

Minutes
Alton Parks and Recreation Commission
September 22, 2016
Half Moon Lake, 6:30pm and AVAS to follow

Members Present: Jonathan Downing, Elizabeth Shelton, Phil Wittmann, and Nancy Downing. Kristin Thomas arrived at 7:20pm at AVAS.

Staff Present: Kellie Troendle

Public at Half Moon Lake: Bill Mannion, President of Half Moon Lake Association, and John Wheeler, VP of Half Moon Lake Association.

Call to Order

The meeting was called to order at 6:34pm by Chairman, J. Downing.

Half Moon Lake- The Commission walked the Half Moon Lake property. The representatives from the Half Moon Lake Association noted erosion and also safety issues in regard to traffic speed and site distance exiting the facility; but did not recommend making other improvements to the facility. It was noted the property needs to be surveyed and boundary lines need to be identified. There was discussion on the deed which stated the premises shall not be used for a public bathing beach and picnic area, but shall be used as a public right of way to provide access to Half Moon Lake. The site visit was recessed at 7:00pm.

The Commission reconvened at the AVAS building at 7:20pm. The Commission discussed the summary of the site visit to include: (1) survey the property and determine the boundary lines; (2) the neighbor's fence is limiting site distance, perhaps a mirror on a tree across the street would be helpful for facility users to see traffic when they are exiting the property; (3) installing Rip Rap to aid in the problem of erosion. The Commission noted that there are other Town properties that should be surveyed/property lines identified including Riley Road and AVAS and it may be a better value to hire one firm to do all the projects.

Approval of Agenda

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

Approval of Minutes

N. Downing made a motion to approve the Minutes of August 11, 2016 as written; motion was seconded by K. Thomas and passed.

Old Business

Photo Calendar- The Commission formed a Committee to vote on the selection of calendar photos for the Alton calendar. The Commission is looking to order the minimum of 500 calendars and sell the calendars at local businesses and holiday craft fairs/special events.

Barbershopper's- J. Downing reported that the Barbershopper's event was successful and George Murphy and he both offered boat rides to the Barbershopper's. N. Downing read the Selectmen's Proclamation and provided a brief history of the Barbershopper's originating at Downings Landing. E. Shelton made a motion to sponsor the Barbershopper's Event in 2017; motion was seconded by N.

Downing and passed. J. Downing suggested increasing the event publicity in 2017 (maybe Chronicle) and requesting an accounting of the event from the Lakes Region Chordsmen. K. Troendle reported that the cost for the PMHS facility custodian was \$242.00.

Kiosk Installation at Jones Field- The kiosk locations have been marked for installation at Jones Field. K. Troendle reported issues with unauthorized vehicle access to Jones Field and concerns from the Water Department about the use of the access road. K. Troendle recommended waiting until the issue is resolved before approaching the Water Department about installing the kiosk by the rear access gate. J. Downing advised contacting the Fish and Game Department about the ATV's on the field.

Master Plan- J. Downing reported that the LRPC staff person said he will get something to the PR Department by the end of September.

New Business

Recreation Revolving Fund- K. Troendle requested the following expenses be approved from the Revolving Fund: \$4,801.44 for Adventure Week Summer Camp; \$3,903.63 for Exploration Week Summer Camp; \$3,954.50 for 5K Race (still waiting on invoice to pay for shirts); \$355.00 for 5K Recertification fee; \$1,391.75 for Craft Fair; \$35.18 for Pickleball; and \$1,357.48 for Youth Soccer (still need to pay official fees). K. Thomas made a motion to approve the expenses as presented, motion was seconded by N. Downing and passed.

Scholarship Request- The Commission approved a \$30 scholarship request for soccer.

Soccer Program- K. Troendle noted concerns from a parent about the girl's soccer team playing only one other girl's team and that the teams should be co-ed so the girls have more teams to play. The concern was discussed and the consensus of the Commission was to sponsor an all girl's team if there are enough players. There is a family that did not submit the registration fee or complete a scholarship form in lieu of the registration fee. It was the consensus of the Commission to address the issue at a future date.

Director's Report- The Director provided a summary of the following:

- The structure of the Basketball Program needs to be changed to make up for the loss of revenue (-\$483.00). Either increase the registration fee or change the paid basketball staff positions. The volunteer that ran the 1-4 grade program is not returning this year. There was discussion about the physical ability of a 1&2 grade player being able to perform the skills necessary for basketball. There was discussion about running a 3-6 grade program. In 2016-42 players were in the 1-4 grade program and 23 players in the 5&6 grade program. It was noted there is competition with indoor soccer, skiing and dance lessons and maybe the program is on the downward trend. *The Commission advised that the basketball program could be offered and if minimum enrollment was not met the program could be canceled. A suggestion was to offer a summer basketball camp similar to Shooter's Gold.*
- The 5K race needs to be re-certified and a new course is an option to consider. *The Commission will offer suggestions for a new course to minimize the conflict with Main Street traffic.*
- The Director completed the Recreation Soccer League Schedule for the five towns involved in the League.

- The Director completed the Parks and Recreation Department, Ground and Maintenance Department, and Cemetery Department budgets and presented the budgets to the Town Administrator. The Director is scheduled to present the three budgets to the Board of Selectmen on October 4. K. Troendle noted that a full-time assistant is requested in the 2017 budget. *J. Downing stated that the Commission supports the request for a full-time assistant.*
- The milfoil grant reimbursements were requested from DES for the Milfoil Treatment.
- The Director is working on staff issues and scheduling to get work completed.
- Latham Masonry is scheduled to work on the retaining walls this fall and complete the cap work in the spring.

Other

ADA Assessment- J. Downing stated that the Town of Alton needs to have a professional staff member that is identifying and addressing the ADA requirements of Town facilities and buildings if the Town employs over 49 people, and if they do not, then the Town needs to do a self evaluation. J. Downing noted the men's room in the Town Hall is not ADA accessible. J. Downing recommended that the Town budget monies for a professional to perform the evaluation and get estimates to get the work done.

Commission update and report to BOS from BOS representative member- P. Wittmann clarified his role as a Board of Selectmen representative to the Commission. P. Wittmann stated that his responsibility is to report the work of the Commission but not to promote the work/ideas. P. Wittmann stated that the Board of Selectmen will be reviewing a draft charter, prepared by the Town Administrator, of the Parks and Recreation Commission's duties, and the Board of Selectmen will make changes to the charter and once the changes are made, the Parks and Recreation Commission will be invited to suggest input and then final decisions will be made. P. Wittmann expressed an interest in having a planning meeting with the Board of Selectmen one time per year to brief them on the work of the Commission, and the recommendations the Commission has. P. Wittmann would like the opportunity for the Commission to advise the Board of Selectmen on their recommendations. The Commission would like to see an increase in communication with the Board of Selectmen. J. Downing asked if preparing the budget is a function of the Commission, P. Wittmann said he will see that the question is defined in the charter.

Golf Tournament- J. Downing suggested hosting a golf tournament as a fund raiser for Parks and Recreation Commission projects like trails, facility improvements and a site analysis of the AVAS building.

Duties of the PR Department- J. Downing noted that the plowing of sidewalks and supervision of cemeteries should be a function of the Public Works Department and not the Parks and Recreation Department/Director. There are not enough resources in place to get the work completed properly.

Adjournment

E. Shelton made a motion to adjourn the meeting at 8:40pm; motion was seconded by K. Thomas and passed. **The next meeting is scheduled for Thursday, October 20, 2016 at 6:30pm at AVAS.**

Respectfully submitted,

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