**Parks and Recreation Committee**

**Regular Meeting Minutes**

**April 1, 2013 -5:30 PM**

**APPROVED**

**Parks and Recreation Mission Statement**

The mission of the Parks and Recreation Committee is to protect, improve, and promote our parks and open space for present and future generations. The various park amenities are an integral part of the Town.

**Present:** PRAC Voting Members: Vice-Chair Jennifer Cassell, Rick Giamanco, Sue Peterson, Ruth West, Barb Richard, Lucinda Burns. PRAC Non-Voting Members: Council Liaison Louis Skowrya, P&Z Liaison Yvonne Bryant, Staff Liaison Scott Obrien, Town Manager Joe Wray.

**Call to Order: 5:34 p.m.** by Vice-Chair Jennifer Cassell.

**2013 Meeting Dates (Meeting from 5:30 to 6:30 at Town Hall)**  
May 6, June 3, July 8, Aug 5, Sept 9, Oct 7, Nov 4, Dec 2.

**March 4 Meeting Minutes Approved**. All present in favor.

**PRAC Reports to Council – Quarterly**  
June 4th or 18th, 2013

**New Business**

**PRAC Officer Positions**

Rick Giamanco Nominated Jennifer Cassell to serve as Chair of the PRAC. Ruth West seconded. All approved. Ruth West was nominated for Vice Chair. All approved. Barb Richard remained as Secretary.

**PRAC Member Opening**

Council appointed Lucinda Burns to serve. One position for a Dillon Resident is still open. Send interested people to Scott OBrien for more info.

**Saturday Morning Adventures 2013 Schedule**

Schedule is confirmed for the Saturday 10 a.m. to Noon programs. PRAC member volunteers are needed for each program. Volunteer assignments will be agreed upon at the May 6 meeting.

**Paver Program Update**

Scott OBrien and Ned West are working with the vendor to select a paver palette for the 3 sizes of bricks in coordination with the Marina Park Pavilion fireplace colors. They will place the order and order an extra palette to hedge against a discontinuation of colors.

**Marina Park Pavilion update**

Scott reported that the engineering consultant stated that the structure cannot be enclosed completely and a combination of roll down screens and wind buffer landscaping is needed for winds from the S, SW and W. The engineering for possible plexiglass screens not attached to the building is under review. $30,000 is budgeted for work in the Fall of 2013. Joe Wray stated that fees for the Pavilion were reviewed in 2012 and appeared to be in-line with Frisco’s. PRAC would like to review the 2012 rental numbers at the May meeting.

**Suggested Updates for Park Webpage**

In general, the Parks Webpages need to be more inviting, need updated information and need to advertise the Parks more effectively.

* Barb Richard suggested that the website needs more welcoming copy content and stronger photos for all the park’s amenities winter and summer. The effort that the town makes to plow its paths in winter should be highlighted.
* Rick suggested a Google Earth Map with balloons highlighting the various facilities be used.
* Ruth West would like the Photo Op sites to be also identified on the website map and in signs eventually.

PRAC members will bring suggested language and images to the May meeting and email them to Scott after.

**Ice Skating Survey review (tabled)**

**Town Signage**

After discussion of what can’t be used for temporary signage was covered (flag banners, banners, flags, temporary signs) PRAC agreed that staff should come back to the committee with possible short-term solutions to identify the parks. Ruth and Barb suggested either traditional or digital kiosks for the Parks which lists park facilities, events, wayfinding. Scott reminded PRAC that no money is budgeted for signs in 2013. PRAC would like to know: What can we do?

**Baseball Academy**

Joe Wray stated that the Baseball Academy was scheduled to open on April 4. $2,000 in field improvements is slated for the baseball field. Regis College has booked a 1 week baseball camp for June 10-14.

**Town Park Master Plan Continued Discussion**

Scott said the RFP process needed to get underway immediately using the work from the March 27 meeting. PRAC suggested that some of the boilerplate could be pulled from the Silverthorne RFP it reviewed on March 27. A schedule for the RFP advertisement and submittal was set. GOCO Grant submissions are due August 29, and the timeline was backed up from that date. PRAC was asked to review the RFP and respond to Scott via email and then set a time for the review of the Proposals. The goal was to have the selected firm on board in May.

**Committee Recognition of Susan Juergensmeier**

Susan’s long service was commended and she was awarded a plaque for her service.

**Meeting Was Adjourned at 6:34 pm.**

Minutes by recording secretary Barb Richard.