

**BRIGHTON PARKS AND RECREATION DEPARTMENT  
CITIZEN'S ADVISORY BOARD**

**MEETING MINUTES**

June 25, 2018

ATTENDANCE: Becky Cotter, Coleridge Gill, Mike Tulio, Ray Warrick, Linda Leavitt, Jackie Marchand, Mark Kokanovich, Supervisor William Moehle, Town Board member Chris Werner, Town Engineer and Director of Public Works Mike Guyon.

APPROVAL OF MINUTES: Jackie Marchand moved to approve the May 21, 2018 meeting minutes, second by Coleridge Gill.

**BUSINESS MATTER:**

**Introduction of Mike Guyon – Commissioner of Public Works**

- update on projects:

Highland Crossing Trail – all easements and approvals are set.

Winter Market – Struggling getting bids in range needed. Cost of materials have risen because of shortages of materials the cause.

**RE: PARKS SUPERINTENDENT'S REPORT – Matt Beeman**

- Seasonal Labor all on this week.

- Park mowing began May 1st.

- Town Hall playground Sway Glider installation, landscaping and signage to be completed by Memorial Day.

**RE: RECREATION DIRECTOR'S REPORT – reported by Becky Cotter**

- Summer Camp staff training is this week. All staff are hired and Director & Assistant Director training was today.
- Registrations have been strong for camp, most week and locations are full for the summer
- The Summer Concert Series will kick off on Tuesday, July 10<sup>th</sup> with Brighton Symphony Orchestra
- Fall Programs are being planned and work continues to put together the fall brochure
- We are beginning the process to review and put together our department budget for 2019
- We held our end of year recreational dance recital at CRPS this year. Unfortunately, BHS was not available. Thank you to BCSD for making CRPS available to us! We held 2 dance recitals on Saturday, June 9<sup>th</sup>!
- The Bike Rodeo was Sunday, June 10<sup>th</sup> in conjunction with the Brighton Farmers Market. We had a great day and the BPD did a tremendous job designing the course and helping the event run smooth!!

**SUBCOMMITTEE REPORTS:**

**YOUTH & FAMILY – provided by Coleridge Gill**

*From Michele Aman:*

- Thursday June 21st was the last day of the afterschool program for the school year and we celebrated with a paint party and cake. We are expecting at least three of our staff members to return for September.
- On Friday, June 22nd I am assisting Katie with the Splash into Summer event at the Town Hall Pool by offering free face painting
- Summer hiring has been completed and summer camp orientation runs June 25 - June 28
- The first day of summer camp is July 2
- During the week of June 25 several programs that I supervise will be starting: Girls Field Hockey, RockVentures Camp, Spotlight Theatre Workshop, Home Alone Safety and Babysitter's Training

*From Katie Tytler:*

We have been working hard at the Town Hall Pool including the following:

- New sinks and counter-tops - counter tops include molded sink

- Repaired bathroom walls
- Painted bathroom walls
- Painted bathroom floors
- Painted office floor
- Color coded pipes in pump room
- Concrete repaired for ladder installation
- Removed of flower boxes and bench
- Painted guard chair
- Painted picnic tables
- Updated stencils

Pool opened successfully 6/16 and Splash into Summer was 6/22 and was a fun event.  
Daddy Daughter Dance was very successful again.  
Summer Swim Lessons began today.

#### **FACILITIES & PARKS – reported by Mark Kokanovich**

Submitted by Matt Beeman 6/25/18

This is a brief report regarding the main park areas and facilities. Other park areas are tended to on a regular basis. We are busy preparing for our July 4th celebration at Meridian Centre Park. We are also nearing completion of the Town Hall playground expansion which has included expanding the playground border and installing a concrete pad and 40-foot walkway which will accommodate a Sway Fun Glider which was donated by Brighton Kiwanis.

#### **TOWN PARK:**

- Continuing to coordinate Capital Improvements which will include new concrete walkways, parking lot repair and sealing, sewer catch basin replacement, ADA automatic door for lodge, new roof and new windows. Slated for completion in August.
- Carmen Clark Lodge roof and windows have been completed. The project was completed on time and under budget.
- Various new tree plantings
- All fire alarm inspections have been completed
- The Rec Dept Softball League has cancelled. We are looking at ways to utilize the field area for other community groups.
- Completed an extensive perimeter garbage pick-up off Sawgrass drive
- Playground wood mulch has been installed
- We are updating policies and procedures for our rental facilities that will include rental fee increases, rental times and a security deposit for damages.
- Preventative maintenance and tune ups continue on all park equipment.

#### **PERSIMMONS PARK:**

- General Park weekly garbage cleanup
- We have been monitoring the park for illegal dumping. Some neighbors have identified an individual that has been illegally dumping material in the park. The Brighton Police are contacting the individual for more information.

#### **MERIDIAN PARK:**

- Annual alarm and fire inspections have been completed
  - Preparing for our July 4th Celebration
  - Continuing trail maintenance for year-round park users
  - Youth sport teams are in full swing
  - Working with Brighton Ambulance to secure a second AED machine which will be stored outside at Meridian Center Park in a locked weatherproof case. Combination to case would be shared with all youth and adult sport organizations who utilize athletic fields.
- Baseball dugouts have been re-shingled

BUCKLAND PARK:

- Preventative maintenance on all equipment continues
- All annual alarm inspections have been completed
- We have discovered a drainage issue at Buckland Park that may be responsible for the wet trail conditions on the west side of the park. Working with highway and sewer departments to see if any work can be done with town forces to alleviate the problem.
- We are updating policies and procedures for our rental facilities that will include rental fee increases, rental times and a security deposit for damages.
- We will be continuing to plant trees in various areas of the park to replace ones that have been removed over the years.
- Working with Insurance to repair our 3-bay barn storage facility that was damaged by a highway vehicle.
- We have seen a big increase in graffiti throughout the park. The Brighton Police are monitoring closely and working with the parks department to installing some trail cameras in the park.
- Playground wood mulch has been installed

SANDRA FRANKEL NATURE PARK/BRICKYARD TRAIL:

Daily general park walkthrough cleanup performed.

CORBETT'S GLEN:

- Ongoing landscape /trail maintenance to keep trails clear of debris.
- We have installed signage to educate and enforce users to not enter the water and stay out of areas that are designated to be closed. The Democrat and Chronicle ran a front page story on the efforts. Overall it was a positive article that focused on the reasoning behind our efforts.
- We are continuing to work with various local tree companies to take donated wood chips from various job sites to use on the park trails.

LEHIGH VALLEY TRAIL

- General Trail Maintenance
- Various tree limb and brush removal

BUCKLAND FARMHOUSE/VETERANS MEMORIAL:

- The fire alarm panel has been malfunctioning. West Fire is sending pricing to replace the panel
- Replanting of rose bushes around Veterans Memorial took place May 3
- Garden and walkway maintenance
- Veterans Memorial Sign has been installed. We will be resetting the sign posts and painting the park sign this summer.

OTHER:

- We have taken over ground maintenance at 12 Corners Park from Highway. We are working with the Garden Lovers Club and have begun to plant new perennials, annuals, weed and mulch all the garden beds. We will also be repairing the gazebo. We have also worked with the sewer department to repair the irrigation system on site.

**BRIGHTON SENIORS – reported by Emily Kelsey**

- **6/7 Trip to the Public Market** - Skip the hassle of finding parking and join friends while shopping for fresh and local produce. The bus leaves the Center at 9:45 am and returns by 12:30 pm.
- **6/14 Mad Hatters Trip: Democrat & Chronicle Tour & Lunch at Patti's Pantry** - Find out more about becoming a Mad Hatter member.
- **6/25 Dryden Theatre Senior Matinee.** 1940's The Letter will be showing Cost: \$4 bus fare & cost of ice cream (about \$5).
- **Healthy Mind, Healthy Life** - Improve your overall health and wellness by mindfully engaging in an active brain lifestyle. Join this engaging series, to learn the science and art of brain fitness at any age. Topics include: foundations of brain science, vision & hearing, smell & taste, touch, meaningful connection, balance & mobility. This session begins on Tuesday, July 10, at 1:30 pm and pre-registration is required by Thursday, July 5.

**PEDESTRIAN/CYCLING TRAILS COMMITTEE – Reported by Jackie Marchand**

Some changes to the status of the Highland Crossing Trail! The last easement along Sawgrass was obtained. (I'd written a personal letter asking for the easement to be considered.) Next, the city had to sign the remaining easements. NYS DOT certification could be obtained in July. Construction could be put out for bid in August. Bids could be awarded in September. (Must be done by 9/30 or we'd need an extension.) Work could be started in October.

New information:

- The Collegetown Cycle Track was to be put out for bid this summer for construction to begin this fall. It will connect to the Highland Crossing Trail and be a great connector to U of R from Brighton. <http://www.cityofrochester.gov/elmwoodcycletrack/>
- East Avenue Resurfacing has been delayed until next year but DOT plans to line the roadway according to the road diet this fall.

**TOWN BOARD UPDATE – reported by Bill Moehle**

- Clean Sweep was very successful.
- Electronics recycling and shredding went well.
- Town Board Public Hearing will be held to prohibit smoking and vaping at all Town properties (including parks).
- Congratulations to Mark for getting re-elected to the Brighton Central School Board.

**CORBETT'S GLEN ADVISORY COUNCIL – reported by Ray Warrick**

- Friends of Corbett's Glenn – how to proceed? Next step undetermined. REI employees may be able to help with "clean-ups" of trail systems.

**BRIGHTON BASEBALL – reported by Mike Zobel**

- Home run derby was rescheduled due to weather for Sunday, June 3<sup>rd</sup>
- Challenger program is working out well, 10 or 11 participants. The more experienced travel and school teams are all helping the challenger kids with their skills on the field, on a rotating basis. This buddy or helper system started just this past weekend and it seems to be a hit with both the participants and travel/school ball players. Despite the weather, the season is mostly on track. No significant back log of games at this time. School ball season winds down this week. BLL is working on a permanent solution to concessions since we parted ways with Rick Bentley. Meetings are ongoing with a number of vendors.

**COMPREHENSIVE PLANNING COMMITTEE – Reported by Mark Kokanovich**

Met last Thursday, getting to final stretch. Finalizing in early June with Public hearing on June 13<sup>th</sup>. Needs to be accepted by the Town Board by the end of summer.

MOTION TO ADJOURN MEETING AT 6:30 PM by Coleridge Gill, 2<sup>nd</sup> by Jackie Marchand.

**NEXT MEETING DATE: MONDAY, September 24, 2018 at 4:30 pm.**

In the Brookside Senior Lounge

**\*\*If you are unable to attend this meeting or will be late, please contact Denis Conley (denischemist59@gmail.com) at 585-784-0231 or Linda Leavitt (Linda.Leavitt@townofbrighton.org) at 585-784-5265.**