

**Minutes  
Alton Parks and Recreation Commission  
November 19, 2019  
6:30pm, Pearson Road Community Center**

Members Present: Elizabeth Shelton, Everett Clark, Megan Stanley

Alternate Member Present: Ken Roberts

Staff Present: Kellie Troendle-Parks and Recreation Director

Board of Selectmen Representative: Phil Wittmann

***Call to Order***

The meeting was called to order at 6:30pm by Chairwoman, E. Shelton.

***Approval of Agenda***

E. Shelton made a motion to approve the Agenda as presented, motion was seconded by M. Stanley and passed.

***Approval of Minutes***

M. Stanley made a motion to approve the Minutes of September 24, 2019 as presented, motion was seconded by E. Shelton and passed.

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

There was no public input.

***Old Business***

Light Up Night- The schedule of events was announced to include the following activities:

5:00p.m.- Santa arrives at Town Hall by Firetruck; 5:00p.m.-6:15p.m.-Visit with Santa at Town Hall; 5:00p.m.-6:15p.m.- Holiday Crafts for kids at Town Hall; 5:00p.m.-6:15p.m.- Photo with Frosty outside Town Hall on Main Street; 5:00p.m.-6:45p.m.- Open House at Gilman Museum, museum displays, music and refreshments provided by Aubuchon Hardware and the Christian Conference Center; 5:00p.m.-6:30p.m.- Holiday Hayride sponsored by Alton Home and Lumber; 6:15p.m.-6:30p.m.-Caroling led by Carolyn Schaeffner and Santa from Town Hall to Ginny Douglas Park; 6:30p.m.- Tree Lighting at Ginny Douglas Park sponsored by the Alton Business Association; 7:00p.m.- Prospect Mountain High School Chamber Singers present "A Yuletide Celebration" at the Community Church of Alton, featuring music of Leroy Anderson, Alfred Burt and Dan Forrest. The Alton Business Association will be hosting the Festival of Trees & Gingerbread Decorating Contest on December 7 from 11:00a.m.-8:00p.m. at the Gilman Museum. M. Stanley noted that coordination of the tree lighting and hayride should be made so the hayride is not in route during the lighting of the tree.

Alton Bay Kiosk- K. Roberts reported that the Lakes Region Tourism Association kiosk was re-designed and rebuilt in October. Materials were donated to the Town, and the Highway Department staff constructed the new kiosk. K. Roberts spoke with a representative from the LRTA, and they agreed that the Town would be able to use one side of the kiosk, and the LRTA will use the other side. The Commission noted that was a good compromise for the use of the newly constructed kiosk.

Quannippi Trail: Punch List and Ribbon Cutting Ceremony- The Commission discussed sponsoring a Ribbon Cutting Ceremony during Winter Carnival weekend to announce the opening of the Quannippi Trail. There was discussion about having the project completed to include the kiosk maps, brochure, labeling of trail, etc. before the official opening, and that February with snow banks, etc. may not be the ideal time to encourage participation of the walking trail- maybe the spring would be a better launch date. K. Roberts noted that trail mileage markers could be indicated on the maps/brochure, and not on roadway mile markers- as they may get damaged and be a roadway hazard, and would require upkeep and maintenance. The Commission agreed to table the Ribbon Cutting Ceremony until the next meeting.

Vacancy on Parks and Recreation Commission- The Commission discussed the vacant position left by the resignation of R. Arsenault, and the recommendation of the Town Administrator to advertise the vacancy, and forward a recommendation to the Board of Selectmen- this process may take several weeks or months. The Commission noted that with the time frame left to fill the vacancy (until March 2020) they would prefer to have the alternate members serve the vacant role if needed.

Weeds at Town Beach- The Director received a request for the Commission to discuss the weeds at the Town Beach. K. Roberts stated that he consulted with the Town of Alton Wetlands contractor and they said the Town would need a permit to remove the weeds. Herbicide cannot be used to remove the weeds; they would need to be pulled from the root. The Commission noted the unbudgeted expense of this project (contractor and permitting fees), the permitting time frame of approximately 45-90 days, and the yearly maintenance that would be required. The Commission discussed not taking an official action on behalf of the Town.

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

Recreation Revolving Fund Request- K. Troendle requested that the following expenses be approved from the Recreation Revolving Fund: \$134.84 for Pickleball (painter's tape- (2) 16-roll pack 24-\$67.42 each.); \$80.56 for Pre-K Picassos Art Program (supplies); \$400 for Pencil Drawing Class (instructor fee) for a total of \$615.40. E. Clark made a motion to approve the request as presented, motion was seconded by M. Stanley and passed.

Director's Report- The Commission reviewed the Director's Report as presented:

#### **Director's Report October & November 2019**

- Harvest Happening Event- PR Department sponsored Photo Booth
- Scarecrow Event- photos to Facebook
- Light Up Night Event- planning and logistics
- Board Games Night- planning and logistics
- Facilitated programs: Pencil Drawing Class; Weight Training Class; Volleyball Program; Pickleball Program; Revs Youth Basketball; Board Games Night
- Revs Basketball flier to ACS
- Alton Rec Soccer-Parents survey out
- Alton Rec Soccer- Coaches survey out
- Coordination of Retaining Wall Project; ESRR Bathhouse guard rail replacement and LRA Kiosk status with Highway Manager
- Coordination of Jones Field project with Castle Fencing

- Meeting with Town Administrator re: 2020 Department Budgets
- Meeting with Board of Selectmen- Jones Field fencing
- Meetings- Community Recreation Project Committee
- Meetings and Minutes of Milfoil Committee
- Meeting and Minutes of Parks and Recreation Commission
- Meetings with Staff on tasks/projects/program prep
- Meetings with ABA, businesses re: Light Up Night
- Community Center Use Rules/Regulations revision-DRAFT
- Creation of Staff Work Orders
- Process deposits to Town Treasurer
- Park/Facility Inspections
- Creation of signs for projects, facilities
- Filing/phone calls/email correspondence
- Press Releases
- Purchased needed supplies for Department/Events
- Process Community Center and Town Facility Rentals
- Grounds and Maintenance and Cemetery Department tasks/projects

*Other*

Jones Field Update- K. Troendle reported that the fencing project at Jones Field was completed November 13 to include: fencing of four dugouts; snack shack fencing, and installation of the door on the batting cage. K. Troendle is recommending monies to purchase materials for the construction of the roof for the four dugouts, and netting for the batting cage with the remainder of the warrant article funds. The Director is also recommending that Town staff construct the new dugouts starting in the spring of 2020, as funds are available. Additional funds for cinder block walls, and concrete floors will be needed in order to build the dugouts; it was suggested that perhaps those funds can be encumbered for 2020 if the Grounds and Maintenance Department budget has a balance at the end of 2019.

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

There was no public input.

*Adjournment*

M. Stanley made a motion to adjourn the meeting at 7:09pm; motion was seconded by E. Clark and passed. **The next meeting is scheduled for Tuesday, February 11, 2020 at 6:30pm at the Pearson Road Community Center.**

*Respectfully submitted,*

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