

**PERINTON RECREATION & PARKS DEPARTMENT**  
**ADVISORY BOARD MEETING MINUTES**  
**December 3, 2009 (November business)**

**PRESENT:** Chair Al Chesonis, Advisory Board Members, Mike Coppola, Kevin Ruster, Dave Schaeffer, Stephen VanVreede, Commissioner of Recreation and Parks Jim Donahue, Director of Recreation Jeff Myers and Director of Parks Stacey Estrich.

**GUEST:** Nichole Fabrizio, Intern

**MINUTES:** Motion to approve the October 29, 2009 minutes by Board member Dave Schaeffer, seconded by Board member Kevin Ruster; minutes approved.

**COMMISSIONER DONAHUE'S REPORT**

**Ultimate X Country Challenge-** The Perinton Pride Fund received a check for \$500 from the Ultimate X Country Challenge. Thanks to Board Member Dave Schaeffer for assisting this group again this year.

**Egypt Park Progress-** The Egypt Park land survey update was completed by Steve Schoen. All survey information has been sent to Trowbridge and Wolf. They have started preliminary design planning. We will provide the Advisory Board with information once it is available.

**Financial Update-** The deposit to the Supervisor for November was \$95,892.53. This is \$31,946.20 behind last year to date deposit. The year to date income is down, however, year to date expenses are also down slightly.

**Update on facilities Summer 2010-** The Commissioner and staff continue to meet and discuss facility alternatives for next summer. The Fairport School District will have only Johanna Perrin School available for our use. We will conduct the Better Together and summer playground program at Johanna Perrin. We may also be able to have a skill camp or two at this site. The staff is meeting with St. John of Rochester Church and Perinton Community Church to use their facilities for playground sites. So far things look promising. We are seeking other suitable facilities for other programs that are displaced because of the lack of school space.

**Kreag Road Park Athletic Field Lights-** The town received an energy grant in the amount of \$172,000. We will use approximately \$100,000 of this money to replace the field lighting at Kreag Road Park. The Town Board will decide next week if this project will go out to competitive bid.

**Bids-** The Town Board will review a request to bid wearing apparel, arts and crafts supplies, recreation supplies and janitorial services at next week's meeting. If approved the bid process will move forward.

**Personnel Update-** We are currently interviewing for the working foreman position. Hopefully a recommendation will be forthcoming to the Town Board by the end of December.

**Board Member Term Renewal-** Mike Coppola's term expires at the end of 2009. He has graciously and enthusiastically agreed to serve a seven year term. The Town Board will make the appointment at the organizational meeting in late December.

**Update on PCC Vending-** We have a new vending machine operator at the PCC. They are updating the machines with new "healthier" product options and replacing some machines that are outdated. There will be an increase in price of the vending products due to price increases to the vendor and additional costs from the new bottle return bill. The Recreation and Parks Department continues to receive a portion of the proceeds to support the department's programs.

## DIRECTOR MYERS' REPORT

- I. Recreation Programs.
  - A. RECTRAC – Rec Facts.
    1. Fall 2009 registration currently at \$194, 076.51. There are 3,860 participants enrolled in 325 classes. (October report: \$186,617) (Fall 2008: \$213,900).
    2. Our Winter 2010 brochure will display the work of our new printer, Penny Lane Printing. We hired a new printer as a result of references from other agencies that utilize their services, and them submitting the lowest bid for our Request For Proposal. Penny Lane Printing has been very easy to work with so far.
    3. As our Winter 2010 brochure is finalized and sent to print, we are gearing up to begin the same process for our Spring Brochure.
  - B. Focus on Programs.
    1. Brunch w/ the Grinch – Saturday, 12/5; 14 families for 52 total participants.
    2. Rock and Roll Bingo took place on November 6<sup>th</sup>. Music, pizza, drinks, and prizes for BINGO. 85 participants.
    3. 11<sup>th</sup> Annual Turkey Jam – Thanksgiving morning; over 325 participants, great feedback, non-perishable donations to Perinton Food Shelf. Thank you to Jim, Debbie, Jeff N., Denis, Marcie and Ann Marie for their assistance.
    4. The Halloween Parade had it's best turnout in recent memory. Channel 13 news covered it on their 11pm newscast. Many great costumes for the judges to select from. Thank you to Kevin Ruster and the other judges for their time.
  - C. Youth Basketball League.
    1. Began the first week of November, with player evaluations and team selections. Games began last night. Monday practices, Wednesday games.
    2. 40 kids (10-12 year olds) enrolled, 10 to a team.
    3. Continues through end of March.
  - D. Passport to Family Wellness – Final Update.
    1. Passports handed out: 2700.
    2. Six Trails completed: 427.
    3. Ten trails completed: 301.
    4. Budget for program provided.
    5. Jeff Nutting has some ideas to alter the program slightly for next year.
  - E. New Programming starting in January.
    1. The department has invested in 13 new spinning bikes. These bikes will be delivered next week. (\$12, 143.95)
    2. We are converting an activity room (room 213) into a Spin Studio
    3. The studio will be dedicated space for spin classes.
- II. Facility Usage.
  - A. PCC Room and/or Gymnasium Rentals – 2009.
    1. Currently at 305 reservations for \$60,167.50.
    2. 97.04% of budgeted revenue.
    3. Reservations for 2010 being processed.
    4. November income record of \$5,779.50.
    5. Unofficial goal is to surpass Year End record (\$65,635), set in 2005.
  - B. Aquatic Center was very busy on Friday and Saturday following Thanksgiving.

- III. Summer Facility Usage Search
  - A. Due to unavailability of school district facilities during summer, 2010, the department is researching other potential sites for programming..
  - B. Summer Playground Program, as well as Sport Skill Camps are most effected.
  - C. Some inquiries have resulted in negative responses, while others show real potential.
  - D. The department will continue to investigate leads on potential sites.
  
- IV. Center Stage update.
 

The Center Stage Committee met on 11/5. The 2010 season tentative line up is:  
 7/11 – Paulsen, Baker and Garvey w/ Al Keitz and Carol Mulligan.  
 7/18 – Timepiece w/ Bill Tiberio.  
 7/25 – Ruby Shooz.  
 8/1 – 78 RPM.  
 8/8 – Ghost Riders.  
 8/15 – RPO Woodwind / RPO Marimba.  
 8/22 – Nik and the Nice Guys.  
 8/29 – Mamba Kings.  
 9/12 – Salute to America-Perinton Concert Band / Fairport Fire Department

Band.

Sponsorship letters have been sent to the 2009 sponsors.  
 Fairport Federal Credit Union has confirmed as a Cart Sponsor.  
 Mark's Pizzeria has confirmed and paid as an Event Sponsor.  
 Jeff Nutting will meet with Wegman's representatives in January to discuss their season sponsorship as well as their Passport to Family Wellness sponsorship.
  
- V. Department News
  - A. Jeff Nutting is drafting a Sponsorship options booklet that will describe our sponsorship and partnership opportunities to interested vendors.
  - B. Next Friday (12/11) is the last day of her internship for Nichole Fabrizio. She has done a very good job since joining us in late August. She will continue her work at Walmart in Macedon, while she searches for employment in the Recreation field. We all wish Nichole all the best.
  - C. Public bids for Recreation Supplies, Wearing Apparel, Arts & Crafts and Janitorial Services will be sent out on 12/21, with a bid opening date scheduled with the Town Clerk for January 14, 2010.
  - D. PRP received two awards at the Genesee Valley Recreation and Park Society Annual Conference on November 13<sup>th</sup>. One of our volunteer youth sport coaches won the Youth Sport Coach of the Year (Irving Espada), and the Good Gal Award was given to Diane Riesenberger.

**DIRECTOR ESTRICH'S REPORT**

- 1. Parks, General
  - a. Parks Foreman Bob Youmans is retiring Dec. 26<sup>th</sup> 2009.
    - i. The parks staff is planning an official retirement party. Location, date and time to be determined. We are expecting 100-150 people.
    - ii. Interviews started yesterday for a noncompetitive working foreman position. On the Dec. 30<sup>th</sup> Town Board meeting we will recommend a replacement.
  - b. Parks staff is down to full time staff only (7).
  - c. Gates are open in all parks until heavy snow fall occurs
    - i. Parks closed for season will be Egypt and Kreag Road Park.
    - ii. Spring Lake Park and Center Park East will remain open with limited snow removal.

2. Village Ice Skating Rink
  - a. Estimated opening date is Sat. Dec. 5<sup>th</sup>, although the weather is not cooperating. The chillers have been on since last Wednesday and Fairport Village is flooding the surface. Perinton Parks will take over once the rink is operational. Operating hours are changing from 12-8pm to 10am-10pm with the understanding during heavy snow fall the opening time may be delayed.
  - b. In 2008 we opened on Dec. 6 for the Village Holiday Celebration
3. Potter Park playground
  - a. Game Time offered a matching fund grant for 50% of equipment costs. We applied and received 45% of costs reduced 5% due to Town's purchasing procedure. The replacement of Potter Park playground is part of the master plan. Staying within the \$60,000.00 recommended budget we purchased a 3-bay swing set, a Palm Country Point play unit with sun protection umbrella surrounded in engineered wood fiber mulch (3500 sq. ft.). The new playground will be ADA compliant, use primary colors and fix drainage issues. The Town saved \$14,243.36. Total project cost with installation is \$45,243.36 bringing us \$14,756.64 below estimated budget. The Parks staff will be removing existing playground, spring 2010. The installation will be completed before the summer playground program.
  - b. Village Police report
    - i. An early November neighbor meeting discussed drug and loitering concerns in the park especially underneath mature evergreen trees. Parks staff had limbed up some of the trees keeping a natural flowing branch pattern.
    - ii. The neighbors have been instructed to call 911 for illegal circumstances.
4. Kreag Road Park
  - a. DOT sent a letter notifying us of future bridge work, summer 2010. A follow up email was sent listing park operating concerns such as; softball leagues, canal dock, tennis and basketball court use and shelter reservations. We are expecting a reply over the winter detailing traffic control plans and tentative construction dates.
  - b. Sports Field Lighting Project
    - i. A bid is developed circulating after the Town Boards approval next week. The estimated time frame to commence work is winter/spring 2010.
5. Memorial Policy
  - a. Attached for your review is a Memorial Policy draft for Perinton parks
  - b. Please email comments for a final draft. Memorial Policy will be presented to Town Board in January.

DRAFT 2  
11/30/09

**TOWN OF PERINTON RECREATION AND PARKS  
MEMORIAL POLICY**

**OBJECTIVE**

To provide guidance to Town officials and Town of Perinton residents regarding Memorial Policy services and ceremonies in parks.

## **POLICY**

The Town of Perinton Recreation and Parks Department provides guidance and criteria to individuals seeking Memorial trees and park structures in the Town of Perinton Parks and open spaces.

### *Park Memorials*

#### 1. *Memorial Trees*

##### a. *New Tree*

- i. Selection of tree and location will be considered and mutually agreed upon by the donor and Town staff.
- ii. Tree size is determined by species and purchased by approved vendors by the Town of Perinton Recreation & Parks Department
- iii. At any time the Town may not allow new trees to be installed depending on master plans and tree species
- iv. Gatherings for tree planting ceremonies are permitted with 2 weeks advance written notice
- v. New Tree Memorials and plaques are installed by Perinton Park staff or designee
- vi. The Town does not guarantee tree survivability

##### b. *Adopt-a-tree*

- i. Adopt-a-tree donations are preferred to ensure the longevity of tree survival, long-term care costs for pruning and overcome disease and insect concerns.
- ii. Donation levels are available for established trees depending on size, location and species
- iii. Park and tree location will be considered and mutually agreed upon by the donor and Town staff.

#### 2. *Park Structure*

- i. Park benches and sway swings may be adopted for Memorial plaques. Adoption plaques may signify the remembrance of a special place, quiet corner or favorite park for strolls.
- ii. New purchases of benches and sway swings must adhere to Recreation and Park standards with approval from Parks Director and Commissioner.
- iii. Locations and items of remembrance require prior approval from the Parks Director and Commissioner.

#### 3. *Memorial Plaques*

- a. For All Memorials: A memorial donation plaque is located in Town Hall or Community Center recognizing individuals remembered by New tree plantings, adopt-a-tree or park structures. Location, item, name and date are listed.
- b. For Tree memorials: A memorial marker not to exceed 17" x 9" is placed at the base of the tree. The marker is rust-free recycled aluminum or bronze with the phrase "In Memory Of", "In Honor Of" or similar phrase along the top followed by lines of text allowing 15 characters per line. Parks Director and Commissioner have final approval of plaque.

- c. For Park Structures: Park structure plaques are placed on the center of benches and sway swings. Name of individual with year is engraved on bronze plaque with phrase "In Memory Of", or "Dedicated to"/ "Special Thanks To"

## PROCEDURE AND GUIDELINES

- A formal request with application is submitted to the Parks Director for review.
- Donations for memorials exceeding costs may help to support the Perinton Pride Fund
- All memorials are self supporting by the donor including repair and replacement costs
- All contact information is stored with the Parks Director.
- Location of memorial, donor contact information, item installed or adopted, associated costs and date of memorial are stored at Parks Department and mapped by a Global Positioning System. In the future, memorial information will be available on the Town's website.
- The Town of Perinton has the right to remove or move memorial structures due to new construction, hazardous environment or damaged materials.
- An attempt will be made to contact the donor before memorials are moved or altered. Adopt a tree memorials are offered in lieu of new tree plantings.
- Park structures include but not limited to benches, picnic tables, drinking fountains, event sponsors and playground features.
- The Town reserves the right to accept or reject any proposals for memorials not in compliance with the Town codes, policies or procedures.

## DONATION FEE STRUCTURE

### 1. New Trees

- Prices include installation by park staff or designee
- Prices may be adjusted depending on uniqueness of species and size availability
  - Traditional species such as *Acer*- Maples (not Japanese Maple), *Gleditsia*- Honey locust, *Quercus*- Oak, *Tilia*- Little Leaf Linden, *Pyrus*- Flowering Pear, *Prunus*- Flowering Cherry and similar species.
    - 15 gal. or smaller           \$300.00
    - 2-2.5 inch caliper           \$450.00
  - Unique species such as *Acer palmatum*- Japanese Maple, *Acer griseum*- Paperbark Maple, *Betula*-Birch and *Ginkgo*- Ginkgo donations start at:
    - 2-2.5 inch caliper           \$800
    - 4-5 foot clump form       \$1200.00
  - Evergreen Trees such as *Abies*- White Fir, *Pseudotsuga*- Douglas Fir, *Picea*- Spruce and *Pinus*- Pine
    - 5-6 foot                       \$300.00

### 2. Adopt-a-tree

- Tree donations may be considered for established trees in our park system. Price is determined by species, variety and age.
- Trees are available to adopt in the Town of Perinton Orchard and Garnsey Arboretum.
  - Perinton Orchard located on the corner of Turk Hill Road and Ayrault Road
  - Garnsey Arboretum located on Garnsey Road by Moseley Road
- The Town of Perinton Orchard was established in 2000. The orchard was designed to honor the rich farm heritage of Perinton. The orchard

farm like setting overlooks premium athletic fields, children at play, farm land, wetlands, biking and hiking trails and distant hill sides.

- Town Orchard
  - *Pyrus*- Flowering Pear \$3000.00
  - *Malus*- Flowering Crabapple \$1000.00
- 3. *Memorial Plaques*
  - Option 1 \$???
  - Option 2-Tree Memorials
    - Placed and installed on hard surface \$400-600
  - Option 3- Park Structures \$200.00

In regards to the Memorial Policy draft, Advisory Board members discussed possible wording to add that would further protect the Town from future expenses. In addition, the question was raised if we wanted to increase the fees, that would serve more as a fundraising option for the town, rather than a community service. The Board was reminded that the Town Attorney and Town Board would be reviewing the policy draft prior to voting on it, and edits would be made based on their review. A Motion to Support the Memorial Policy draft, with appropriate edits was made by Board Member Steve Van Vreede, and seconded by Board Member Mike Coppola. The Motion was approved.

**Social Networking Research Project – Final Report** (Nichole Fabrizio, Intern): Upon completion of researching the feasibility of the Department using Social Networking sites to further reach members of the community, the following conclusions were made:

Benefits for Perinton Recreation and Parks

- Expand the program knowledge to different demographics.
- More publicity and marketing.
- Keep people updated.
- Promote events.
- Develop personal relationships.

Benefits of Social Networking, specifically Facebook and Twitter:

- Post quicker.
- No cost.
- Builds relationships.
- Share photos.
- Build credibility.
- Respond positively.

Disadvantages of Facebook/Twitter:

- Respond negatively.
- Photos/posts could be inappropriate.

Based on the research conducted, and this information above, it is the recommendation of the researcher that the Town of Perinton utilize the Facebook Social Network, for the following reasons:

- Easier to use and quicker.
- More manageable.
- Promote more activities.
- It is more popular than Twitter.

Advisory Board Chair Al Chesonis thanked Nichole for her efforts on this research project, and all of her help throughout her internship.

**Perinton Pride Fund Update-** Board member Kevin Ruster provided an update on the Perinton Pride Fund. The fund investments have recovered somewhat and the balance currently stands at \$184,910. The total deposit to the fund this year to date is \$ 7,229. The fund dispersed \$4,200 to subsidize center stage and the summer playground scholarship this fiscal year.

## AROUND THE TABLE

Board Member Mike Coppola thanked Nichole for her work during her internship.

Board Member Steve Van Vreede wished everyone Happy Holidays.

Board Member Kevin Ruster also thanked Nichole for her efforts.

Recreation Director Myers mentioned that the department received a thank you note and a photo of the troops in Iraq that we have been sending Care Packages to. The photo and note were passed around the table. Recreation Director Myers also mentioned that the American Cancer Society named Fairport as the "Top New Community Event" for the 2009 Relay For Life, held in May, in center Park West. A plaque given to the local Relay for Life Committee by the American Cancer Society was displayed to the board members. Recreation Director Myers also told board members to save Wednesday, 12/23, at noon, for the annual Department Holiday Luncheon. An invitation will be sent out soon.

Commissioner Donahue thanked Nichole for the great job she has done, and wished everyone Happy Holidays.

There being no further business, the meeting was adjourned at 8:28pm. The next Advisory Board meeting will be held on **Thursday, January 7, 2010 (December business) at 7:00pm at the Perinton Community Center in room 211.**

Respectfully submitted,

Jeffrey D. Myers, CPRP  
Recreation Director