

**Minutes**  
**Alton Parks and Recreation Commission**  
**November 3, 2009**  
**A.V.A.S. Building, 6:30pm**

Members Present: William Lionetta, Gerry Theodora, Cathy Burke and Elizabeth Shelton.

Staff Present: Kellie Troendle

Public: Laura MacStravic

***Call To Order***

The Meeting was called to order at 6:35pm by Chairman W. Lionetta.

***Approval of Agenda***

W. Lionetta made a motion to approve the Agenda as presented; motion was seconded by C. Burke and passed.

***Approval of Minutes***

W. Lionetta made a motion to approve the Minutes of September 22, 2009; motion was seconded by E. Shelton and passed. W. Lionetta made a motion to approve the Minutes of October 15, 2009; motion was seconded by G. Theodora and passed.

***Appointment with Little Pesaukees Play Group***

Laura MacStravic presented documents to the Commission including: attendance numbers and the revised Playgroup Rules and Emergency Plan. The Commission reviewed the documents. K. Troendle reported that she asked the Town Administrator about the question of private donations and the custody of those funds for the purpose of the Play Group. K. Troendle said she was informed that the Town can acknowledge donations with a letter from the Town of Alton. The Commission can choose to deposit the donations into the existing Recreation Revolving Fund, which they govern, and ear mark the donations for the Play Group program or a new fund can be set up and governed by the Town Treasurer. The Town Administrator advised that an agreement should be made as to what happens with any remaining funds if the Play Group is no longer active at a future date. The Commission discussed the options and said they would like to have the donated funds deposited into the Revolving Fund by checks only- no cash. L. MacStravic stated that the Play Group would like any remaining funds, should the Play Group dissolve, to go to Parks and Recreation Pre-School programs or the Egg Hunt or Light Up Night to cover activities at those programs. The Commission noted that they are in favor of supporting the program as long as it is self funding and they believe the technical questions have been answered. The Commission discussed the stipend of \$25 per session and the payment on a monthly basis to the program facilitator. The Commission also discussed paying the facilitator retro-active and increasing the stipend paid. W. Lionetta made a motion that the Parks and Recreation Department sponsor the Little Pesaukees Play Group as a program as long as the program is self sufficient and that funds raised for the Play Group be deposited in the Town of Alton Recreation Revolving Fund to be used for the Little Pesaukees Play Group and if the Play Group dissolves that any remaining funds revert to the Recreation Revolving Fund for Pre-School Programs or the Egg Hunt or Light Up Night Events. Motion was seconded by C. Burke and passed.

***Old Business***

Jones Field Fence-The topic was tabled until C. Johnson could be present to represent the Youth League and ordering the fence.

Security Camera at Jones Field- The topic was tabled until C. Johnson could be present to represent the Youth League's position.

Park Facilities Brochure- W. Lionetta presented an example 17"x 22" layout. The Commission discussed the brochure size, advertising spaces and the larger space enabling the Department to increase the size of the legend and make the map larger. It was suggested to place the trail map on one side and a calendar/ list of events or concerts on the other side. W. Lionetta will get more information on the layout aspect- do we provide a file or will they help with the layout and also the turn around if we need to reprint. It was noted to include the cost of the staff time, printing fee and distribution costs when determining the fee to charge for advertising space. The Commission said the brochures could also be placed in kiosks in the surrounding towns as well as Alton. The Commission discussed contacting the Alton Business Association and a direct mailing to local businesses about the advertising opportunity.

#### ***New Business***

Portable Toilet at Jones Field- The Commission discussed a letter that was received from a soccer parent in regard to her concern about the portable toilet at Jones Field being located in the facility parking lot and the dangers involved in children walking to the toilet without supervision. The Commission stated that the ideal location for the toilet is on the fields but unfortunately the septic truck is not permitted to travel over the Water Protection Area because of the location of the Town wells. The Commission noted that there are valid concerns with children's safety, the water access and cars in the parking lot. The Commission stated that children should be supervised by their parents or players should use the buddy system or be accompanied by an assistant coach or responsible adult. To address the concern the Commission suggested looking at moving the toilet closer to the bridge and securing the toilet to a tree with a chain to deter vandalism.

#### ***Other***

Flag Football Program- E. Shelton reported that the Flag Football Program is going well and almost over and that the team will be playing a final game versus Pelham or Salem with a tailgate Pizza Party to follow. E. Shelton stated that she asked the high school for the procedure to play football on the field as Parks and Recreation requested the PMHS field twice and was denied use of the facility. E. Shelton said she was told to submit a request form and soccer is now over so there should not be a conflict with the fields. K. Troendle faxed a PMHS facility request form to PMHS for this weekend or next weekend, TBD by the other town's schedule.

#### ***Adjournment***

E. Shelton made a motion to adjourn the meeting at 7:55pm; motion was seconded by W. Lionetta and passed. The next meeting is scheduled for Thursday, December 3, 2009 at 6:30pm.

*Respectfully submitted,*

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