

# PARKS & RECREATION COMMISSION

## MINUTES

Tuesday, October 25, 2016 @ 7:00 PM

Open Meeting - Council Chambers

### 1. CALL TO ORDER

Attendee Name	Title	Status
Timothy Quillen	Chairman	Present
Cheryl Dowdell	Vice Chair	Absent
Julia Beasley	Commissioner	Absent
Ryan Campbell	Commissioner	Present
Sonita K. Cummings	Commissioner	Absent
David Currier	Commissioner	Present
Keith D. DeMerchant	Commissioner	Present
Donna M. Deyorio	Commissioner	Absent
Jodi Frank	Commissioner	Present
Thomas L. Nowell	Commissioner	Absent
Edward Vazquez	Commissioner	Present
Holly Eaves	Commissioner	Present

Also in attendance were Town Council Liaison Bonnie Van Slyke and Parks and Recreation Director Vicky Hilton.

### 2. APPROVAL OF MINUTES

#### A. Parks & Recreation Commission - Special Meeting - Oct 13, 2016 7:00 PM

**RESULT:** ACCEPTED [6 TO 0]  
**MOVER:** Edward Vazquez, Commissioner  
**SECONDER:** Jodi Frank, Commissioner  
**AYES:** Eaves, Quillen, Campbell, Currier, Frank, Vazquez  
**ABSTAIN:** DeMerchant  
**ABSENT:** Dowdell, Beasley, Cummings, Deyorio, Nowell

#### B. Parks & Recreation Commission - Regular Meeting - Sep 27, 2016 7:00 PM

**RESULT:** ACCEPTED [UNANIMOUS]  
**MOVER:** Jodi Frank, Commissioner  
**SECONDER:** Holly Eaves, Commissioner  
**AYES:** Eaves, Quillen, Campbell, Currier, DeMerchant, Frank, Vazquez  
**ABSENT:** Dowdell, Beasley, Cummings, Deyorio, Nowell

### 3. COMMENTS FROM PUBLIC

There were no comments from the public.

### 4. TOWN COUNCIL LIAISON REPORT

There was no Town Council Liaison report.

Motion to move 7 Communications Received to after 4.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Jodi Frank, Commissioner
<b>SECONDER:</b>	David Currier, Commissioner
<b>AYES:</b>	Eaves, Quillen, Campbell, Currier, DeMerchant, Frank, Vazquez
<b>ABSENT:</b>	Dowdell, Beasley, Cummings, Deyorio, Nowell

## 7. COMMUNICATIONS RECEIVED

### A. Rhythm and Roots Application – 2017

Chuck Wentworth, of Rhythm and Roots noted he proposed four (4) extra hours of performance on Friday. Instead of opening the gates at 4:00 PM on Friday he would like to open the gates at noon, like they do on Saturday and Sunday and would entail one (1) more night of camping for the public on Thursday.

Commissioner Eaves asked if the fee was based on per hour, per square footage rate.

Mr. Wentworth responded that he had problems with that last year. That Councilor Tremblay had the correct formula to assess the fee but he was given the wrong figures. The fee was \$6.16 per square acre per hour, but that figure was based on them operating for forty-two (42) hours, where they only operated for thirty-one (31) hours and had them using significantly more acreage than the Seafood Festival but they actually use basically the same footage.

Commissioner Eaves noted the additional time and hours means an additional cost from what it cost this year.

Mr. Wentworth noted the Town Manager proposed to him a five (5) year set fee schedule with last year's rate.

Commissioner Eaves asked where that was written.

Mr. Wentworth mentioned a meeting with Director Hilton.

Councilor Van Slyke noted that there was not any conclusion to that and that they were proposals.

Commissioner Eaves asked Director Hilton if the rate was set by the Town Council then with the additional hours and time would be an additional cost from last year.

Director Hilton replied in the affirmative.

Councilor Van Slyke added that it was probably the Town Administrator's to work out.

Chairman Quillen noted if the Town Administrator is agreeing to five (5) years then they need to get that in writing.

Councilor Van Slyke noted she didn't know if that had been formalized.

Commissioner Frank asked whose job it was to follow-up and make sure it is formalized.

Chairman Quillen replied the Town Administrator.

Chairman Quillen noted they could approve the application once they know that the fee will be held at the same for five (5) years.

Mr. Wentworth noted that the fee is a progression and increases every year and that the Town Administrator knows those fees. He mentioned last year he proposed to pay the same \$9,000, then 10,000 for two (2) years, \$11,000 for two (2) more years. Then the Town Administrator came back with a similar proposal and they were right in the same range.

Commissioner Eaves noted she would like somebody to put something in writing somewhere.

Councilor Van Slyke noted there hadn't been an agreement.

Mr. Wentworth added that it was only on the hours of performance, so it would be an additional four (4) more hours.

Commissioner Eaves asked about the additional night camping.

Mr. Wentworth responded that it wasn't in with the fees that were set.

Commissioner Eaves asked if that was taken up in the square footage piece.

Mr. Wentworth noted it doesn't come into the hours of performance.

Commissioner DeMerchant asked if it was their twentieth (20<sup>th</sup>) year and asked if the additional hours and camping were just for the twentieth (20<sup>th</sup>).

Mr. Wentworth responded affirmatively and that he was not asking for anymore acreage. He noted that he would be running for basically the same amount of hours as the Seafood Festival, normally they run two (2) hours less than the Seafood Festival and they are asking to run two (2) hours more, daytime hours on Friday.

Commissioner DeMerchant clarified that it was just for the upcoming year.

Chairman Quillen noted that they needed to know from the Town Administrator what the cost was going to be.

Commissioner Eaves asked if that information would be sent to the Commission for informational purposes.

Mr. Wentworth noted that the fees were based on erroneous information that the Council or whomever could review it as they had been written down for forty-two (42) hours of operation when they had only used thirty-one (31) and were charged for eleven (11) extra hours that they don't operate.

Chairman Quillen asked if Mr. Wentworth wanted to table the item and bring the new structure fee in front of the new Town Council in December.

Commissioner Frank asked if the dates could be held and available for that event.

Chairman Quillen noted Mr. Wentworth could meet with the Town Administrator then go to the council with it.

<b>RESULT:</b>	<b>TABLED [UNANIMOUS]</b>
<b>MOVER:</b>	Keith D. DeMerchant, Edward Vazquez
<b>SECONDER:</b>	Holly Eaves, Commissioner
<b>AYES:</b>	Eaves, Quillen, Campbell, Currier, DeMerchant, Frank, Vazquez
<b>ABSENT:</b>	Dowdell, Beasley, Cummings, Deyorio, Nowell

## 5. NEW BUSINESS

### A. Flagpole Gardens Update - Cody Clarkin

Chairman Quillen noted that Mr. Clarkin couldn't be in attendance that night but that he had a few questions. He read, "(w)hat is the commission's plan with the kickball field?"

Commissioner Vazquez asked if the backstop was going to be removed.

Commissioner Eaves noted it had been said a couple of times at meetings and asked if it was a minor project to remove and asked if it was something the Town was doing and who was organizing that and when was it going to be put in motion.

Director Hilton responded that right now there are no funds for it unless Cody has funds set aside for it.

Commissioner Eaves asked if they knew how much it was going to cost.

Director Hilton noted the backstop behind the Town Hall cost \$5,000 to remove and replace.

Councilor Van Slyke asked if Cody had asked for a half height backstop.

Chairman Quillen noted the DPW department could do it.

Commissioner Eaves noted there was still a cost associated with that.

Commissioner Frank asked why it was being taken out.

Commissioner Vazquez noted that originally someone had said it was an eyesore and was going to fall apart and would be expensive to maintain.

Commissioner Frank asked how it related to the Flagpole Gardens.

Commissioner Currier noted that he actually uses it.

Commissioner Vazquez noted he spoke to Cody about it and he said it was a community project.

Commissioner Eaves asked if it could be an agenda item at the next meeting as it needs to be analyzed.

Commissioner Frank motioned to put the three (3) items of Cody's on the agenda.

The Commission discussed the name of the project and the need for more information.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Jodi Frank, Commissioner
<b>SECONDER:</b>	Holly Eaves, Commissioner
<b>AYES:</b>	Eaves, Quillen, Campbell, Currier, DeMerchant, Frank, Vazquez
<b>ABSENT:</b>	Dowdell, Beasley, Cummings, Deyorio, Nowell

**B. Parks and Recreation Commission Member Application - Deborah Carney**

Commissioner Frank motioned to send the application to the Town Council.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Jodi Frank, Commissioner
<b>SECONDER:</b>	David Currier, Commissioner
<b>AYES:</b>	Eaves, Quillen, Campbell, Currier, DeMerchant, Frank, Vazquez
<b>ABSENT:</b>	Dowdell, Beasley, Cummings, Deyorio, Nowell

**C. When Will Multipurpose Trail be Turned Over to Parks and Recreation Department and Parks and Recreation Commission**

Chairman Quillen noted a few questions have come up. He mentioned that currently it was an ad hoc that pushed the project through and that it was going to have to be turned over.

Commissioner Vazquez asked if the issue with safety was resolved.

Commissioner Campbell asked if there was a completion date associated with the overall project.

Chairman Quillen responded, November and that he wanted to ask the Town Council when it would be turned over to Parks and Recreation. He noted that an ad hoc is temporary.

Commissioner Eaves noted they could do a couple things including asking the Town Administrator about it for the next meeting, or they could memo the Town Council. She noted they would like it in some form that can be received.

Commissioner Campbell asked Director Hilton if she already knew the answer to it.

Director Hilton replied she thought after completion.

Chairman Quillen asked if the Commission wanted Director Hilton to ask the Town Administrator to see what the response is from him.

**RESULT: NO VOTE TAKEN**

**D. Closure of Access Roads in Ninigret Park Because of Multipurpose Trail**

Chairman Quillen noted the two (2) roads would be closed that are used for major egress during events with rocks that would narrow it down to fourteen (14) feet, as cars go one or two wide leaving events. He asked if there was going to be a process where rocks were moved out of the way during major events and that the Town may have to go down and move the rocks as it may lead to bottlenecks.

Commissioner Vazquez noted the rocks may take away from the park. He noted fourteen (14) feet wide was not wide enough for a fire truck.

Director Hilton noted she was told they would be moved for events.

Councilor Van Slyke mentioned she believed it was part of the discussion when it was planned that the roads be opened for events.

Commissioner Frank asked who was going to move them.

Director Hilton responded DPW, like they do for the bonfire.

Commissioner Eaves mentioned it would be part of the Parks and Recreation's responsibility to make sure that the rocks get moved, especially for a fire and safety standpoint.

Chairman Quillen asked if it should be added to the application.

Commissioner Eaves mentioned a checklist might need to be added to the application of things that might have to get done. The safety of the large events is important.

Commissioner Frank noted that everyone is used to using that road and suddenly there will be rocks up and could lead to accidents.

Chairman Quillen noted there might need to be signage.

**RESULT: NO VOTE TAKEN**

**E. Should Bike Riding be Eliminated in the Park Unless it is on the Criterium Track or New Multipurpose Trail**

Chairman Quillen asked if bike riding was going to be allowed everywhere else in the park as \$400,000 was spent on the multipurpose trail.

Director Hilton noted it was a public park.

Commissioner Frank noted they had been riding in the park forever.

**RESULT: NO VOTE TAKEN**

**F. Should Multipurpose Trail be One Way**

Chairman Quillen noted it was eight (8) feet wide and was designed to be two way. He noted that a jogging stroller was almost three (3) feet wide and would take almost one whole side of it. He asked if it was going to be directional.

Councilor Van Slyke mentioned she thought the design was two way so that if someone didn't want to go all the way around they could turn around and come back.

Chairman Quillen noted that when the ad hoc dog park got together they had to determine the rules and restrictions then continued to fundraise. He mentioned that once the ad hoc puts it in they will walk away.

Commissioner Campbell asked if the ad hoc had the conversation. He asked if the Commission had asked them.

Chairman Quillen noted the process was to go to Director Hilton, the Town Administrator and the Town Council.

**RESULT: NO VOTE TAKEN**

**G. Should Bike Riding Safety Gear be Worn While Riding on Multipurpose Trail**

Chairman Quillen asked if there was going to be any safety gear.

Councilor Van Slyke noted she believed there were state regulations for that.

Director Hilton noted they were unenforceable.

**RESULT: NO VOTE TAKEN**

**H. Budget Item for Maintenance of the Multipurpose Trail for the 2017 Budget**

Chairman Quillen noted they didn't know who it was going to fall under Parks and Recreation or DPW.

Director Hilton noted she would put in for maintenance with the Budget Commission.

Commissioner Eaves mentioned she believed Director Hilton was responsible to get the answers to these questions. She noted that the state regulations for bike riders may require signage.

**RESULT: NO VOTE TAKEN**

**I. Multipurpose Trail Rental Policy**

Chairman Quillen noted once it is in it may be rented.

Commissioner Frank mentioned that during a 5K it would have to be shut down as you can't have both going on at once.

Chairman Quillen mentioned there may be more questions as it goes on.

**RESULT: NO VOTE TAKEN**

**J. Trunk or Treat**

Chairman Quillen noted only nine (9) cars were signed up and that more needed to sign up.

Commissioner DeMerchant asked how many there were last year.

Director Hilton replied twelve to fifteen (12-15).

Commissioner Eaves asked how it was promoted.

Director Hilton mentioned there was an ad in the paper, flyers were put out to the schools and banners and signs were up.

**RESULT: NO VOTE TAKEN**

**6. OLD BUSINESS**

**A. Ninigret Park Bond Expenses and Ninigret Park Fund Expenses**

Chairman Quillen noted it was on page thirty-five (35).

Commissioner Vazquez noted the toilets were \$60,000.

Chairman Quillen asked about Bradford Associates getting paid for construction oversight as it was not a part of the expenses.

Councilor Van Slyke mentioned she believed it was hourly.

Commissioner Eaves noted the last three items were put aside but not expended. She asked about the signage committee and how much it was going to cost and asked for an estimate.

Chairman Quillen replied that all that they have so far is a design and that on November 7<sup>th</sup> they will pick a design.

**RESULT: NO VOTE TAKEN**

**B. Sr/Community Center Lighting Update**

Director Hilton mentioned she spoke to the Town Administrator about building lighting, indoor lighting and parking lot lighting and the money will be from the National Grid grant and Town Funds.

Councilor Van Slyke noted it was in design and the delay was because National Grid did not give the pricing for the fixtures.

Eileen Larder of 119 Prosser Trail noted it was pitch black and was an accident waiting to happen and that there was a light on the apex of the roof that was off. She asked about getting a dimmer switch for the lights inside the center in the art room as they are too bright.

Commissioner Frank noted she had to ask her students to bring flashlights. She asked when the project would be completed.

**RESULT: NO VOTE TAKEN**

**8. PARKS AND RECREATION DIRECTOR'S REPORT**

**A. Director's Report - October 2016**

Commissioner Frank motioned to accept the Director's report.

**RESULT: APPROVED [UNANIMOUS]**  
**MOVER:** Jodi Frank, Commissioner  
**SECONDER:** Keith D. DeMerchant, Commissioner  
**AYES:** Eaves, Quillen, Campbell, Currier, DeMerchant, Frank, Vazquez  
**ABSENT:** Dowdell, Beasley, Cummings, Deyorio, Nowell

**9. ASSISTANT DIRECTOR'S REPORT**

**A. Assistant Director's Report - October 2016**

Commissioner Frank motioned to accept the Assistant Director's report.

**RESULT: APPROVED [UNANIMOUS]**  
**MOVER:** Jodi Frank, Commissioner  
**SECONDER:** Holly Eaves, Commissioner  
**AYES:** Eaves, Quillen, Campbell, Currier, DeMerchant, Frank, Vazquez  
**ABSENT:** Dowdell, Beasley, Cummings, Deyorio, Nowell

**10. COMMITTEE REPORTS**

**A. Ninigret Park Trails Subcommittee**

Commissioner Eaves reported they received one bid for the trail design and the Subcommittee met to take a look at the bid. The bid was put forth by VHB which did the original Master Plan design. She noted they had a number of questions that VHB answered. A question was that they wanted a phased approach and they were thinking a complete conceptual design, mapping, survey and preliminary design and permitting. She noted they have nothing else to compare it to as there were no other applications. Their proposal is only for a trail length of two (2) miles and that for the design labor and expenses it was approximately \$65,000. The Subcommittee's hope was to come out with a plan, so that if a grant came up they would be ready to go. The committee wasn't sure if the Parks and Recreation Department wants to proceed, or wait for the entrance design. They have been preempted by secondary requests. She asked the Commission to discuss it.

Commissioner Frank noted the trails done in three (3) phases. One is the fitness trail, two is around the soccer field and three is the one down in the back.

Commissioner Eaves noted it did say a two mile maximum and she didn't know if they were above that two mile. That they are regular trails, not paved.

Commissioner Eaves noted the bid being up to date as it had construction pictures of the bike path. She asked if they wanted to wait for another meeting.

Councilor Van Slyke asked if they needed surveys and mapping.

Commissioner Eaves noted she asked if surveys and mapping were needed. She asked if to accept the proposal she had to accept the survey and mapping, or could it be taken out.

Director Hilton added that they could meet with VHB.

Commissioner Frank noted a concern was that there would not be enough money left for signage.

Bill Wilson noted there was a survey done for the bike path at the time of construction. That for the Ad Hoc Committee bike path VHB quoted \$60,000 and the bid was awarded to Bradford as they were \$6,500. He noted that they had the design then had a stakeholders meeting then had to redesign for \$1,700 which then cost about \$8,200.

Commissioner Eaves noted if the will of the commission was to rebid. She asked if the Commission wanted them to meet with VHB then return the following month. She asked how much did it cost for the bid.

Parks and Recreation Secretary Crosby read that it was \$348.80 for the ad of the original bid.

Commissioner Eaves noted that the Town Administrator's help was needed on it as well.

**B. Ninigret Park Entrance, Roads and Signage Subcommittee**

Chairman Quillen noted that the Subcommittee would meet with them on November 7th to go over the two (2) proposals.

Director Hilton noted that another member was needed on the Subcommittee as well.

**C. Friends of Ninigret Park**

Commissioner Vazquez noted the next meeting will be held in January.

D. Dog Park

Chairman Quillen noted he has a helper in the Dog Park his name is Darrel and he is a retired fire fighter.

E. Tree Steward's Report

Commissioner Frank noted the trees are sleeping.

11. AGENDA REQUESTS

12. LIAISON, COMMISSION, DIRECTOR, ASSISTANT DIRECTOR COMMENTS

Director Hilton mentioned the Trunk or Treat event.

Commissioner Vazquez asked about the November 11<sup>th</sup> skating rink project.

13. NEXT PARKS AND RECREATION MEETING DATE - NOVEMBER 15, 2016

14. NEXT TOWN COUNCIL MEETING - NOVEMBER 14, 2016

15. ADJOURNMENT

Commissioner Vazquez motioned to adjourn at 8:01 PM.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Edward Vazquez, Commissioner
<b>SECONDER:</b>	Holly Eaves, Commissioner
<b>AYES:</b>	Eaves, Quillen, Campbell, Currier, DeMerchant, Frank, Vazquez
<b>ABSENT:</b>	Dowdell, Beasley, Cummings, Deyorio, Nowell