

PARKS & RECREATION COMMISSION

MINUTES

April 26, 2016 @ 7:00 PM

Open Meeting - Police Station - Community Room

4901 Old Post Road

Charlestown, RI 02813

1. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Timothy Quillen	Chairman	Absent	
Cheryl Dowdell	Vice Chair	Present	
Julia Beasley	Commissioner	Present	
Ryan Campbell	Commissioner	Present	
Sonita K. Cummings	Commissioner	Present	
David Currier	Commissioner	Present	
Keith D. DeMerchant	Commissioner	Present	
Donna M. Deyorio	Commissioner	Absent	
Jodi Frank	Commissioner	Present	
Richard E. Horstmann	Commissioner	Present	
Thomas L. Nowell	Commissioner	Absent	
Edward Vazquez	Commissioner	Present	7:03PM
Holly Eaves	Commissioner	Present	

Also present were the Town Council Liaison Bonnie Van Slyke, Parks and Recreation Director Vicky Hilton and Assistant Director Ray DeFalco.

Motion to move agenda item 6A up to after item 4.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Cheryl Dowdell, Vice Chair
SECONDER:	Sonita K. Cummings, Commissioner
AYES:	Eaves, Dowdell, Beasley, Campbell, Cummings, Currier, DeMerchant, Frank, Horstmann, Vazquez
ABSENT:	Quillen, Deyorio, Nowell

2. APPROVAL OF MINUTES

March 22, 2016 DRAFT Minutes

Commissioner Eaves mentioned the letter to the Town Council and that the minutes did not reflect the amount of work that was going on there and that there would be comments at the end of the meeting.

RESULT:	APPROVED [6 TO 2]
MOVER:	Cheryl Dowdell, Vice Chair
SECONDER:	Richard E. Horstmann, Commissioner
AYES:	Cummings, Currier, DeMerchant, Frank, Horstmann, Vazquez
NAYS:	Eaves, Beasley
ABSTAIN:	Dowdell, Campbell
ABSENT:	Quillen, Deyorio, Nowell

3. COMMENTS FROM PUBLIC

TM Dyer reported that the event the past weekend sold out. The ages of players were eleven (11) years old to seventy (70) years old. He reported that a seventeen (17) year old won and set the new course record at fifty-eight (58). The same player won the catch competition with eight seconds. He mentioned the course was in amazing shape, and that some tees were being worked on. He read the following sponsors, Bill Dunn, Creative Spaces,

Yankee Candles, Easy E, Far Flung Enterprises, Fix Right Repair, Health Track Fitness, Jan, Dan & Hurley and Pierce Plumbing and Heating.

Mr. Dyer displayed examples of the trophies he gave out. He noted that the town brought recycle trash bins out and that the course is clean. He reported that he gave players sandwich bags and asked them to bring them back filled with cigarette butts and someone brought back a bag filled with one hundred eighty-seven (187) cigarette butts. Five hundred forty-eight (548) butts total were brought back. He noted the next event was the February 11th Frostbite then the tournament on April 22nd.

4. TOWN COUNCIL LIAISON REPORT

Town Council Liaison Bonnie Van Slyke reported that National Grid has a program where if people sign up the Town gets a \$5,000 grant towards lighting at the Community Center and that almost enough people have signed up.

Commissioner Dowdell noted that if you sign up with the National Grid program and then go through some steps to lower energy costs the Town gets credit. The potential deadline was discussed.

Ms. Van Slyke noted that the backroad to the Community Center is being crack sealed and the courts were ground up and are settling.

6. COMMUNICATIONS RECEIVED

a. DTC Skim Bash

Vice-Chairperson Cheryl Dowdell recused herself from agenda item 6. a.

Commissioner Sunny Cummings led the agenda item. She noted that DTC Skim Bash title had been changed to Charlestown Skim Bash.

Michael Dowdell then spoke. He mentioned that he started in 2012 and it was under the Northeast Skim Tour with Colter Miller and that Colter has moved on but that he wanted to bring back the contest and this would be his fourth year. He noted that he used the left third of the Charlestown Town Beach for the last 2 years. The beach was big enough to support spectators and beach goers and that Blue Shutters was smaller and he preferred to keep it there.

The Parks and Recreation Director asked if this was a non-profit.

Mr. Dowdell said that they were not a non-profit. Drew Bruno then spoke and mentioned that it was a for-profit, but was for minimal profit and whatever was made off the event would be poured back into the organization. The main thing was for the evolution of skim boarding and teaching kids courtesy and skill building and respect. Mr. Bruno mentioned he had run skim boarding camps in South Kingstown and lessons for many years and that it was a real positive event that they would be honored to be able to do again.

They were asked if they would provide insurance. Both replied that they would.

The Parks and Recreation Director noted that it was a great event.

RESULT:	APPROVED [9 TO 0]
MOVER:	Richard E. Horstmann, Commissioner
SECONDER:	Edward Vazquez, Commissioner
AYES:	Eaves, Beasley, Campbell, Cummings, Currier, DeMerchant, Frank, Horstmann, Vazquez
ABSENT:	Quillen, Deyorio, Nowell
RECUSED:	Dowdell

5. NEW BUSINESS

a. **Flagpole Gardens Update - Cody Clarkin**

Cody Clarkin updated the Commission on his progress. He mentioned he had two items, that on April 11th he went before the Town Council with the Parks and Recreation Commission's approval to get approval for the four (4) pieces of his project and that they were approved by the Town Council and ordered. He thanked the Commission for the support getting him to the Town Council.

He mentioned he was in touch with Oyster Works about the design for the flagpole and that they were busy and that it might be a couple of weeks before he can meet with them. He may not be at the next meeting but hopes to be at the meeting after that with news on the project. He has \$5,000 put towards a project to cover costs of building materials, trees, plants, and anything else. Mr. Clarkin mentioned that hopefully in the fall the project will be ready.

Commissioner Eaves asked about the tree issue mentioned at a prior meeting.

Mr. Clarkin noted he was looking for the trees to be trimmed up.

b. **Secondary List of Priorities for Ninigret Park**

Commissioner Dowdell noted that it was a request that came through and wanted to brainstorm a few additional priorities. She noted that there was already a proposal from Disc Golf that was submitted. Another was lights at the Community Center, which has \$5,000 towards it from Nationalgrid if the criteria are met.

Commissioner Beasley mentioned the request from TM Dyer for the improvements at the disc golf course and the request from the bike ad hoc committee, which came to the Commission.

The zip line at the playground was discussed as an improvement the Commission had discussed.

The Commission discussed when the bond money would expire, noting that it was when the funds were spent. Other funds such as grant monies and capital were noted.

Commissioner Frank spoke regarding the criterion noting that as long as festivals are on it there is no point resurfacing it as they will destroy it. She continued that it needs to be resurfaced badly, but there is no point until they are off of it.

Commissioner Beasley also noted that Cody Clarkin's father was at the last Town Council meeting and listed the history of the playground and requested items for the playground. The other one was the irrigation system at Little Nini pond. It was a big concern with the amount of waterfowl. It was noted that it was discussed at the August workshop. Parks and Recreation Director Hilton noted that it was submitted as a capital project and required a feasibility study.

Commissioner Eaves commented that the things that were talked about were things that had come before the Commission since the original priority list and that since, feedback has included Frosty Drew mentioning a bathroom issue with the 5K trail and if some composting toilets would be considered in strategic areas elsewhere in the park.

The Commission discussed port a potties for use during events and in the park and how long port a potties can remain.

The Commission discussed the need for the composting toilets to be on the list. It was noted that where and how many could be determined but that it was an idea for the list in case grant monies came up.

The cost of the composting toilets and maintenance was discussed.

The Commission asked the Parks and Recreation Secretary to review the list which included the playground equipment, irrigation system, composting toilets, disc golf course and Community Center lights.

Town Council Liaison Van Slyke was asked about others, she mentioned the bike ad hoc committee, and the criterion resurfacing or crack sealing as those were discussed.

Commissioner Campbell asked about the gate at the soccer field. Director Hilton responded that it had gone out to bid and V&M won the bid and it was a matter of time for it to be completed.

Commissioner Dowdell asked to send in no particular order the secondary list of priorities to the Town Council.

Commissioner Cummings motioned to send the list of secondary priorities to the Town Council for improvements for future discussion in no particular order to discuss as it was general.

The Commission discussed a workshop to discuss the items.

The motion was seconded by Commissioner Vazquez.

Deb Carney asked if it was the intent of the Committee to move onto the secondary list once all the priorities from the original priority list of five (5) were accomplished.

Commissioner Dowdell felt that her understanding of the secondary list is that once the initial priorities are fulfilled and completed then they will go on to future priorities.

Ms. Carney asked if the money would come from bond money or from grants and other outlets.

Commissioner Dowdell mentioned that her understanding was that the bond money would be used for things they prioritized and if there is money left over they will look at the list of secondary priorities and assign the funds to the complete the next project they would agree upon. Then other priorities would be completed through grant money and through, capital and the Ninigret Park fund.

The Commission discussed how to add to the list of priorities. The Commission discussed adding electricity to the park as an item.

Commissioner Frank asked if all the items from the secondary list have to be in the Master Plan.

Commissioner Dowdell explained that in connection with the bond money it would have to reflect what is in the Master Plan.

Commissioner Eaves asked for a list kept for Parks and Recreation to keep in the agenda. The Commission discussed where the request for the secondary list of priorities came from. The Commission questioned what the list of priorities would represent. The Commission discussed where the agenda item on the Parks and Recreation Commission agenda came from.

Ms. Carney discussed how the secondary list request came about and suggested funding sources.

The Commission discussed the need for a workshop to discuss the secondary list.

Commissioner Cummings mentioned the park was an ongoing, growing evolving thing and that what they may come up with won't be in the Master Plan.

Commissioner Beasley mentioned that by having a list it protects the Commission from having something come in and be part of a decision at a Commission meeting that has to be decided upon and that by creating a policy and procedure it protects the Commission.

Commissioner Vazquez asked if the secondary list could just be the list as it will be an ever evolving list.

Commissioner Eaves asked if the list could be an internal Parks and Recreation list and that things could be pulled off that list and given to the Town Council that are doable.

The Commission voted on the motion.

RESULT:	DENIED [UNANIMOUS]
MOVER:	Sonita K. Cummings, Commissioner
SECONDER:	Edward Vazquez, Commissioner
NAYES:	Eaves, Dowdell, Beasley, Campbell, Cummings, Currier, DeMerchant, Frank, Horstmann, Vazquez
ABSENT:	Quillen, Deyorio, Nowell

Commissioner Frank motioned to have a workshop to take care of an internal Parks & Recreation list and an external list that will be sent to the Town Council as soon as possible.

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

c. Approval of the 2015 Master Plan

Commissioner Dowdell mentioned she wanted to verify that there was no vote by the Town Council to adopt the 2015 Master Plan.

Town Council Liaison Van Slyke asked if it was the 2014 update that was being discussed.

Commissioner Beasley motioned to ask the Town Council for approval of the 2015 Master Plan as was worked on at the August workshop.

Commissioner Eaves noted the agenda item was 2015 Master Plan and that it was seen as the 2014 update.

The motion was amended to receive approval for the 2014 Master Plan Update.

RESULT:	DENIED [UNANIMOUS]
MOVER:	Julia Beasley
SECONDER:	Edward Vazquez, Commissioner
NAYS:	Eaves, Dowdell, Campbell, Currier, DeMerchant, Frank, Horstmann, Beasley, Vazquez
ABSENT:	Quillen, Deyorio, Nowell

Commissioner Frank motioned to table the item for clarification.

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

d. Additional Language Added to Festival Contracts Requesting Them to be More Eco Friendly

Parks and Recreation Director Hilton noted that the item was in response to the request for a resolution about plastic bags made by Councilor George Tremblay at the last Town Council meeting. It is proposing to make

special events and festivals greener. A list of possible items to add to contracts was distributed. Events and beaches were mentioned as well.

The Commission discussed an editorial and whether the resolution would affect just Ninigret Park or all public places.

No vote was taken

e. Request for Agenda Items from Liaison

Commissioner Dowdell noted she was not at the last meeting and did not attend the Town Council meeting. She noted that Chairperson Quillen put the item on the agenda and since he was not present it was best to table the item in order to have a proper discussion.

RESULT:	TABLED [UNANIMOUS]
MOVER:	Sonita K. Cummings, Commissioner
SECONDER:	Edward Vazquez, Commissioner
AYES:	Eaves, Dowdell, Beasley, Campbell, Cummings, Currier, DeMerchant, Frank, Horstmann, Vazquez
ABSENT:	Quillen, Deyorio, Nowell

6. COMMUNICATIONS RECEIVED

b. Steadfast Christian Academy - Field Day

Director Hilton mentioned that the group has had the field day in the past and there were no problems.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Edward Vazquez, Commissioner
SECONDER:	Richard E. Horstmann, Commissioner
AYES:	Eaves, Dowdell, Campbell, Cummings, Currier, DeMerchant, Frank, Horstmann, Vazquez
ABSENT:	Quillen, Deyorio, Nowell, Beasley

c. Citizens Bank - Southern Spring Get Together

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Sonita K. Cummings, Commissioner
SECONDER:	Edward Vazquez, Commissioner
AYES:	Eaves, Dowdell, Campbell, Cummings, Currier, DeMerchant, Frank, Horstmann, Vazquez
ABSENT:	Quillen, Deyorio, Nowell, Beasley

7. PARKS AND RECREATION DIRECTOR'S REPORT

a. April Report

Commissioner DeMerchant asked if the department could consider doing trips on weekends.

The possibility of vacation camps was discussed.

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

8. COMMITTEE REPORTS

a. Ninigret Park Entrance Roads and Signage Subcommittee

Subcommittee member Cheryl Dowdell noted that the subcommittee just had a meeting and spent time talking about the importance of the theme. She noted that there was a motion to manage the entrance first and break the project up into three (3) parts. She mentioned that the next step was the Town Administrator putting together an RFP.

b. Ninigret Park Trails Subcommittee

Subcommittee member Eaves mentioned at the last meeting a draft trail was shown and that on April 13th there was a meeting with the Town Administrator in order to get feedback from him, and that also in attendance was the Parks and Recreation Director, Tim Quillen and Charlie Vandemoer and that Mr. Vandemoer had some suggestions that were taken into consideration. The Town Administrator noted that there was some overlap with the bike path.

Subcommittee member Eaves continued that she attended a meeting with Frosty Drew and they pretty much accepted the draft trail and voiced some concerns. One was the need for the composting toilet. She noted that she asked the trail committee to meet again.

c. Dog Park Subcommittee

Subcommittee member Cummings mentioned that they were going to have a meeting in May and that repairs were done.

d. Friends of Ninigret Park Subcommittee

Subcommittee member Vazquez mentioned that the Subcommittee did not meet since there was not a quorum and that there is another meeting planned. The Subcommittee members were identified.

9. LIAISON, COMMISSION, AND DIRECTOR COMMENTS

Commissioner Campbell asked after the tennis courts and if documenting progress was on social media.

Commissioner Cummings welcomed Assistant Director DeFalco aboard.

Commissioner Eaves mentioned that there was quite a bit of discussion about the letter and trying to merge the two (2) and it did not come out the way she had interpreted it to. She felt it was incorrect and she will not vote on a letter to the Town Council until she sees it. She believes it did not reflect what was discussed at the Parks and Recreation meeting and that the minutes did not reflect the discussion properly and she requested that be reflected in the current minutes.

Commissioner Frank noted that the Tree Stewards report was not on the agenda and that the trees are budding up and that it was a hard winter and that they are looking at more natives and that the cedar trees at the flagpole will be trimmed and that she was not present for the letter.

Director Hilton thanked the Parks and Recreation Secretary and the new Assistant Director and everyone on the Subcommittees.

Commissioner Dowdell noted that there could be miscommunications and misunderstandings and that if there are things that are questioned the tapes could be listened to.

10. AGENDA REQUESTS
11. TOWN COUNCIL MEETING - MONDAY, MAY 9, 2016
12. NEXT MEETING DATE - TUESDAY, MAY 24, 2016 AT 7:00 PM IN THE TOWN HALL'S TOWN COUNCIL CHAMBERS, 4540 SOUTH COUNTY TRAIL
13. ADJOURNMENT

The meeting adjourned at 8:27 PM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Sonita K. Cummings, Commissioner
SECONDER:	Edward Vazquez, Commissioner
AYES:	Eaves, Dowdell, Campbell, Cummings, Currier, DeMerchant, Frank, Horstmann, Vazquez
ABSENT:	Quillen, Deyorio, Nowell, Beasley,