

Minutes
Alton Parks and Recreation Commission
June 18, 2019
6:30pm, Pearson Road Community Center

Members Present: Elizabeth Shelton, Ruth Arsenault, Everett Clark, Kristin Thomas, Jonathan Downing, Megan Stanley (arrived approximately 7:00pm)

Staff Present: Kellie Troendle-Parks and Recreation Director

Public Present: Nancy Downing

Call to Order

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

Approval of Agenda

K. Thomas made a motion to approve the Agenda as presented; motion was seconded by E. Clark and passed. J. Downing was asked to sit in as a voting member with the absence of a full board.

Approval of Minutes

Commission members noted that there was an issue with receiving the April 30, 2019 DRAFT Minutes for several members. Discussion of the Minutes was tabled until the next meeting when all members will be able to receive and review the information.

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

There was no public input.

Old Business

Alton Rec Soccer- K. Troendle reported that Revs United approved the Agreement with the Commission as written. The Commission noted that participants are able to follow the Agreement protocol to address any concerns that may arise during the soccer season. K. Troendle reported that the Soccer Registration is open, and registration is available online. K. Troendle reported she was invited to speak to the Town of New Durham in regard to the Revs partnership and how the Soccer and Basketball programs run in Alton. The Revs United Director was also scheduled to be at the New Durham meeting. The Town of New Durham is exploring the option of working with the Revs United for their municipal recreation program.

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 polices 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

Spring/Summer Program Update- K. Troendle provided a summary of the recreational programs and noted the following: Lawn Games Night was successful, it ran four weeks and had 18 participants-games included Ladder Ball, Can Jam, Badminton, Bocce, Horseshoes and Spikeball; Grilling class is this Friday and 6 people are registered; Paint Night had 10 participants and a lake scene was painted-

additional dates will be scheduled seasonally; Let's Go Fishing program needed 10 people in order to run and only 6 people had signed up so that program was not held- an Ice Fishing program is planned for the winter; Archery Camp is full with 16 participants; Summer Camp registrations are still coming in and there are 22 participants for week one and 17 registrations for week two; Guitar lessons has 5 participants and Ukulele has five participants and those classes start next week; the Yard Sale had 52 registered houses on the map plus all of the people that went to the Yard Sales.

New Business

2019 Concerts- A volunteer is needed to attend the August 24, 2019 concert to set up and pay the band. R. Arsenault offered to set up the barricades and pay the band.

Commission Projects- Trail Signage- K. Troendle reported that the Department is working on the placement of trail signs for the Quannippi Trail. It was noted the Highway Manager has the project on his schedule to assist with, and will help determine the placement of signs as soon as time allows. The office assistant is working on putting together information for a Quannippi Trail brochure.

Kiosks- K. Troendle reported that one kiosk location is recommended at Liberty Tree Park adjacent to the kayak boat launch. There was discussion as to the Mill Pond or Liberty Tree Park location. A second kiosk was scheduled to go in at B&M Park but it was noted the park has an existing kiosk at the site, and is not on the Quannippi Trail. A second kiosk location was discussed with suggestions for one in Alton Bay across from the Alton Bay Community Center, or across from Shibley's Ice Cream or in the garden area next to the Alton Bay Community Center. The suggested locations of the kiosk in regard to the trail was discussed. R. Arsenault made a motion to approve the installation of one kiosk at Liberty Tree Park, motion was seconded by K. Thomas and passed- 4-yes, 1-abstain. E. Shelton made a motion for R. Arsenault and K. Troendle to scout the two most visible locations: next to Pop's Clam Shell and inside the garden next to the Alton Bay Community Center, and then to place the kiosk where advised by R. Arsenault and K. Troendle. Motion was seconded by K. Thomas and passed. 4-yes, and 1-no.

Recreation Revolving Fund Request- K. Troendle requested that the following expenses be approved from the Recreation Revolving Fund: \$224.90 for bolsters for Sheila Marston's Yoga Program and \$250.00 for the Painting Program. It was noted there were 8 paid participants for the painting program (8 x \$25=\$200) and a \$50 travel fee is charged if there are not 10 participants so the Department paid for 10 participants; one was the director (painting is in the office for program participants to see what to expect at the program) and another was an exercise class program participant/Town resident. K. Thomas made a motion to approve the request as presented, motion was seconded by E. Clark and passed. 4- yes, 1 abstain.

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

Director's Report May/June

- Town Facility and Town Park Inspections
- Tennis court surface repairs completed by Advantage Tennis
- Community Lawn Games Night Program
- Paint Night Program

- Let's Go Fishing Program
- Summer Camp Program preparation
- Exercise Class instruction
- Process program registration forms and deposits to Town Treasurer
- Prep for upcoming programs: Guitar and Ukulele Lessons; Grilling Class; Spike Ball; Beach Volleyball; Archery Camp; Tennis Camp; Wicked Cool Camp; Alton Rec Soccer; Saturday Concerts
- Meetings with Town Administrator
- Meetings with Old Home Week Committee
- Meeting and Minutes of Milfoil Committee Meeting
- Meetings with Staff on tasks/projects/program prep
- Coordinated AYL access to Jones Field for deliveries of materials
- Preparation for Summer Camp Staff Training
- Preparation for Lifeguard
- Preparation of 2019 Wage Chart and Job Descriptions for TA
- Volleyball net up at Beach Volleyball Court
- 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: new and ongoing projects/ supervision and task delegation

J. Downing asked if there was a written report on the Town Park and Facility inspections and K. Troendle said the inspections were performed to generate tasks for the Grounds and Maintenance Department work orders, and written reports for the facilities were not compiled. J. Downing suggested the Commission complete site inspections at the parks, and make recommendations for improvements. Mr. Downing said this was completed in the past, and some suggestions were not completed by the Town. It was noted that the Commission discussed the continuance of Town park and facility inspections at a previous meeting, and decided they would conduct inspections on a case by case basis as needs arise. J. Downing suggested increasing the 5K Race fee due to the program not covering the cost of all the expenses. K. Troendle reported that the fee has been set for 2019 but can be discussed for the 2020 race. The Commission requested to review the last five years of the 5K Race reports to see the financial trends in the program.

Other

Parking Issue- The Commission reviewed a complaint in regard to Riley Road lake access/use of Town property for private parking that was forwarded from the Town Administrator. The Commission reviewed the letter, and discussed signage and town ordinances relative to the situation. The consensus of the Commission was to recommend that the Board of Selectmen send a letter to the owner of the Scuba School, and a letter to the Air BNB property owner, informing them the use of Town property for commercial use is prohibited. Additionally, the Commission recommended that the current beach sign be updated to read the same as the one at the Alton Town Beach and add: "2-Hour Parking Limit. Vehicles will be towed at owner's expense".

Bay Hill Stairs- R. Arsenault noted that vegetation at the stairs needs to be trimmed, and an oak tree removed. Mrs. Arsenault said she recognized her neighbors in the Baysider for their work on sprucing up the "Alton" rock sign. It was noted that Alton Bay looks very nice.

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

Nancy Downing complimented the maintenance staff on their work on the Alton Bay Land Bandstand and said it looks good. Mrs. Downing noted that in the future the railing should be upgraded.

J. Downing provided an update on the Water Bandstand Celebration Day and the events that are scheduled to take place. The Commission expressed appreciation and recognition for the exceptional work of the Water Bandstand Committee.

Adjournment

K. Thomas made a motion to adjourn the meeting at 7:48pm; motion was seconded by R. Arsenault and passed. **The next meeting is scheduled for Tuesday, August 13, 2019 at 6:30pm at the Pearson Road Community Center.**

Respectfully submitted,

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

APPROVED