

**Minutes**  
**Alton Parks and Recreation Commission**  
**October 20, 2016**  
**6:30pm at AVAS**

Members Present: Jonathan Downing, Phil Wittmann, Nancy Downing, and Kristin Thomas.  
Staff Present: Kellie Troendle

***Call to Order***

The meeting was called to order at 6:32pm by Chairman, J. Downing.

***Approval of Agenda***

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

***Approval of Minutes***

K. Thomas made a motion to approve the Minutes of September 22, 2016 as written; motion was seconded by N. Downing and passed.

***Old Business***

Photo Calendar- N. Downing explained that the Photo Calendar Committee reviewed every photo that was submitted and rated their quality. The Committee determined there were not enough high quality photos for placement in the calendar, and recommended tabling the project. N. Downing noted that perhaps the project could be revisited next year.

Barbershopper's- The Barbershopper's event resulted in a \$710.28 profit for the Parks and Recreation Department. The PMHS facility custodian fee was reimbursed \$242.00 from the Barbershopper's. The Barbershopper's will retain the \$500.00 PMHS scholarship and will present the check to the graduating senior/scholarship recipient at the spring awards ceremony. The Commission discussed setting up a "Friends of Recreation" Fund for donations received to be spent for recreation/trails projects. K. Troendle will consult with the Town Treasurer regarding the options available. The Commission discussed setting up a joint meeting with the Barbershopper's on ways to improve the marketing of the event.

Master Plan- Parks- J. and N. Downing presented a map prepared by the LRPC showing the trail from Alton Bay to Alton. After researching the area and Indian names, J. Downing recommending naming the trail the "Quannippi Trail", which means long water. K. Thomas made a motion to name the Alton Bay to Alton trail the "Quannippi Trail", motion was seconded by N. Downing and passed. J. Downing would like to present the map to the Planning Board, Conservation Commission and Board of Selectmen so the groups know what the Parks and Recreations Commission is planning to accomplish. The purpose of the map is to show the Quannippi Trail connecting Alton Bay to Alton by walking trails and to show all of the parks, facilities and parking areas. The light green color on

the map indicates Town owned land, the dark green color indicates State owned land. Jones Field is the connecting area, the Commission would like to install a kiosk at Jones Field with the map and facility locations/directions on it. The Commission would also like to install a blow up map of site specific park amenities at the Jones Field site. Each kiosk installed at a park location would post the Quannippi Trail map, and a blow up map of the current park location, with park amenities and directions. There will also be a stone dust, loop trail around Jones Field. There was discussion on the benefits of the LRPC membership to the Town, and that the Town will not be renewing the membership in June. The Commission discussed a price quote of \$500.00 to complete the four-poster sized, full color map and digital PDF of four sub-sections of the Alton and Alton Bay map, showing: Alton Bay, Jones Field, Liberty Tree Park, and B&M RR Park. This work would also include the trails shown, formatting and labeling. K. Thomas made a motion to approve \$500.00 for the LRPC mapping project, motion was seconded by N. Downing and passed. J. Downing will coordinate the project with the LRPC. The Commission discussed the benefits of the mapping for future planning. Snowmobile trails, the Fish and Game trail system and bike trails were discussed. There was discussion about including all parks and Town conservation land in one mapping, which could be accessible online.

### ***New Business***

Recreation Revolving Fund- J. Downing made a motion to approve \$100.00 for the Snowmobile Club membership. K. Troendle requested the following expenses be approved from the Revolving Fund: \$175.00 for Soccer Coaches gift cards; \$11.88 for Soccer Coaches gift bags; \$272.55 for Soccer Coaches sweatshirts; \$71.98 for Line Dancing instructor's gift cards; Office staff for 256 hours for \$3,497.43; and Yoga Training/certification classes for \$300.00; for a total of \$4,429.00. N. Downing made a motion to approve the expenses as presented, motion was seconded by K. Thomas and passed.

Soccer Program- K. Troendle reported that the Soccer Program is going well and is a successful program. The coaches make the program possible.

Basketball Program- There is a new set up this year with a 3&4 grade basketball skills camp that plays 2 games vs. other Towns during the program, and practices skills each week for seven weeks. There is a 5&6 grade program that practices at ACS during the week with games on Saturdays. It is the intention to have separate boys and girls teams for all four grades if possible. The program may be co-ed if necessary in order to run it. PMHS and ACS are both available for players to use for scheduled practices/games.

Light Up Night- Light up Night is December 3 from 5pm-6:30pm. The Director is in the process of confirming the different activities with various town organizations and businesses, and is waiting to hear from ABA about the tree lighting. PMHS will be participating this year with a choral performance at the Gilman Museum following the tree lighting.

Winter Carnival- The Commission discussed the Winter Carnival event and supported offering the Bed Race event to another organization to run because of staff issues, and the number of volunteers needed to run the race. K. Troendle will reach out to another group to see if they would be interested in running the Bed Race.

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

- Basketball Program fliers are out and program is advertised;
- Parks and Recreation is not able to co-sponsor the Halloween event with PTSA because the PTSA is charging an admission fee for the program;
- The following properties are being surveyed: New Cemetery, AVAS, Riley Road and Half Moon. *The Commission noted to record the survey with the Registry of Deeds as soon as it's received;*
- The Director met with the BOS in regard to the three Department budgets and Warrant Articles;
- The Director is attending a training program at Primex with Cemetery staff on 10/27 for Conflict Resolution;
- The Director is attending a training program at the LGC on 11/10 for Municipal Budgeting;
- The Director and staff are attending a tour of the cemeteries on 11/4 at 8am from the New Riverside Cemetery;
- Jones Field area has been cleaned up, rocks removed and is ready for loam/seed;
- Three OHWC members are not returning next year;
- The Director is working on writing Job Descriptions, and has completed the job descriptions for the Maintenance Laborer and Cemetery Sexton positions;
- The Director is working on writing an explanation of the Department Warrant Article needs and their justification;
- Office staff is working on a Park of the Month Article;
- J. Dever is working on Bid Specs for the ABCC and Public Restrooms. *The Commission asked to review the bid specifications when they are completed.*
- Latham Masonry is scheduled to work on the retaining walls starting October 20 and complete the cap work in the spring.

#### *Other*

Board of Selectmen's Rep: P. Wittmann reported that he communicates with the Board of Selectmen about the activities and projects of the Commission. P. Wittmann will make copies of the Commission Minutes and present them to the Board of Selectmen at their meetings. P. Wittmann presented a draft copy of the Parks and Recreation Commission By-Laws for Commission members to review. P. Wittmann asked that feedback be directed to K. Troendle who will forward it to the Town Administrator for discussion at a Board of Selectmen's meeting or workshop. There was discussion on having more than one alternate on the Commission. J. Downing offered to summarize the Commission's concerns, and to provide an update of the Commission's work at the Board of Selectmen's annual meeting. J. Downing would also like to confirm the Board of Selectmen's support of the Commission's projects. J. Downing stated he would like to request a meeting with the Board of Selectmen to discuss the Master Park Plan, ADA accessibility, Town property surveys and needed improvements at AVAS.

Mill Pond- There was discussion on setting up a skating area/loop at Mill Pond, weather permitting this winter.

Jones Field- The Commission discussed expanding the trails at Jones Field and contacting the Highway Department to see if they can assist with the project. The kiosk can be installed on the parking lot side of the bridge. The location for the kiosk on the Water Department side of the trail access will need to be confirmed before installation.

2017 Budget/Warrant Articles- N. Downing suggested that future planning at AVAS be completed to include a site plan review, and to determine the Department's needs for parking, storage, office work, maintenance work, etc. and the Department's requirements for space. The Department may need to look at other sites if the current site will not meet the necessary space requirements.

Email Policy- The new email policy was sent to the PRC members.

Craft Fair- The Commission discussed changing the start time of the Craft Fair from 9am on Sunday to 10am but to keep the end time of 3pm (the same as last year). The Commission also recommended increasing the registration fee \$10.00 to \$95.00. If vendors register by February 15, 2017, the \$10.00 increase will be waived, and the early registration fee will be \$85.00.

### *Adjournment*

K. Thomas made a motion to adjourn the meeting at 8:10pm; motion was seconded by N. Downing and passed. **The next meeting is scheduled for Thursday, November 17, 2016 at 6:30pm at AVAS.**

*Respectfully submitted,*

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