

Hartford Parks and Recreation Commission

Thursday, October 11, 2018

5:30 p.m.

Hartford Town Hall

Meeting Minutes

Commission Members in Attendance: Brett Mayfield, Abigail Barman, Kevin Stuart, David Crocco, Dick Grassi (Select Board Liaison), Scott Hausler.

Meeting called to order at 5:35 p.m. by Brett Mayfield.

The minutes from the September 13, 2018 meeting were approved unanimously.

The minutes from the September 27, 2018 joint meeting with the Pool Committee were approved unanimously.

There were no citizen comments

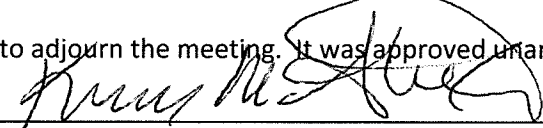
Director's Report: Scott reviewed the Significant Activity Reports for the weeks of September 24 and October 7, 2018. Reports are attached. Scott also discussed an issue that occurred during Glory Days where a ticket holder for the train ride wanted a refund. The Town has a no refund policy so the ticket holder's request was denied. She wrote a letter to the Town explaining the situation. Upon investigation it was discovered that the Glory Days tickets did not have the no refund policy written on them so the ticket holder was given a refund.

There was no old business.

New Business: Brett wanted it on the record that he informed the Commission that it has the power to create subcommittees if something needs to be done.

Agenda Items for Next Time: The Commission needs to select a new secretary.

Kevin moved to adjourn the meeting. It was approved unanimously at 6:36 p.m.

Approved By: 

Date: 8 NOVEMBER 2018

**Parks & Recreation Department**  
**Significant Activity Report**  
**September 24, 2018**  
**Respectfully Submitted By: Scott Hausler**

**Program Highlights**

- The drop in Pickle Ball continues at Maxfield on Tuesday and Thursday from 6:00pm to 7:15pm.
- NFL Flag Football continues from 5pm to 6pm Tuesday, Wednesday and Thursday at Ratcliff Park.
- Youth Karate Session 1 started September 17<sup>th</sup>. The program takes place Monday and Wednesday from 5pm to 6pm.
- Youth Cheerleading continues. The program is on Tuesday and Thursdays from 5:30pm to 6:30pm at Lyman Park.
- Hunter Education through the Hartford Rod and Gun Club was September 10<sup>th</sup> through September 20<sup>th</sup>.
- Youth Soccer at Maxfield for pre-kindergarten through 2<sup>nd</sup> grade has started and will run through October 20<sup>th</sup>. The programs are run between 9:30am and 12:30pm.
- Youth Soccer for 3<sup>rd</sup> through 6<sup>th</sup> grade continue along with the 3<sup>rd</sup> through 6<sup>th</sup> grade Field Hockey. Full schedules of the programs can be found on [Hartfordrec.com](http://Hartfordrec.com) by clicking the schedules link on the main page.
- Picture Day for Youth Soccer Pre-K, K, 1<sup>st</sup>/2<sup>nd</sup> and 3<sup>rd</sup>/4<sup>th</sup> Girls will take place Saturday, September 22nd at Maxfield.
- Intro to Belly Dancing took place on Sunday, 9/9 at Dothan Brook School. There were 10 participants signed up for the program.
- Youth Open Basketball has begun for boys and girls in grades 7-12. The program is run for boys on Wednesdays and the girls program is on Thursdays. The program runs from 6:00pm to 7:30pm at Hartford High School.
- Glory Days Festival concluded on 9/9. We are in the process of evaluating this year's festival. We have scheduled a wrap-up and evaluation meeting with committee organizers on October 1<sup>st</sup>. This meeting will begin the process of planning for next year's Glory Days Festival.
- The Department started planning for our Annual Trunk-or-Treat event on October 27<sup>th</sup>. We distributed invitations to all of last year's participants and we have started marketing the invitation to new businesses and organizations.
- The Department continues to work on the next fiscal year budget.

**Parks/Facilities**

- New England Club Baseball used the baseball field at Maxfield on Saturday, September 8<sup>th</sup> and 22<sup>nd</sup>.
- Dresden Baseball Montshire Monarchs held a baseball game at Maxfield BB field Saturday, Sept. 15<sup>th</sup>

- Caledonia Bucks part of Vermont Men's Senior Baseball League have held a playoff game at Maxfield on Sunday, September 16<sup>th</sup>.
- New tires were required before the R-1 truck could pass its annual inspection. A pair of rear tractor tires for the Kubota were found in storage and they will be installed on the Kubota tractor. New tires for the front of the tractor were purchased and installed. The tires on the tractor were worn and were budgeted to be replaced.
- The Department has begun to cutback the park gardens in preparation for the Fall/Winter. David Dean is to be commended for his hard work and attention to detail within the parks. Since his return as a seasonal employee to the Department the gardens, trees and other park locations under his care have seen significant improvements. This noticeable maintenance is a reflection of David's professional care and experience.
- The Astroturf is out of WABA and we are beginning final preparations for making ice.
- WABA parking lot barriers will be reconfigured at the easterly end of the parking area to facility plowing, reduce plow damage to barriers, as well as to ensure access to the handicap ramp. The barriers were located too close to the parking areas and snow removal was difficult. Barriers were removed with a visible chain that will be removed after the first snow event.
- The first week working with students from the Hartford Regional Resource Center went well. They are assisting with painting benches at WABA.
- The Pool Committee will hold a meeting on Tuesday, September 25<sup>th</sup> at 6:30pm to review the Pool Report conducted by Weston and Sampson Engineering. The draft report will also be presented to the Parks & Recreation Commission on the 27<sup>th</sup> during their joint meeting at the Hartford Town Hall. The joint meeting will begin at 7:00pm.
- Cemetery Committee continues to meet and complete its work. The Department submitted a question through the VLCT Listserve to obtain information for the committee. The following question was submitted: The Town of Hartford is seeking information from communities that have worked on comprehensively assessing municipal and private cemeteries. Specifically, any experience with:
  - working with private cemetery associations
  - financial support of public and private cemeteries' operations and budgets
  - dissolution of a private cemetery
- The chiller installation continues to move along. The glycol solution was to be pumped into the piping by the end of the week. The refrigeration room enclosure and door to be completed prior to all the controls and variable speed drives being installed. We are still on target for painting of the floor on October 8<sup>th</sup> and opening on the week of October 14<sup>th</sup>. We eagerly anticipate the operation of the new chiller units and hopeful we have no issues with the floor.

- The Department is prepared to move forward with a concessionaire at the concession stand at the WABA Arena. We are working through the details now and anticipate operations to begin late October.
- Continue to seek seasonal staffing at the arena for the rink attendant and zamboni driver.
- Staff are reshaping the little league fields at Maxfield. This requires cutting out turf that has encroached upon the infield mix and reshaping edges. Once completed, we will be purchasing infield mix to finish off the project. We will continue infield work this fall. We will also be completing deep tine aeration after the high school fall sports season is completed.
- The Department continues to work with the Tree Warden on implementing our tree care program this fall. We have selected a vendor through the RFP process and will work with them to implement a phased program. We anticipate a strong focus on Frost Park where there is a tremendous amount of tree work that has been neglected for years. We will also remove the two elms in Lyman Park and plan to replace with 4 to 5 new species of trees in the spring. Several trees in the town owned cemeteries also need to be addressed. However, we may not have the funds this fall to complete.
- Public Works will be assisting Parks & Recreation with sealing the concrete at Quechee Falls Park on Tuesday, October 9<sup>th</sup>. The sealant needs to be completed to protect the concrete against the wet and cold winter elements. Concrete is prone to deterioration during freeze thaw cycles. This can cause cracks or surface flaking from water that penetrates the pores of the concrete. When this occurs, surface cracks and surface flaking can occur. Following the sealing process, the park will remain closed off so the sealer can cure. We anticipate opening up the following day, Wednesday, October 10<sup>th</sup>.

## **Parks & Recreation Department**

### **Significant Activity Report**

**October 7, 2018**

**Respectfully Submitted By: Scott Hausler**

#### **Program Highlights**

- The Splash Night at UVAC had 91 youth participants. The program is a collaborative between Parks & Recreation and the Upper Valley Aquatics Center.
- We have filled 2 vans for the Jay Peak Trip on October 8<sup>th</sup>. The 26 youth will be going to the Jay Peak Water Park. This is an in-service day and school is off. We continue to have success with our Teen Adventure Getaways and attribute Jay McDonough's programming success and Karen McNall's marketing expertise that has enhanced the programs popularity.
- The Department held a closeout meeting for Glory Days. The Department has seen a decline in organization voluntary efforts over the years. The committee reviewed in detail the past event and how we can improve attendance and activities for next year. We have called another meeting for November 13<sup>th</sup> at 5:30pm here at Town Hall. At this meeting we will plan to elect a Festival Chairperson and Assistant Chairperson. In the past, Parks & Recreation would chair the meetings. The Department felt that there needed to be more outside involvement from other groups and organizations to improve the Glory Days Event. The committee will also seek commitment from committee members to improve the community event. The Department will be asking for commitments from the committee to begin the coordination efforts. We will be seeking volunteers to coordinate the excursion rides and firm up stock trains, a vendor craft and food fair, model railroad exhibition, entertainment program, logistics and marketing and a special event for Friday evening and Saturday evening. Next year's festival is scheduled for September 6 – 8.
- The drop in Pickle Ball continues at Maxfield on Tuesday and Thursday from 6:00pm to 7:15pm.
- NFL Flag Football continues from 5pm to 6pm Tuesday, Wednesday, Thursday and games on Saturday's at Ratcliff Park.
- Youth Cheerleading continues. The program is on Tuesday and Thursdays from 5:30pm to 6:30pm at Lyman Park.
- Wednesday walkers had 4 participants that attended the Gile Mountain Trail hike. Jay McDonough let the hike from 9am to noon on October 2<sup>nd</sup>.
- Youth Soccer at Maxfield for pre-kindergarten through 2<sup>nd</sup> grade has started and will run through October 20<sup>th</sup>. The programs are run between 9:30am and 12:30pm.
- The 5<sup>th</sup>/6<sup>th</sup> Boys Soccer team participated in the Lebanon 5<sup>th</sup>/6<sup>th</sup> Grade Jamboree on Saturday, September 29th.

- Youth Soccer for Pre-K through 6<sup>th</sup> grade continues with practices and games. In addition, the 3<sup>rd</sup> through 6<sup>th</sup> grade Field Hockey continues as well. Full schedules of the programs can be found on Hartfordrec.com by clicking the schedules link on the main page.
- Youth Open Basketball continues for boys and girls in grades 7-12. The program runs from 6:00pm to 7:30pm at Hartford High School.
- The Department continues planning for our Annual Trunk-or-Treat event on October 27<sup>th</sup>. We currently have 10 participants and hope for about 20 to 25 all together.
- The Department continues to work on the next fiscal year budget.
- The Department completed staff evaluations for all full time employees. A self evaluation by each employee was followed up with a discussion and meeting with the Director.
- The Department Director attended the visitation training for the Commission for Accreditation of Park and Recreation Agencies at the National Recreation & Park Conference on Monday, September 24<sup>th</sup>. The NRPA conference was held through September 27<sup>th</sup>. The CAPRA Training is part of the re-accreditation process for the Parks & Recreation Department. Additional sessions attended included: Tapping Park Data to Tell Your Story and Better Serve the Public, Keeping up with Capital replacements, Show Me the Data: Using Data, Research & Analytics to Support Your Parks and Recreation Work, Leading The Way-Creating Positive Culture in Your Department. The vendor hall was home to hundreds of vendors that serve park and recreation agencies, providing a great opportunity to meet and discuss our needs and project here in Hartford.

### **Parks/Facilities**

- The Pool Committee held a meeting on Tuesday, October 2<sup>nd</sup> at 6:30pm to review the Pool Report that will be presented to the Selectboard by the Pool Committee and by Weston and Sampson Engineering. A final report will be presented to the Selectboard on October 9<sup>th</sup>.
- The chiller installation continues to move along. The glycol solution for the cold loop was installed and the pump is circulating the glycol. The warm loop should be operational soon. Controls have been installed and we are awaiting a system start up with the control technician. Vermont Life Safety will be on site to re-install the pull station and install an additional sprinkler head in the refrigeration room. It is all a matter of timing and working out any potential bugs in the controls as we begin operating the system. We have delayed the opening by one week. Due to the size of the mechanical room, they can only outfit a few installers. This has caused a delay in completion. Our new target date is October 20<sup>th</sup>.
- Department received 4 refurbished AED's from a collaborative effort between Hartford Police and Fire Departments. The AED's will be used at seasonal program sites throughout the parks system. One of the AED's will be installed at the West Hartford Community Center and Library. We have purchased an AED cabinet to install the unit. The other 3 AED's will be stored in water proof containers during the season and located in sport field job boxes that are accessed by coaches for practices and games.

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