and correct the ADA deficiencies in Town buildings and facilities. J. Downing noted his frustrations with his suggestions being ignored.*
- Leaf Collection System quotes: review with staff
- 5K Route and USATF Certification
- Goodie Bags donation request to vendors for 5K Race
- Uniform shirts for Cemetery Department and GM Custodian
- Letter of response sent to applicants for summer employment
- Lakes Region Chordsmen Scholarship decision to PMHS- *P. Wittmann has the BOS Proclamation for the Barbershoppers Weekend, and he will be at the Great Gathering to read the BOS Proclamation.*
- Milfoil invoices sent to DES
- Lake Host Program staff changes

- Fire Extinguisher Inspections: Town Hall, Police Department, ABCC, PRCC, Public Restrooms, Museum, Library, Cemetery Department, 4 vehicles, West Alton Community Center, Lakes Region Information booth, AVAS Public Park- *J. Downing questioned the Fire Extinguisher situation as discussed at a BOS meeting, and K. Troendle reported that all Town buildings with the exception of Highway, SWC and the Fire Department are on an automatic schedule to be serviced and each building pays for their own service. K. Troendle stated that due to lapse in service and the item being brought to her attention, the Parks and Recreation Department has set up the automatic schedule. The Commission stated that it seems the Fire Department would be in charge of fire suppression throughout the Town.*
- Process 14 Community Center Rentals
- Cemetery Department meetings and burials- *J. Downing stated the Cemetery grass needs to be bagged when mowing in order to maintain a neat appearance.*
- Cemetery Department records keeping and organization of files
- Irrigation system in Alton Bay reviewed with Joan Blackwood
- Jones Field Trail- material added and trail leveled- still in the working stage- *J. Downing noted that the Highway Department supplied gravel but more help is needed from the Highway Department to get the project completed. J. Downing asked P. Wittmann to bring the request for project assistance to the Board of Selectmen.*
- Preparation for Memorial Day- flags, flowers, mowing, parade prep.
- Town Hall entrance vestibule- evaluation for maintenance- sand and stain
- Town Hall HVAC system installed and operational
- Old Home Week Committee Meeting
- Back Bay Bridge electrical meter and bridge lights- DOT /Marine Patrol to decide responsibility
- Alton Bay Bridge lamp post scheduled for repair- *The Commission discussed the responsibility of the lamp post. K. Troendle reported that Mary Jarvis is in contact with DOT about the lamp post responsibility.*
- PRCC- installed new hot water heater
- PRCC- requested 5 new blinds be purchased and installed
- Memo to BOS recommending acceptance of bid for F250 2006 Truck for \$301.99
- Ordered LG uniforms
- Yoga classes: Mondays and Wednesdays
- Generators serviced at Town Buildings

### ***Other***

*General review of parks-* J. Downing noted that the Parks were reviewed by the Commission last year and items were noted that needed to be completed. J. Downing stated that Riley Road Beach needs to be raked, the decking cleaned and a break stop installed. Echo Point needs to be raked and trees trimmed. K. Troendle stated that the staff clean up the buildings/facilities by location and list in priority are: Main Street, in Town parks and then outskirts parks. K. Troendle reported that a portable toilet will be installed at Roberts Cove Beach mid-June thru mid-September. J. Downing noted the concerning condition of Liberty Tree Park due to neighboring Departments. J. Downing stated concerns including: dilapidated fence; propane tank; miscellaneous debris and equipment and parking

issues. J. Downing noted the roof of the Water Bandstand was completed but the siding still needs repair. It was noted the flag and flag pole were both removed and not re-installed.

*Adjournment*

W. Lionetta made a motion to adjourn the meeting at 7:47pm; motion was seconded by E. Clark and passed. The next meeting will be Wednesday, June 21 at 6:30pm at AVAS.

*Respectfully submitted,*

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

APPROVED