

Minutes
Alton Parks and Recreation Commission
July 9, 2018
6:30pm, Pearson Road Community Center

Members Present: Elizabeth Shelton, Kristin Thomas, Ruth Arsenault, and Phil Wittmann

Staff Present: Kellie Troendle

Call to Order

The meeting was called to order at 6:51pm by Chairwoman, E. Shelton.

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

E. Shelton made a motion to approve the Minutes of May 17, 2018 as written; motion was seconded by K. Thomas and passed.

Public Input

There was no public input.

Old Business

Commission Membership- There is one commission member vacancy and two alternate member vacancies. Commission members will ask interested residents to submit an application for consideration of appointment to the Board of Selectmen. The Commission has four to five meetings per year and meets a minimum of each quarter. Applicants should be registered voters and Alton residents.

Quannippi Trail Signs- The Commission discussed the Quannippi Trail name and its layout and feedback received about the trail route and signage. E. Shelton made a motion to change the name of the discussed trail on the map from the Quannippi Trail to the Merrymeeting River Walking Route, the motion was seconded by K. Thomas and passed. The Commission noted the Merrymeeting River (MMR) is visible for most of the walk and the name would be fitting as a walking route because of its meandering path along Rte. 11, Riverlake and Letter S Roads. The Commission also suggested labeling the route with small yellow signs with black footprints or MMR at intersections or turns along the route, to designate the walking route's location. Additional suggestions included: marking the start and finish area on the route, including the distance of the route, ability level and accessibility for foot traffic. R. Arsenault will walk the route and offer suggestions for signage placement. Once the sign locations are determined, the placement of signs and proposed walking route name would be presented to the Board of Selectmen for approval.

Kiosks- The Commission discussed the placement of the two remaining kiosks and feedback that was received about their design and appearance. Suggested locations for the two kiosks included: B&M

Park; include on the kiosk the magazine article highlighting B&M Park as one of NH's best small parks and also include information about nearby parks in Alton. Liberty Tree Park was another suggested location to place a kiosk. The Commission noted the Lakes Region Tourism Association already has a kiosk in Alton Bay and an additional kiosk is not needed in Alton Bay at this time, the Commission can add information to the LRTA kiosk.

New Business

Public Participation at Meetings Policy- The Commission reviewed the "Public Participation at Board Meetings" Policy that was adopted and used by the Board of Selectmen. After review and discussion, E. Shelton made a motion to adopt the same policy for public participation at the Parks and Recreation Commission public meetings, motion was seconded by K. Thomas and passed.

Old Home Week 5K Race- The Commission discussed adding an 80 and over category for the 5K Race. E. Shelton made a motion to add a new category eligible for prizes for 80 years and over for male and female participants, motion was seconded by K. Thomas and passed. E. Shelton and K. Thomas volunteered to do the race day registration and R. Arsenault volunteered to direct traffic on the Letter S Road. The 5K course will be the same certified course as in 2017.

Light Up Night- The Commission discussed the Light Up Night program scheduled for Saturday, December 1, 2018 and the lighting of the big tree in Ginny Douglas Park. It was suggested to contact the ABA about lighting up the tree in front of the Alton Town Hall instead of the smaller tree in Ginny Douglas Park, and to share the task of decorating the tree with lights so the ABA has assistance. K. Troendle will contact the ABA to see if that option would be acceptable.

Recreation Facility Discussion- Highlighted topics for future discussion included: look in to the Town owned land by the church on Rte. 28 and getting feedback from residents on what they want to see in a recreation facility. The Commission tabled this item until the next meeting.

LWCF Report- K. Troendle reported that she met with the State on June 5 in regard to the LWCF projects through the National Park Service: Railroad Square Park; Liberty Tree Park and Jones Field. The state will be sending a written report to the Town with items that will need to be addressed such as boundary issues and encroachment of Town Departments at Liberty Tree Park.

Board of Selectmen Meeting- On August 20, 2018 E. Shelton will present the report of the Parks and Recreation Commission to the Board of Selectmen to include: Commission Achievements; Works in Progress and Hopes and Dreams. All commission members are invited to attend the meeting as well.

Recreation Revolving Fund- K. Troendle will present payment approval for the 2018 summer programs at the August meeting.

Director's Report- The Commission reviewed the Director's Report as presented for May/June 2018:

- Meeting with NH State Parks- re: Land, Water, Conservation Fund Projects
- Meeting with NH State Prison- re: work team help in Cemeteries
- Meeting with Highway Manager- re: town docks, Jones Field and Alton Bay trees

- Meeting with BOS- re: Town Cemeteries; AYL project; Tinkergarten program; Town Hall doors
- Ordered septic pumping for Town Buildings
- Town Hall roof repair
- Town Hall doors repair meeting and estimate review
- Check request for Concerts to Finance Office
- Information to soccer coaches about Revs United partnership
- Flier to ACS for Rec Soccer Program
- West Alton Community Center roof is tarped
- Summer Camp staff prep, handbook and training
- Background checks for summer hires
- Letters of hire for summer staff
- New hire training sheet
- British Soccer Camp scholarship awarded
- Jones Field site visit with AYL and Highway Manager, and Town Administrator
- Memos to BOS: (1) Harmony Park; (2) Tinkergarten; (3) AYL Jones Field Project; (4) Alton Bay Trees with sketch
- Milfoil Meeting
- Old Home Week Committee Meeting
- Help Wanted Ads for seasonal positions
- Staff Meetings: Parks and Recreation, Cemetery, Grounds and Maintenance
- Preparation of Summer Camp program and activities
- Coordination/preparation Adult Softball League
- Filing/phone calls/email correspondence
- Press Releases
- Purchasing needed supplies for three Departments
- Process Community Center Rentals

Other

Barbershopper's Proclamation- The Commission recommended contacting the Board of Selectmen in regard to the Barbershopper's Proclamation for August 18 to be read at the Jamboree by E. Shelton.

Substance Abuse Coalition- E. Shelton recommended contacting K. Guest in regard to the Commission's interest in being a part of the Coalition. K. Troendle will contact K. Guest with that information.

Town Beach- R. Arsenault recommended adding sand to the beach and covering the concrete footings for the park benches.

Lifeguards- The Commission discussed offering financial incentives to returning Lifeguards to help compensate them for their ongoing training and certification fees in exchange for them to work for the Town the following year.

Adjournment

K. Thomas made a motion to adjourn the meeting at 8:07pm; motion was seconded by E. Shelton and passed. **The next meeting is scheduled for Wednesday, August 22, 2018 at 6:30pm at the Pearson Road Community Center.**

Respectfully submitted,

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

APPROVED