

**Hartford Parks and Recreation Commission**  
**Thursday, October 13, 2016**  
**6:00 pm**  
**Hartford Town Hall**

**Meeting minutes**

Attendance: Brett Mayfield, Cassidy Neal, Rob Stainton, Mike Vanasse, Jay McDonough

1. Call to Order: 6:00
2. Meeting Minutes for Thursday, September 8, 2016 approved.
3. Citizens Comments / Correspondences
  - a. Rob shared a concern regarding the organization of fall sport practices. The parents with multiple children participating in sports face difficulties trying to get their children to the different facilities on time;
  - b. Mike shared a concern regarding dog-waste on paths at Maxfield. Jay indicated there are waste bins in place.
4. Old Business
  - a. Shirt sizes were given to Jay to order shirts for the Commission Members;
  - b. Group photo of the Commission Members was taken
5. Reports
  - a. Director's Report (see Attachment)
6. New Business
  - a. The following Commission Members were assigned as Liaisons:
    - i. Athletics Liaison: Mike Vanasse & Cassidy Neal
    - ii. Town Boards/Commissions: Cassidy Neal
    - iii. Town & School Boards: Brett Mayfield
    - iv. Parks & Facilities: Rob Stainton
  - b. Jay Reported the following:
    - i. WABA set to open and schedule is looking busy with various groups getting ice time;
    - ii. Maxfield irrigation system closed in preparation for winter;
    - iii. Other remaining parks will be closing near the first of November;

- iv. Trunk or Treat, new event this year, will occur 10/29 from 5:00 – 7:00 p.m. at Lyman point Park. Parks & Rec Department has fliers for more information;
- v. The Town's trick or treat night will be on Halloween day;
- vi. Sign-ups for winter sports are beginning. Parks & Rec Department in need of coaches and referees.

8. Commission's Input

- a. Mike mentioned potential scheduling adjustments might be necessary for youth lacrosse in the spring.

9. Adjourned at 6:40 PM

Respectfully submitted by Cassidy Neal

**HARTFORD PARKS & RECREATION DEPARTMENT  
DIRECTOR'S REPORT**

**October 13, 2016**

**Programs**

- The Archery in Motion program is full at a maximum of 12 participants. It should be noted that 6 of the participants are a combination of parent/child enrollments.
- A Valley Quest was held at the Engine 494 location on 9/24.
- The Grandparent and Me Story Walk “Over in a river-flowing out to sea” event was held Saturday, September 17 at Clifford and the West Hartford Library.
- The fall Hartford Tree Identification walk was held in Ratcliffe Park on Saturday, September 17. There were 15 participants, along with 5 members of the Tree Board.
- Total scholarships awarded this summer (programs and pool passes) is \$1,954.50.

**Park/Facilities**

- The Maxfield Outdoor Sports Complex hosted a three hour education workshop session on how to build a boardwalk through wetland areas on Wednesday, September 21. The workshop was part of the Vermont State Recreation Conference.
- The new compressor is installed at the WABA facility. During the initial start up of the refrigeration system it was discovered that the condenser pipes are clogged creating high pressure within the system. Due to the pressure load the new compressor kept shutting off (by design). The condenser pipes need to be clean out. Been completed.
- The potable water well motor and pump was replaced at the Maxfield Outdoor Sports Complex site. Once all water testing is completed and approved by the Vermont State, visitors will be able to drink the water. In the meantime the bathrooms are available for use. The malfunction was related to damaged wiring near the pump and motor caused by continuous thrusting of the well pump/motor. Additionally, the electrical voltage being sent to the motor was out of operation parameters. Been resolved.
- We are currently reviewing and researching the next steps to repair the water leak(s) at the municipal pool.
- A light pole at the West Hartford Library was damaged by vandals. The pole and light will be replaced.
- With the shortage of available park maintenance staff members, the recreation staff have resorted to mowing and lining athletic fields.

**Administration**

- Our department and Town Finance Department has begun the fiscal administration of the Take a Bite Out of Hunger program by administering the payroll submission of the driver who will be delivering lunches three days a week to local drop-off sites in Hartford, Vermont. The payroll expense to the Town will be reimbursed 100% by the Hartford Community Coalition group. The Town is partnering with the Hartford Community Coalition to conduct the Take a Bite Out of Hunger program.
- Dan Ammel was hired as our new Parks Laborer. We now have 3 full-time park laborers.
- Contacted Jeff Moreno to begin the process to fill the Hartford HS liaison position to the P&R Commission.