

Minutes
Alton Parks and Recreation Commission
October 17, 2018
6:30pm, Pearson Road Community Center

Members Present: Elizabeth Shelton, Ruth Arsenault, Everett Clark

Staff Present: Kellie Troendle-Parks and Recreation Director, Ken Roberts-Highway Manager

Public: Aimee Janes, Nancy Merrill, Jonathan Downing, Nancy Downing, Robert Janes

Call to Order

The meeting was called to order at 6:28pm by Chairwoman, E. Shelton.

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 August 22, 2018 as written; motion was seconded by R. Arsenault and passed.

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

Nancy Merrill said the Land Bandstand needs repair and she asked for the Commission to get back to her with a timeline of when the work would be completed from start to finish. She said if necessary the Water Bandstand Committee will do the painting. N. Merrill said she'd like to see the Land Bandstand repaired by June 22, 2019 because it will be the focal point of where the dignitaries will sit for Alton Bay Water Bandstand Day.

Nancy Merrill said the Water Bandstand Committee is in the planning stages for the June 22, 2019 Water Bandstand Day celebration, and the Committee is looking for feedback on what the Parks and Recreation Commission can help out with (concert, a special event, sound system).

Jonathan Downing commented on the Land Bandstand and said if Parks and Recreation is not going to make repairs then the Water Bandstand Committee will ask for a warrant article for painting and lighting to make the Land Bandstand sparkle.

Jonathan Downing said he would like to see an event involving the Water Bandstand like a concert or race on the Alton Bay Water Bandstand Day.

E. Clark asked about the acoustics with a band concert on the Water Bandstand. This will need to be determined with a trial run.

E. Shelton commented that the Water Bandstand Day Events is on the Agenda for the Commission to speak about at this meeting.

Appointment with Jonathan Downing

J. Downing discussed Town Parks and wanted to know what the Parks and Recreation Commission could do to complete items on his list from his meeting with the Board of Selectmen in 2017. J. Downing commented that he watched the report of the Parks and Recreation Commission at the Board of Selectmen's meeting in 2018 and noted that he was disappointed that the report did not include information on Town parks.

J. Downing summarized the items from his list that were completed and items that he would still like to see completed. J. Downing spoke on the Quannippi Trail, Harmony Park Retaining Wall, ADA accessibility, trails at Jones Field, sidewalk to the Town Beach, Land Bandstand maintenance, grants, Parks and Recreation building, needed staff and budgeting funds for these items. J. Downing said if there is no budget to address his list items, then volunteers can be coordinated or a warrant article can be submitted.

It was noted that the Parks and Recreation Commission makes recommendations to the Board of Selectmen and the Board of Selectmen are currently working on some of these project items. The Commission does not have decision making abilities, nor can they authorize the expenditure of Town tax dollars, the Commission can only approve expenses from the Recreation Revolving Fund. The Board of Selectmen is the Governing Body, and they make the decisions in regard to projects on Town Property.

E. Shelton commented that volunteers are needed for the Commission and also for the Recreation Facility Committee, and these groups are currently working to help address his comments.

Old Business

Trail Signage- E. Shelton stated that she met with the Board of Selectmen and they approved the name and signage for the Quannippi Trail. The Selectmen said the signs need to be maintained. K. Roberts noted that before any new posts are put into the ground, the State of NH DOT would need to approve the location of the posts in Alton Bay and in any State "Right Of Way", and Dig Safe would need to be notified. Also, installation of a post/sign at Pine Tree Circle would need permission from the landowner, as that is private property. The Commission discussed the trail sign designs and using Town owned sign posts to place signs. E. Clark made a motion to recommend the purchase of twenty four arrow signs (4", Native American wood design) with posts and bolts as needed, and four walking trail signs (8" with Quannippi Trail text and hiker), motion was seconded by R. Arsenault and passed. Signs will be brown text/graphic on yellow background. Signs will be purchased from the Barbershopper's event proceeds, up to \$1,000.00.

Barbershopper's Jamboree- E. Shelton reported that the Barbershopper's contact person expressed concern to her about attendance and it being lower than expected. There was discussion on coming up with ideas to increase attendance. K. Troendle reported that the Barbershopper's are interested in hosting a 2019 event and the PMHS facility has already been reserved. Also the Barbershopper's

said they may do a Barbershop Festival at PMHS and use the proceeds from the 2018 event for the Festival. The Commission will discuss the Jamboree under Old Business at the next meeting.

New Business

Alton Bay Water Bandstand Day Events- The Commission discussed ideas for special events during the Water Bandstand Day on June 22, 2019. Some ideas included: a canoe race, kayak race, or a swimming race to start and end at the swim dock or boat ramp and go around the Water Bandstand. K. Troendle advised that a Water Event Permit would be needed from the Marine Patrol and a judge/official placed on the Water Bandstand. The Commission will discuss more event ideas under Old Business at the next meeting.

Dog Park- E. Shelton discussed ideas for a Dog Park at Liberty Tree Park. A fence could be installed for dogs to run and play. E. Shelton asked members to brainstorm other location ideas to be discussed at a future meeting.

Recreation Revolving Fund- K. Troendle presented the following items for approval: Craft Fair- \$2,012.48 (staff, refreshments) profit was \$1,472.52; 5K Race- \$6,900.68 (timing company, shirts, race bibs, prizes, water, food, staff) loss was \$771.68. Loss was due to the lower number of participants. R. Arsenault made a motion to approve the expenses as presented; motion was seconded by E. Clark and passed.

Approval of Appointment Request Form- K. Troendle provided the Appointment Request Form for the Commission to review as part of the Commission's Public Participation Policy at Meetings. The form is to help the Commission prepare/do research/provide information for the appointment. E. Clark made a motion to approve the acceptance of the Appointment Form as part of the Public Participation Policy; motion was seconded by R. Arsenault and passed.

Director's Reports- The Commission reviewed the Director's Reports as presented for August-September 2018 and October 2018:

Director's Report August-September 2018

- Meeting with Town Administrator and Highway Manager- re: Public Works
- Meeting with BOS- re: walking trail signs-*approval was given for project to move forward*
- Meeting with K. Argiropolis re: AVAS addition
- Meeting with Highway Manager re: Alton Bay after Craft Fair
- Meeting with Town Administrator re: 2019 Budgets
- Meeting with Highway Manager and Building Inspector re: WSRR and ESRR improvements
- Meetings with contractors (doors, partitions, plumber, electrician) for WSRR and ESRR ADA improvements
- Meeting with Town Administrator and staff re: Cemetery Request
- Meeting re: Recreation Facility
- Concerts on Saturdays

- Scheduling concerts for 2019
- Parks and Recreation Commission meeting
- Parks and Recreation Commission Minutes
- 2019 Budget draft (Parks and Recreation, Grounds and Maintenance and Cemetery Departments)
- 2019 Budget submittal to Town Administrator and Finance Office
- 2019 CIP preparation
- 2019 CIP submittal to Town Planner
- Creation of Work Orders for staff tasks
- Staff Meetings/Assignment of Tasks: Parks and Recreation, Cemetery, Grounds and Maintenance
- Filing/phone calls/email correspondence
- Press Releases
- Purchasing needed supplies for three Departments
- Process Community Center Rentals

Director's Report October 2018

- Meeting with Highway Manager re: Jones Field Concession Stand delivery
- Meeting with Town Administrator re: Default Budget
- Meeting with Town Administrator re: Administrative Assistant resignation
- Meeting with Town Administrator re: Labor Day Craft Fair
- Meeting with IT staff re: Geographic Information System
- Meeting with BOS- re: 2019 Budgets
- Meeting with CIP Committee
- Meeting with Alex Ludwig re: Eagle Scout Project in Cemetery
- Meeting with Kris Argiropolis re: AVAS addition
- Meeting with Water Department re: water line into AVAS
- Recreation Facility meeting
- Milfoil Committee meeting
- Milfoil Committee Minutes
- Memos to BOS re: Eagle Scout Project; Public Restrooms Project; Public Boat Docks Signage; Milfoil Bid Recommendation; Craft Fair
- Scheduling concerts for 2019
- Advertising for Administrative Assistant Position
- Coordination of Public Restrooms project with Highway Manager, Building Inspector and contractors
- Creation of Work Orders for staff tasks
- Park Inspections
- Staff Supervision and Directions
- Staff Meetings/Assignment of Tasks: Parks and Recreation, Cemetery, Grounds and Maintenance
- Filing/phone calls/email correspondence

- Press Releases
- Purchasing needed supplies for three Departments
- Process Community Center Rentals

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

Nancy Merrill, Water Bandstand Committee Chair, asked if the Commission could please let her know by December 1, 2018 what the plans are for the Land Bandstand so she has time to get a petition warrant article for Town Meeting vote. She would like to see the Land Bandstand repaired and painted for the June 22, 2019 celebration.

J. Downing asked if a request for an appointment is needed if the Water Bandstand Committee wants to meet with the Commission. It was discussed that if a Town Committee would like to meet with the Commission the Appointment Form would not be needed, the Committee would send an email to the Director to be on an upcoming Agenda.

N. Merrill asked if there was money in the budget for the Land Bandstand repairs. K. Troendle said money is budgeted for repairs in 2018 and 2019 and the Land Bandstand repairs are on a Department work order to complete. K. Troendle said unfortunately there are other projects that are taking priority because of weather and end of year deadlines and she could not guarantee the Land Bandstand would be completed by the Town in the time frame requested from the Water Bandstand Committee. There was discussion of the Town purchasing the project materials and volunteers performing the labor if approved by the Board of Selectmen.

R. Janes offered volunteer labor and assistance with the Land Bandstand work that is needed.

N. Downing and Nancy Merrill said the Town should complete the work at the Land Bandstand and not volunteers. N. Merrill said the Town should budget for the labor needed. There was discussion that additional labor has been requested to the Board of Selectmen in the 2019 budget, and Town support for the additional labor request would be appreciated at budget meetings.

Adjournment

E. Clark made a motion to adjourn the meeting at 8:10pm; motion was seconded by R. Arsenault and passed. **The next meeting is scheduled for Wednesday, November 28, 2018 at 6:30pm at the Pearson Road Community Center.**

Respectfully submitted,

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