

# PARKS & RECREATION COMMISSION

## MINUTES

Tuesday, November 29, 2016 @ 7:00 PM

Open Meeting - Charlestown Police Station - Community Room

4901 Old Post Road

Charlestown, RI 02813

### 1. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Timothy Quillen	Chairman	Present	
Cheryl Dowdell	Vice Chair	Absent	
Julia Beasley	Commissioner	Present	
Ryan Campbell	Commissioner	Present	
Sonita K. Cummings	Commissioner	Absent	
David Currier	Commissioner	Absent	
Keith D. DeMerchant	Commissioner	Present	
Donna M. Deyorio	Commissioner	Present	
Jodi Frank	Commissioner	Present	
Thomas L. Nowell	Commissioner	Absent	
Edward Vazquez	Commissioner	Present	7:17 PM
Holly Eaves	Commissioner	Present	

Also present was Parks and Recreation Director Vicky Hilton.

### 2. APPROVAL OF MINUTES

#### A. Parks & Recreation Commission - Regular Meeting - Oct 25, 2016

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

### 3. COMMENTS FROM PUBLIC

Deborah Carney expressed her thanks to the Commission for voting to forward her application to the Town Council.

### 4. TOWN COUNCIL LIAISON REPORT

There was no Town Council Liaison report.

### 5. NEW BUSINESS

#### A. Flagpole Gardens - Request for Funding to Reweld the Flagpole in Ninigret Park for Easier Maintenance

Chairman Quillen noted that Cody Clarkin was unable attend the meeting and that the item would be tabled.

Commissioner Eaves asked if it was just to reweld the flagpole, noting the request from the last meeting had other items including the trees and backstop. She asked if there was an amount of money associated with the project. She asked if there was a timeline as well.

Director Hilton noted that the trees were taken care of.

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

B. Parks and Recreation Commission Meeting Schedule 2017

Commissioner Eaves motioned to accept dates as presented.

Commissioner Beasley asked if term expirations for Commission members could be sent out.

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

6. OLD BUSINESS

A. Recreation Bond Expenses and Ninigret Park Fund

The Commission clarified that Clivus was the manufacturer of the composting toilet units.

Commissioner Beasley noted the money for the skating rink was spent and that for a warming hut to be built it would cost approximately ten thousand dollars (\$10,000). She asked if a shed came up that it be considered for the rink.

Commissioner Eaves asked about the status of the disc golf and crack sealing improvements as there was nineteen thousand dollars (\$19,000) slated to be spent and approved by the Town Council.

Director Hilton responded that the monies for those projects have not yet been expended but that TM would probably spend his and that she was unsure of the crack sealing.

<b>RESULT:</b>	<b>NO VOTE TAKEN</b>
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7. COMMUNICATIONS RECEIVED

A. Chris Hinds Sunshine Criterium Application

Director Hilton noted the event was run around Easter every year.

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

8. PARKS AND RECREATION DIRECTOR'S REPORT

November Director's Report

Commissioner Eaves asked how long the Community Center would be closed for due to the flooring upgrade.

Director Hilton responded, two (2) or three (3) weeks but that the only program unable to be held during that time was the lunches.

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

#### 9. ASSISTANT DIRECTOR'S REPORT

##### Assistant Director's Report - November 2016

Chairman Quillen noted that the cost of the Boston Celtics tickets was one hundred dollars (\$100) not ten dollars (\$10) as written in the report.

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

#### 10. COMMITTEE REPORTS

##### A. Ninigret Park Trails Subcommittee

Commissioner Eaves noted there was not much to report given that the VHB bid came in too expensive and that they were considering letting that go and rebidding or going in a different direction with the trails and that they were looking into what other towns have done.

Director Hilton mentioned a discussion with Tom Fortier, a horticulturist who is working on trails at Canochet Farm in Narragansett who expressed interest in meeting with them and discussing the trails.

Commissioner Eaves mentioned they would step back and see what they can do.

Commissioner Frank noted Tom Fortier was also a master gardener.

Director Hilton mentioned she had spoken to another firm and they said the reason they did not bid was due to the cost of the survey.

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

Chairman Quillen noted the entrance signs in the packet. He noted the Subcommittee members liked Concept B.

Deborah Carney noted that the raised letters would spell Ninigret Park backwards when approaching the park entrance from the opposite direction.

The Commission discussed moving the sign backwards and planting vegetation to block the sign from being backwards.

Motion to send design concepts B and C back to Bradford and Associates

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

Motion to send forward phase 2 (page 33) back to Bradford and Associates for entrance.

The Commission discussed the entranceway designs.

Chairman Quillen noted the design on page thirty-three (33) would allow for easier egress and for two (2) vehicles to pass through at the same time.

Chairman Quillen noted that the area shown in phase three with the kiosk was not going forward yet.

Commissioner Eaves asked if there were any numbers for the project yet.

Chairman Quillen responded not yet.

Mr. Vazquez motioned to send forward phase 2 (page 33) back to Bradford and Associates for entrance.

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

**C. Friends of Ninigret Park**

Commissioner Vazquez noted there would be a Friends of Ninigret Park meeting in January.

**D. Dog Park**

Chairman Quillen reported that the lawn mower engine was rebuilt, then broke and asked the Commission to keep an eye out for a lawn mower donation.

Commissioner Vazquez noted he may be able to get a lawn mower donated.

**E. Tree Steward's Report**

Tree Steward Frank mentioned that the trees were sleeping and getting watered.

**11. AGENDA REQUESTS**

**12. LIAISON, COMMISSION, DIRECTOR, ASSISTANT DIRECTOR COMMENTS**

Commissioner Beasley noted she was holding a skating rink open house during the bonfire and hoping to get volunteers with younger children interested in helping out. Commissioner Beasley noted they may be able to put the liner in the rink on December 10th from 11:00 AM to 1:00 PM, as it takes approximately two (2) hours.

Commissioner Eaves asked if the budget was going to be an agenda item on the December agenda.

Commissioner Frank noted the Fall Fun Fest was a success.

**13. NEXT PARKS AND RECREATION MEETING DATE - DECEMBER 27, 2016**

The Commission discussed holding the December meeting on December 20th instead of the 27th.

**14. NEXT TOWN COUNCIL MEETING - DECEMBER 12, 2016**

**15. ADJOURNMENT**

Motion to adjourn at 7:55 PM

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