

Minutes
Alton Parks and Recreation Commission
November 17, 2016
6:30pm at AVAS

Members Present: Jonathan Downing, Phil Wittmann, Nancy Downing, Kristin Thomas, William Lionetta and E. Shelton

Public: Joan Blackwood and Steve Parker

Staff Present: Kellie Troendle

Call to Order

The meeting was called to order at 6:30pm by Chairman, J. Downing.

Approval of Agenda

K. Thomas made a motion to approve the Agenda as amended; motion was seconded by W. Lionetta and passed.

Approval of Minutes

K. Thomas made a motion to approve the Minutes of October 20, 2016 as written; motion was seconded by N. Downing and passed. W. Lionetta and E. Shelton abstained.

Appointment with Joan Blackwood

Joan Blackwood presented three different designs/drawings of proposed changes to the Alton Bay Land Bandstand. The Commission reviewed the drawings and listened to the presentation. ADA accessibility was discussed including the benefits of a ramp versus a lift. J. Blackwood said the project would be completed in phases, as fundraising monies are received, and the Town will handle the bids and finances. The buy a brick fundraiser was discussed. The plans are to begin fundraising in June. Steve Parker said the Town should pay for the bandstand changes and to also include the Water Bandstand improvements. There was discussion about recommending a warrant article for the Land and Water Bandstands and also accepting donations if people want to donate. J. Blackwood said the Selectmen are behind the Land Bandstand project if the Committee meets all of the qualifications. N. Downing said she liked the improvements. No formal recommendation was made, as the Commission wanted to think about the options.

Old Business

Commission By-Laws Discussion- The Commission discussed the hard copy of the By-Laws they received at the last meeting. J. Downing suggested that the Parks and Recreation Commission have two alternates, in addition to the Board of Selectmen representative. Alternates would be educated on current topics and could move right in to an appointed position as vacancies arrive. N. Downing suggested that the reference to the meeting with the Board of Selectmen and the Parks and Recreation Commission should be clarified to say a meeting of a minimum of one time per year. N. Downing

expressed the importance of communication between the two groups. P. Wittmann said that there was a new draft of the By-Laws prepared by attorney Sessler. J. Downing noted items he would like to include for discussion at the Board of Selectmen December 5, 2016 meeting: (1) Review the By-Laws; (2) Review Master Park Plan; (3) Review/comments on ADA issues and accessibility to include: handicap dock/ramp; hire architect to do a review of the Town properties and submit estimates/proposals to put projects out to bid; (4) Sidewalk to Town Beach- ADA accessible; (5) Review each park and note concerns; (6) Improvements to the Land and Water Bandstands; and (7) Quannippi Trail development- we do not have volunteers to do the work. J. Downing has scheduled an appointment with the Board of Selectmen on December 5, 2016 to talk about the above items and the Commission's ongoing projects/plans. Commission members are invited to attend the meeting to participate in the discussion.

Master Plan- Parks- The Commission discussed the map prepared by the LRPC showing the Quannippi Trail from Alton Bay to Alton. 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. The Commission would like to install kiosks at key points with reduced size maps available as handouts. The Commission would also like to install a blow up map of site specific park amenities at the featured key sites. 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. J. Downing noted the value of the map that was completed by the LRPC and the Town's membership in the organization.

5K Race Route- N. Downing presented a recommended race route for the 5K Race. The route start is in Alton Bay at the restrooms and the course travels up Main Street to Rte. 140, then right onto Letter S Road and through Jones Field to Brad Circle and JP China, and ends in Alton Bay. It was noted the route would be certified to run clockwise and counterclockwise so if the hill at the beginning of the race was an issue, the certified course could still be used in the opposite direction. The recommended route is a reduction in the amount of time runners would be on the main roads.

Alton Bay Bed Race- K. Troendle reported that JP China passed on the option to sponsor the Bed Race. The Commission discussed other organizations that may be interested. K. Troendle will reach out to other organizations. It was noted that sometimes programs change to adapt to changing trends and if no one is interested in running the Bed Race, the activity would not be part of the Winter Carnival event.

Light Up Night- December 3 in Monument Square from 5:00-7:30pm. Activities include: Santa, Crafts for Kids, Hayride, Tree Lighting, Caroling, Cocoa, Alton Dance Academy shows, PMHS Choral group at the Museum, Museum open house, Community Church open house and more.

Basketball Program- K. Troendle reported unexpected low numbers with the basketball program registration for grades 3-6 and not having enough players to form teams. K. Troendle summarized the efforts to find alternative options for players and they included playing on other Towns recreation teams and a new Basketball Clinic run by the PMHS varsity basketball teams for Alton players in grades 1-4. E. Shelton made a motion to cancel the Basketball program for grades 3-6 due to lack of

registration, and to offer the Basketball Clinic for grades 1-4 as an alternative program, motion was seconded by K. Thomas and passed.

New Business

Recreation Revolving Fund- K. Troendle requested that \$800.00 for soccer program official fees be approved from the Revolving Fund. K. Thomas made a motion to approve the expense as presented; motion was seconded by N. Downing and passed.

Cemetery Department Logo- K. Troendle asked for feedback on a new logo for the Cemetery Department. It was the consensus of the Commission to use the current Parks and Recreation Department logo with Cemetery Department written under the logo so all logos are uniform. W. Lionetta made a motion to add Cemetery Department to the Parks and Recreation logo, motion was seconded by K. Thomas and passed.

Concerts for 2017- The Commission discussed the concerts for 2017 and feedback was to invite the 2016 performers back. It was noted the 60's Invasion is a good band but they repeat the same show with the same jokes and the same script every year and the show needs new material or a different band. It was suggested to contact the Trustees of Trust Funds for sponsorship of a concert. Annie and the Orphans informed K. Troendle that they have a conflict playing for Old Home Day because they double booked their band. K. Troendle reported that due to the expense of the band, the Old Home Day date is the only date that will work for the Town, and Alton will not be able to choose a different date in 2017, but would like to have Annie and the Orphans return in 2018. The Commission noted that the concert should be held in Alton as it was the first venue to reserve the band.

Recreation Trail Fund/Warrant Article- K. Troendle reported that she meet with the Town Attorney about drafting a warrant article for the Parks and Recreation Commission to accept donations. The Town Attorney stated that the Board of Selectmen are the only ones able to accept donations. K. Troendle recommended establishing a Trust Fund maintained by the Trustees of Trust Funds to hold donated monies received for Commission projects such as trail development, maintenance and expansion. There was discussion on the use of the Revolving Fund for projects and the authority to spend monies from the Revolving Fund. E. Shelton made a motion to recommend a special warrant article to establish a fund for recreation trails, motion was seconded by K. Thomas and passed.

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

- Warrant Articles will be presented to the Budget Committee on December 13. *K. Troendle asked for a volunteer to present the warrant articles because she will be on vacation and no one is able. K. Troendle will ask another department head for assistance.*
- K. Troendle has completed the following job descriptions: Seasonal Maintenance Laborer, Life Guard, Summer Camp Director, Cemetery Laborer, Cemetery Secretary, Summer Camp Counselor and is currently working on Sports Official.
- Basketball Program and options for Alton players to play.
- Septic was pumped at Town Hall, WSRR and ESRR.
- Sidewalks were measured and are approximately 5.17 miles.

- Coordinating Tree Lighting with Town organizations. *E. Shelton offered to supervise the museum open house.*
- Cemetery survey.
- DES reimbursements for milfoil expenses.
- Joan Blackwood's presentation for Monument Square.
- Jones Field Improvements.
- Park of the Month Articles.
- Harmony Park Retaining Wall. An emergency permit is needed to complete a temporary repair for the safety of the wall and park users. DES was contacted for the permit and there is a meeting with the Board of Selectmen on November 21 to ask for approval to temporarily repair the wall. The contractor can place the boulders by barge the week of December 5. There was discussion about the proper way to address the problem and some Commission members questioned the placement of boulders and cost. The Commission agreed that an engineer should be involved in the project.

Other

Shibley's Lease- J. Downing would like to submit input regarding the lease agreement with Shibley's Restaurant. J. Downing noted that the terms and conditions of the lease are not presently being fulfilled. There is confusion over the plowing of the parking spaces and the placement of items on the walkway or along the property line. J. Downing noted that Shibley's dock is not ADA accessible and perhaps the Town and business owner could work together to offer a solution to ADA accessibility at the restaurant dock and the Town public boat docks. P. Wittmann reported that the Board of Selectmen conducted a site visit and no decision was made.

Bandstands- It was the consensus of the Commission to support repairs and improvements to the two Alton Bay Bandstands.

Adjournment

K. Thomas made a motion to adjourn the meeting at 8:40pm; motion was seconded by E. Shelton and passed. **The next meeting is scheduled for Thursday, January 19, 2016 at 6:30pm at AVAS.**

Respectfully submitted,

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