

**PARKS & RECREATION COMMISSION  
MINUTES  
Tuesday, February 27, 2018 @ 7:00 PM  
Open Meeting - Council Chambers - Town Hall**

1. CALL TO ORDER

Acting Chair Jonathan Hammond, called the meeting to order at 7:00 PM.

Attendee Name	Title	Status	Arrived
Ryan Campbell	Commissioner	Present	
Cody Clarkin	Commissioner	Present	
Sherry Drude	Commissioner	Absent	
Kerry Gallup	Commissioner	Present	
Jonathan Hammett	Commissioner	Present	
Sherente Harris	Commissioner	Absent	
Faith LaBossiere	Commissioner	Absent	
Patrick Lyons	Commissioner	Absent	
H. Douglas Randall	Commissioner	Present	

***Mr. Hammett motioned to move agenda item 9. Committee Reports up the agenda to before agenda item 2.***

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Cody Clarkin, Commissioner
<b>SECONDER:</b>	H. Douglas Randall
<b>AYES:</b>	Campbell, Clarkin, Gallup, Hammett, Randall
<b>ABSENT:</b>	Drude, Harris, LaBossiere, Lyons

9. COMMITTEE REPORTS

A. Linear Park Greenway and Trails Sub-Committee

- i. Review of Conceptual Draft Bike Pathway Maps from Vanasse Hangen Brustlin (VHB) Engineers and Route 1 Corridor Study Map by Bradford Associates. Maps Prepared for Southern RI, Specifically Westerly to South Kingstown, for the Purposes of Input, Changes, Additions for Eventual Consideration for the Governor’s Bicycle Mobility Plan. Deadline for Comments by Early April

Mr. Joseph T. Wanat thanked the commission for their volunteerism to the Town. Mr. Wanat noted he was a transportation engineer and planner with VHB. He mentioned he was there on behalf of the Statewide Planning Program - Division of Planning and that he was working with them on a Statewide Bike Master Plan and that it was a planning process not a design plan and the maps were all visionary. He mentioned there was a committee that was formed that has been gathering input and feedback on bicycle transportation and that it was a project tied to the long range transportation plan. The Bike Master Plan is tied to the long range transportation plan that the state is doing, which is a twenty year plan.

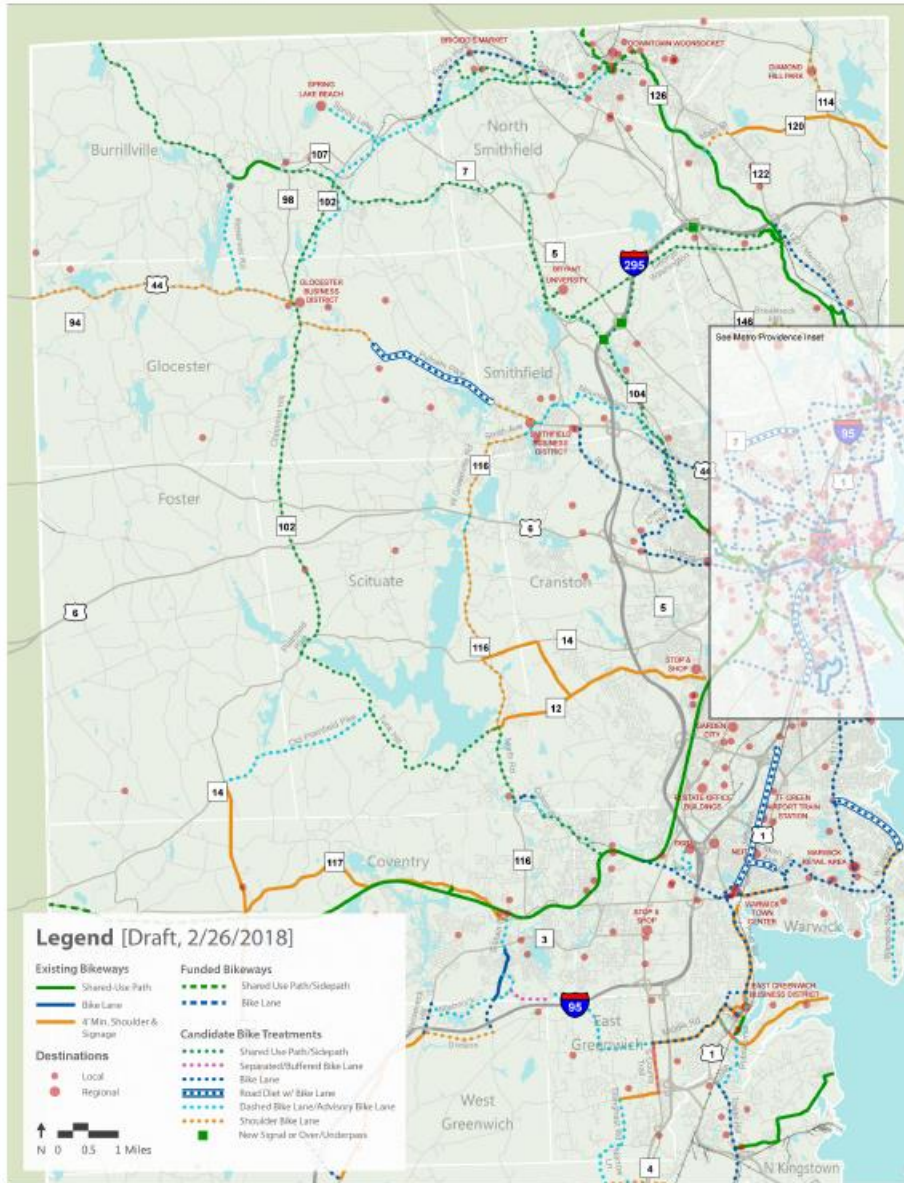
Mr. Wanat continued that they had been doing outreach and two series of workshops and will be doing another round in April where some of the draft working maps will be presented.

Mr. Wanat mentioned they were working with a committee in all quadrants of the state to come up with a series of recommendations and had developed a vision plan, and goals and objectives and all the information is available on the website [planri.com](http://planri.com). He noted he was leaving his information with the chair and requested that comments and suggestions be emailed directly to him.

He then noted his maps. He mentioned they were looking at maps with a consistent legend. He mentioned that they were working with the Blackstone Valley Tourism Council and the city of Providence in the North end of the State.

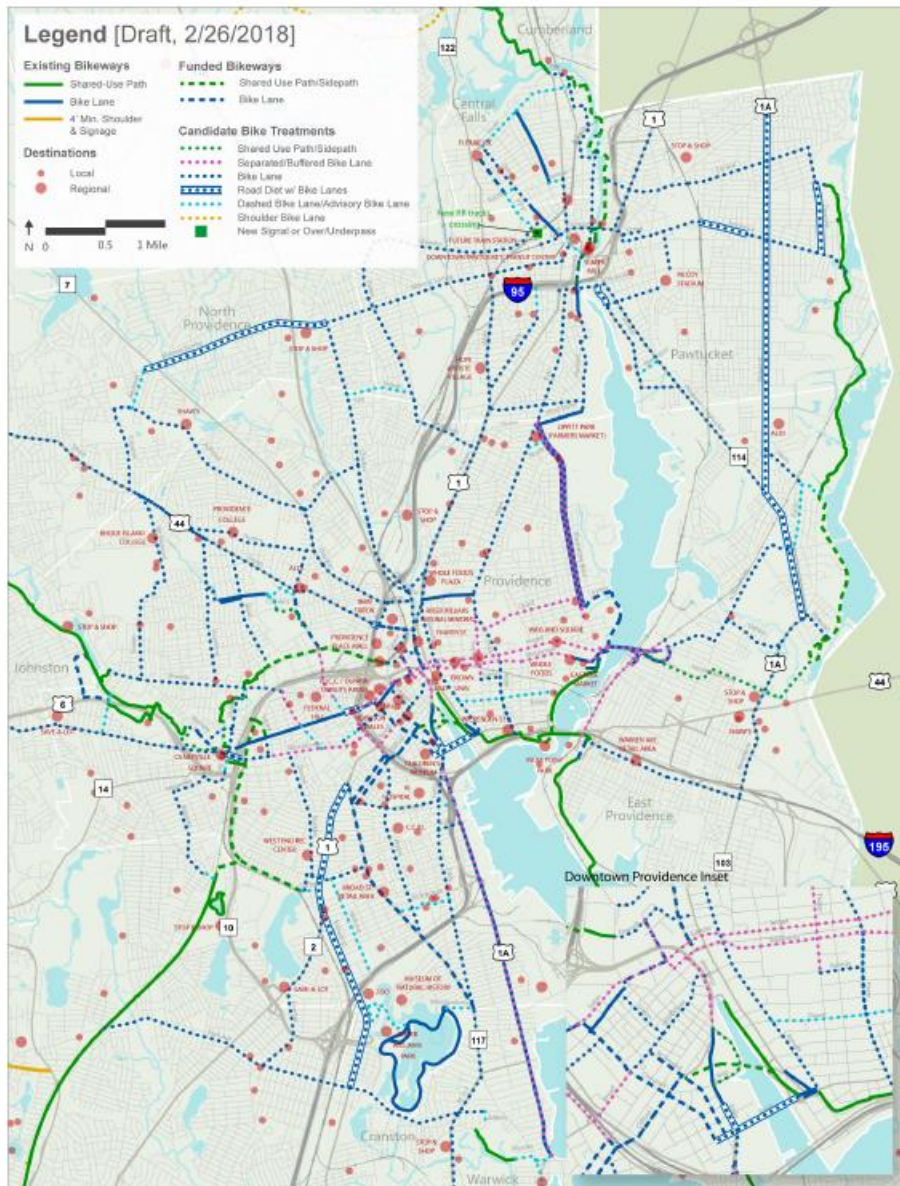


### Statewide Bike Master Plan—North





### Statewide Bike Master Plan—Metro





### Statewide Bike Master Plan—East



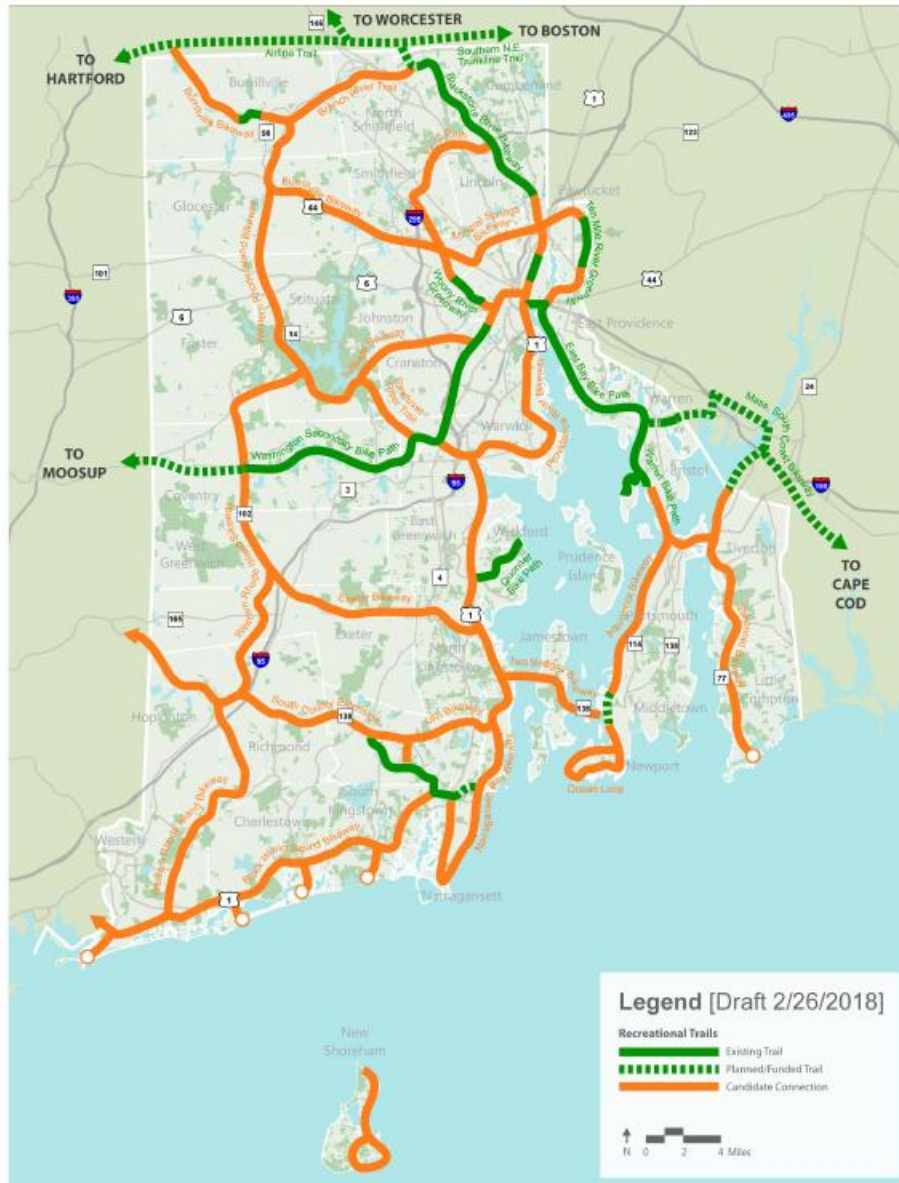


### Statewide Bike Master Plan—West





### Statewide Bike Master Plan— Recreational Trail Connectivity Vision



He then noted the East Map and that they were looking at short term and long term recommendations.

Mr. Wanat then noted the West quadrant which looks at a series of recommendations in the 1A corridor. He noted the legend.

He noted he wanted to give a preview and seek feedback and comments, and that it is not a design but a vision so that they could work towards the vision.

He noted the Statewide Bike Master Plan - Recreational Trail Connectivity Vision was a higher level visionary map which is all shared use paths that connect existing trails together as Rhode Island has great off road, shared use paths, but are not connected to each other.

Mr. Hammett mentioned that Matunuck Road was mislabeled and that there were some additions like Burlingame and Kettle Pond that could be added.

Mr. Wanat noted the squares were where a signal, overpass or underpass were needed for safe crossing.

Ms. Van Slyke asked if they had considered anything further down near Ninigret Park, the Prosser Trail area. Mr. Wanat responded that they could add a box there. Ms. Van Slyke also noted getting across Route 2 is tough.

Mr. Hammett mentioned that there are a lot of training rides on Kings Factory Road and a crossing there might be useful as they end up on Route 1.

The commission discussed the Route 2 to Route 1 intersection, noting it was troublesome.

Mr. Wanat mentioned they had looked at it.

Mr. Clarkin asked if they had looked into overlaying with open recreation areas for hiking.

Mr. Wanat mentioned they had other series of maps that addressed the recreational areas.

Cheryl Dowdell asked if there was any possibility of the Green Economy Bond money being used to address the Route 1 crossing. She continued that no one from the north side can get to the south side across Route 1 and that several people have been hurt and killed. She asked if there could be a bridge or something to cross.

Mr. Wanat mentioned they were considering a series of options there including signalization and bridge crossing. He continued that funding could be available as that intersection is a safety issue.

Mr. Wanat noted another piece of the project was signage.

Mr. Hammett asked when the next opportunity for public comment would be.

Mr. Wanat responded that it would be in April where the draft goals, visions and objectives of the plan would be reported along with the recommendations. He asked comments to be emailed to him.

Ms. Dowdell questioned if more people would have attended the meeting if they knew about it.

Mr. Wanat mentioned he could come back to the next meeting.

Ms. Van Slyke asked if it would be brought before the Town Council.

Mr. Wanat responded in the affirmative, and that it would be after the workshops.

Mr. William Clarkin noted that Roger Williams Park did a great job.

Mr. Wanat noted that in Roger Williams Park it as a city initiative to install the bike lane.

Mr. Cody Clarkin asked if there was a list of priorities for which projects would be done first.

Mr. Wanat mentioned right now, they were looking to make sure the lines on the map were correct and that they were not charged with prioritization and that it was to facilitate funding and determine how much funding is allocated for bike projects.

Mr. Hammett asked if there was talk about another statewide bond.

Mr. Wanat noted they were looking at this project to help with another bond and that they could use the maps to determine costs per limited foot and that it could be part of the comprehensive plan process.

<b>RESULT:</b>	<b>NO VOTE TAKEN</b>
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## 2. APPROVAL OF MINUTES

### A. Parks & Recreation Commission - Regular Meeting - Nov 28, 2017 7:00 PM

<b>RESULT:</b>	<b>ACCEPTED [4 TO 0]</b>
<b>MOVER:</b>	Ryan Campbell, Commissioner
<b>SECONDER:</b>	H. Douglas Randall
<b>AYES:</b>	Campbell, Gallup, Hammett, Randall
<b>ABSTAIN:</b>	Clarkin
<b>ABSENT:</b>	Drude, Harris, LaBossiere, Lyons

## 3. COMMENTS FROM PUBLIC

There were no comments from the public.

## 4. NEW BUSINESS

### A. Flagpole Gardens Update

William "Bill" Clarkin of Charlestown, gave an update on the Flagpole Gardens project and that he was not looking for an action. He brought the Town Council Resolution with the Flagpole Gardens project to be included in the 2008 Master Plan.

Cody Clarkin Recused himself from the agenda item.

Mr. Bill Clarkin noted the Town removed the monkey pines, the only think that didn't get done was the second coat on the flagpole as the weather turned. He reported the master masons came in for four days and he was proud of the work.

Mr. Bill Clarkin mentioned the next piece was a couple of Eagle Scout projects and there used to be a kiosk at the bathrooms and could be an Eagle Scout project.

The ball field could be improved, as it has old steel backstop and that kickball was more suitable there and foul balls could hit the new pavilion or patrons using the pod. He mentioned a paintable memory garden at the softball field. He continued that more benches could be added as it was the most used place in the park and there was a history of great improvements in that area including pieces added to the George Bliven playground.

Mr. Cody Clarkin mentioned that a kiosk down near the pond would be great too.

<b>RESULT:</b>	<b>NO VOTE TAKEN</b>
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### B. Charlestown Trail Project



Mr. Hammett updated the commission noting that he had been in contact with The Nature Conservancy and they were on board with using the trails at the Carter Preserve and RIDEM said they didn't see any problem with using the trails and Fish and Wildlife are fine with using the North South Trail. He continued, that he and Ms. Van Slyke did have a discussion with National Wildlife regarding the red parcels on the map and it seems that they might be something that down the road it might look out.

Mr. Clarkin asked about markings.

Mr. Hammett responded that everyone indicated that markings/blazing would be allowed and that it hadn't been determined what that would be yet.

<b>RESULT:</b> <b>NO VOTE TAKEN</b>
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#### C. Gatehouse Lease Renewal - 2018

Director Hilton reported that it was the Gatehouse in Ninigret Park and that Bill Clarkin had been leasing it for seven years and it was up for renewal for a two year lease in July. Director Hilton continued that it was helpful to have Mr. Clarkin in the park during the summer for festivals and events.

Ms. Dowdell mentioned she had spoken towards this agenda item a few years ago. Ms. Dowdell continued that there was a driving range and the Town didn't want to be in business, which led to Pawaget Park. She continued with the question, why is Charlestown in the housing business. She continued that the gatehouse was there as it housed people from the military and the building was old and she questioned if it needed work and noted that it was being used as a private residence. She mentioned that once the gatehouse is vacant it should be renovated and repurposed and she doesn't feel a private citizen can monitor the park. She continued that a police officer used to live there and that if anything nefarious happened in the park they could deal with it and that now there is a multimillion dollar police station a few yards away. She asked if there was a camera there, and if there wasn't there could be one pointed at the entrance. She continued that it wasn't the responsibility of a private citizen and that the town should not be in the business of renting.

Ms. Dowdell continued by expressing her concern for the safety of having children outside playing when thousands of strangers were driving by.

She questioned if the Town was renting below market value, she questioned if there was a barter arrangement for the remainder of the cost for the watchman role. She asked Mr. Bill Clarkin if it was a two bed, or three bed.

Mr. Bill Clarkin responded that it was a two bed.

Ms. Dowdell noted that the year-round rentals in Charlestown were tight and that on an open market there could be a charge of twelve hundred or fourteen hundred dollars.

She continued that it was a perfect place for the Parks and Recreation Office. Ms. Dowdell mentioned that the Town Hall was filled and that the Recreation Office should be in the park because that is where the park is and the people are.

Mr. Cody Clarkin noted that he Recused himself from the agenda item.

Mr. Hammett asked if surveillance was a part of the signage.

Director Hilton responded in the negative.

Mr. Campbell mentioned that for long term the point of view it was a valuable conversation to have, but it was hard to make that decision at this particular juncture.

*Mr. Hammett asked for a motion to renew the lease for two years beginning July 1, 2018 and ending June 30, 2020 at the same rate.*

<b>RESULT:</b>	<b>APPROVED [4 TO 0]</b>
<b>MOVER:</b>	Ryan Campbell, Commissioner
<b>SECONDER:</b>	H. Douglas Randall
<b>AYES:</b>	Campbell, Gallup, Hammett, Randall
<b>ABSENT:</b>	Drude, Harris, LaBossiere, Lyons
<b>RECUSED:</b>	Clarkin

## 5. OLD BUSINESS

### A. Recreation Bond Expenses and Ninigret Park Fund Balance February 2018

Mr. Hammett read the Ninigret Park Fund at \$141,153.98 and the bond fund at \$246,129.59.

<b>RESULT:</b>	<b>NO VOTE TAKEN</b>
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## 6. COMMUNICATIONS RECEIVED

### A. Mystic Velo Club Criterium - Application

*Motion to approve the Mystic Velo Club Criterium application with the recommendation that the Town Council waive sections 108-4 and 108-5 of the Charlestown Code of Ordinances.*

Director Hilton noted there were no changes and the event was a long running one.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Cody Clarkin, Commissioner
<b>SECONDER:</b>	H. Douglas Randall
<b>AYES:</b>	Campbell, Clarkin, Gallup, Hammett, Randall
<b>ABSENT:</b>	Drude, Harris, LaBossiere, Lyons

### B. Bob Beal Memorial Criterium - Application

*Motion to approve the Bob Beal Memorial Criterium application with the recommendation that the Town Council waive sections 108-4 and 108-5 of the Charlestown Code of Ordinances.*

Director Hilton confirmed that it was another reoccurring event and there were no problems.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Cody Clarkin, Commissioner
<b>SECONDER:</b>	H. Douglas Randall
<b>AYES:</b>	Campbell, Clarkin, Gallup, Hammett, Randall
<b>ABSENT:</b>	Drude, Harris, LaBossiere, Lyons

### C. NEMCA Skills Clinic - Application

*Motion to approve the NEMCA Skills Clinic application with the recommendation that the Town Council waive sections 108-4 and 108-5 of the Charlestown Code of Ordinances.*

Director Hilton noted that it was the Northeast Masters Cycling Association and that it was reoccurring with no changes.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Cody Clarkin, Commissioner
<b>SECONDER:</b>	H. Douglas Randall
<b>AYES:</b>	Campbell, Clarkin, Gallup, Hammett, Randall
<b>ABSENT:</b>	Drude, Harris, LaBossiere, Lyons

D. New Hope Chapel - Picnic - Fee Waived

*Motion to approve the New Hope Chapel Picnic application with the fee waived and with the recommendation that the Town Council waive sections 108-4 and 108-5 of the Charlestown Code of Ordinances.*

Director Hilton noted they had done it for a number of years and they were easy to work with and there were no changes.

Mr. Hammett noted it was the same date as the Bob Beal event. It was noted the requested area was different.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Cody Clarkin, Commissioner
<b>SECONDER:</b>	H. Douglas Randall
<b>AYES:</b>	Campbell, Clarkin, Gallup, Hammett, Randall
<b>ABSENT:</b>	Drude, Harris, LaBossiere, Lyons

7. PARKS AND RECREATION DIRECTOR'S REPORT

A. Parks and Recreation Director's Report - February 2018

Mr. Campbell asked why the beach fee was \$20 for weekdays, weekends and holidays. He asked about the rational of charging the same fee for weekends and holidays.

Mr. Clarkin noted it was easier on staff to take in \$20 then say, \$25.

The commission discussed fees.

Mr. Hammett noted the state had doubled the fee a few years prior, then got negative feedback and dropped the fee.

Mr. Clarkin asked about Bradford working on a second kiosk at the restrooms.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Cody Clarkin, Commissioner
<b>SECONDER:</b>	H. Douglas Randall
<b>AYES:</b>	Campbell, Clarkin, Gallup, Hammett, Randall
<b>ABSENT:</b>	Drude, Harris, LaBossiere, Lyons

8. ASSISTANT DIRECTOR'S REPORT

A. Assistant Director's Report - February

Director Hilton noted that Assistant Director DeFalco was doing a great job and the reason he wasn't in attendance was because he works on Saturdays during the basketball season and works special events.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	H. Douglas Randall
<b>SECONDER:</b>	Cody Clarkin, Commissioner
<b>AYES:</b>	Campbell, Clarkin, Gallup, Hammett, Randall
<b>ABSENT:</b>	Drude, Harris, LaBossiere, Lyons

10. AGENDA REQUESTS

Director Hilton requested that all agenda items be turned into the Parks and Recreation Department by March 16th as it is the deadline.

Mr. Clarkin asked if there would be an agenda item for permanent chairperson on the next agenda.

11. LIAISON, COMMISSION, DIRECTOR, ASSISTANT DIRECTOR COMMENTS

Mr. Clarkin thanked the Town Council for letting him serve on the commission for another three years. He continued that the Valentine's Day Dance was a really good event.

Director Hilton welcomed new member Kerry.

The commission thanked the acting chair.

12. NEXT PARKS AND RECREATION MEETING DATE - MARCH 27, 2018

13. NEXT TOWN COUNCIL MEETING - MARCH 12, 2018

14. ADJOURNMENT

Motion to adjourn at 8:07 PM

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Cody Clarkin, Commissioner
<b>SECONDER:</b>	H. Douglas Randall
<b>AYES:</b>	Campbell, Clarkin, Gallup, Hammett, Randall
<b>ABSENT:</b>	Drude, Harris, LaBossiere, Lyons