

DRAFT Minutes
Waterbury Recreation Committee Meeting 1/13/2022
Town of Waterbury Office – Ed Steele Room

Scheduled Duration 6:30 – 8:00 PM

Due to the current stage of the COVID pandemic, this meeting will be available for member AND public attendance via ZOOM.

Please email frank802wat@gmail.com, another member on the Committee, or contact the Waterbury Town Office to receive a link to the meeting.

For those attending in person, the meeting will be indoors and due to the continued risk of COVID, attendees are requested to remain masked when possible and maintain physical separation. There is a high level of community transmission and CDC guidance recommends mask wearing regardless of immunization status at this time.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

Roll Call:

Committee Members: Phoebe Pelkey, Frank Spaulding, Paul Lawson, Meg Baldor, Jane Brown, Bill Minter

Present: Phoebe Pelkey, Frank Spaulding, Paul Lawson, Meg Baldor, Jane Brown, Bill Minter

Absent:

Town Employees – Officers:

Present: Bill Shepeluk, Nick Nadeau

Guests: Mark Frier, Dani Kehlmann, David Frothingham, Alex Cawley, Tom Scribner, Mark Stirewalt

1. Review Agenda –
2. Adopt Meeting Agenda:
 - a. Motion to adopt: Bill Minter
 - b. Second: Paul Lawson
 - c. Discussion: With the addition of issues to be reviewed at the end of the meeting
 - d. Vote: Passed
3. Adopt Meeting Minutes of 9/8/2021
 - a. Motion to adopt with amendments provided by Meg: Meg Baldor
 - b. Second: Jane Brown
 - c. Discussion:
 - d. Vote: Passed 9/8/21 minutes,
And Minutes of 10/14/2021
 - a. Motion to adopt: Paul Lawson
 - b. Second: Jane Brown

c. Discussion:

d. Vote: Passed 10/14/21 minutes

4. Public Comments – This is a business meeting. The committee will limit public comments to 3 minutes per person or depending on the number of individuals who choose to speak no more than 15 minutes aggregate, divided evenly depending on the number of individuals. Please sign in that you wish to speak upon arrival to the meeting.

Tom Scribner - Described a personal interaction on the Hope Davey property and expressed a call for the consideration of accessibility to town assets and facilities.

5. Report from the Recreation Director –

- a. CIP - reviewed (includes improved ADA ramps at the pool and rec buildings, pool accessibility lift and additional maintenance items not detailed) which will be presented to the select board at upcoming SB meeting, did not get the VOREC grant-however pending approval in the CIP budget is \$35,000 for Hope Davey Park Inventory and Conceptual Use Planning ScopeCommittee needs to get an interim management plan to help Nick with this process. Bill Schepluk made us aware that there are other groups looking for CIP \$ to help with their interests (skate park)
- b. Other- Full time coordinator in budget, River of Light went well, well attended.

6. Disc Golf

- a. Review of the Interim Agreement-

Review of the draft Document section by section or line by line as necessary to find text that the majority of the committee could accept.

Introduction and background was not considered and was removed from the completed document.

Upon completion - Bill Minter made the motion to accept this document as reviewed and to forward to the selectboard.

Paul Lawson seconded.

Passed

Ayes - 4

Nay - 0

Abstained - 2

Approved interim agreement is appended to the minutes

7. Adjourn 9:30pm

Universally Accepted Conditions

1. Hope Davey is a Town owned property, all its facilities and improvements are subject to any town regulation, rule, ordinance or permit.
2. Hope Davey and specifically the portion which hosts the disc golf course is a shared use facility and nothing in this interim plan conveys or implies exclusive use of the property to any specific or single use or group, unless expressly conveyed through the issuance of a specific event permit (see item #1 in this section)
3. All users are encouraged to share the resource and be respectful of the rights and recreational enjoyment of others.
4. As a publicly funded park use shall not be restricted based on any residency status.

ROLES, RESPONSIBILITIES AND RIGHTS

Center Chains Volunteer Group

1. Shall designate at least one individual to serve as a principal contact. (Additional individuals may be designated as contacts, but one must be designated as the principal contact.)
2. This individual will serve as a point of contact for the Town. However, for the purposes of efficiency this would not prevent the designation of subject matter experts to enter direct dialog with town officials as designated for specific topics. (IE the group could designate a mowing coordinator that would discuss adjustments to mowing)
3. Shall be able to collect donations at the course or fundraise and spend the proceeds at their discretion. (Fiscal monitoring shall be determined as is appropriate by the Select Board and Town Officers)
4. Shall coordinate, train and direct the work of all volunteers who work on the course on their behalf.
5. Shall be responsible for the means and methods of executing the work and as such shall indemnify and hold the town harmless for damages, including personal injury, caused by the acts, omissions, or negligence of the volunteers, incidental to work on the course, including, but not limited to, construction, maintenance and use of unauthorized trails and structures.
6. Permission to perform work on the town property under this agreement/management plan and any authorization supplemental hereto does not in any way convey to the volunteer group employee status or any other status as a town official.
7. Any improvements constructed on Town property will become the property of the town.

The Town of Waterbury

1. Shall designate at least one individual to serve as a principal contact. (Additional individuals or groups may be designated as contacts, but one must be designated as the principal contact.)
2. This individual will serve as a point of contact for the Disc Golf Group. However, for the purposes of efficiency this would not prevent the designation of subject matter experts to enter direct dialog with the Volunteer group as designated for specific topics. (IE The Recreation Committee can be assigned to work with a maintenance coordinator in selecting a standard bench design)

3. The town maintains the right to close any portion or all of the disc golf course or remove elements of the course at the Towns: Examples may include but are not limited to:
 - a. Weather conditions make the course unsuitable for use
 - b. Public safety is endangered due to course conditions.
 - c. environmental concerns that, in the determination of town officials justify closing the course to public use.
 - d. Noncompliance with Town Ordinance rules etc.

INTERIM MANAGEMENT PLAN

All Work

All maintenance work on the course shall be conducted during the hours when the park is open for public use and shall be conducted in accordance with all applicable town ordinances and State Law.

Materials staged on site for future use shall be neatly stacked and shall remain stored on site for no longer than 1 month prior to use. Unused materials shall be treated as debris.

Not natural debris including but not limited to dimensioned lumber, concrete masonry units, anything painted etc. generated from maintenance work shall be removed from site on the day it is created.

The Center Chains group may seek an exception to the conditions above, but it must be pre-approved and may be subject to additional conditions as may be deemed necessary by the town to assure public safety and protect the appearance of the park property.

Size and Layout

The course elements (tees and baskets) shall remain in the same locations as they exist on July 15, 2021. The volunteer group may work within the existing locations at their discretion to improve or replace the elements.

Modifications to the course shall be made only upon approval of the town

Mowing and Seasonal Vegetation

The extent of mowing will be as it exists as of July 15, 2021

Modifications to the course shall be made only upon approval of the town.

Weed whacking and trimming is allowed at boardwalk edges to maintain a clear path of travel that extends upward either vertically from each edge or a width of 48 inches (whichever is wider) to a height no less than 80 and no more than 86 inches.

Center chains will implement play rules to minimize disturbance to vegetation to the side of the course. At a minimum, mandatory drops will be required when a disc comes to rest in the wet area to the north of the Hole #1 fairway and the vegetated area between Thatcher Brook and the top of bank along Hole #9

Trees

No standing trees, living or dead shall be cut intentionally damaged without prior permission from the Town.

Fallen trees shall be left where they fell unless they obstruct a path or interfere with play at which time they may be cut without prior permission and moved only as necessary to reestablish the path of travel or play.

Trees observed as hazardous, especially near tee boxes and baskets, shall be brought to the attention of the Town immediately.

A hazardous tree is defined as a tree having a significant enough defect that when evaluated for the species and size of the tree has an increased probability of falling in a manner that would cause injury or damage to a present target. In this analysis trails and general areas within the fairway would be viewed as a lower probability than tees and baskets.

Benches

Shall be limited to 1 per hole. And placed at a location agreeable to the Town yet near the established area near the tee or at a pathway edge to reduce excessive compaction.

Shall be manufactured or constructed for the purpose for use as a bench and meet standards for seat height and back height (if present)

Shall not be affixed or built into any living tree or other natural feature without prior permission. Shall be placed on flat ground and may be secured with ground anchor.

Memorials or dedications may be included on installed benches, but Center Chains cannot guarantee or assure any specific timeframe for the placement to remain beyond the conditions in this agreement/management plan.

The Town and the Center Chains group shall collaborate to select a standardized bench to install as current benches age out and are replaced

Pathways/trails

Center chains will strive through a strategy of restoration (blocking with deadfall, etc) and public communication to limit trail number and widths.

Travel ways between holes shall be limited to one main pathway per hole and where possible and safe for the user pathways shall be shared to limit impact to tree roots and soils.

The location of the main pathways as currently exist as of July 15, 2021 shall not be changed without pre-approval by the town, with the exception of closure and naturalization to achieve the goals of impact reduction to tree roots and soils.

The trails through Hope Davey are a shared use and a walking path pre-dates the disc golf course. This interim plan does not remedy the current overshadow by the course, but does identify and all recognize this condition as high priority for correction.

While not yet defined, new trails and significant reconstruction of existing trails will be expected to meet appropriate trail design and construction standards following a mutually agreed upon set of State or Federal Standards.

ADA Standards

As a Title II entity The Town of Waterbury must meet the requirements of that title of the Americans with Disabilities Act, 2010 standards. As an installation on Town property Center Chains is subject to those same requirements including requirements and exceptions offered for recreation facilities in natural settings.

The detailed requirements and exceptions under the ADA are too complicated to list in this agreement. This serves as notification of the requirements and commits Center Chains and the Town to work cooperatively.

Other Fixtures

Basket quieting through the installation of fire hose padding on the center pole of the basket shall be required to be installed and maintained at holes 1,2, 5,8, 13, 14, 17, 18.

Lost disk locker/donation drop – Center chains shall be allowed to maintain a drop location for recovered lost disks and for collecting donations at the site subject to the following.

- This location shall be at the information kiosk located on the north side of the bridge.
- The container shall be aesthetically appropriate for exterior installation in the park setting and shall be pre-approved by the Town.
- The current locker shall be removed once an approved replacement has been installed or by 9/30/2022, Whichever comes sooner.

Signage

All signage shall be approved by the town prior to placement

Center chains shall be responsible for the placement and maintenance of course instructional signage including out of bounds delineators, temporary closure, fragile areas, mandatory drops and other instructional or directional signage. These elements shall be minimal and shall be uniform in appearance across the course. (IE all out of bound stakes will look the same)

Center Chains and the town will collaborate on a shared use sign to be placed at the South end of the bridge which warns all users of real exposures ahead and provides guidance on how to share the course. Additionally, the course shall adopt standardized signage for locations where the walking trail intersects fairways and at the tees for that same fairway that instructs both walkers and golfers where each is, or is likely to appear. It is recognized as stated above that additional trail work is required to better integrate (or separate) the uses and that signage alone is not a permanent solution to trails that intersect fairways for an extended duration.

Trash receptacles –

Except as may be specified in a specific event permit or authorization, Center Chains course and the area in general to the South of the bridge and kiosk will remain a carry in-carry out facility. The town

shall maintain receptacles and manage disposal of user generated refuse and recycling at the shelter and at other locations within the “developed” portion of Hope Davey as deemed appropriate by the Town.

Toilets –

The town shall maintain portable toilets at both the parking areas at Hope Davey during the warmer months. (Currently May through mid-November)

Behavior and Communication

Center Chains shall communicate on behalf of Center Chains and the Town shall communicate on behalf of the Town.

Center Chains shall recognize the town as owner of the Hope Davey property and the Town shall recognize the Center Chains volunteer group as organizers and maintainers of the disc golf course.

Center chains shall prepare, maintain, and communicate a code of conduct for disc golf for approval by the Town and for communication on Center Chains and Town communication platforms.

As stated earlier, operation, including behavior of users shall be in accordance with town and state regulations that exist at the time.

The town shall maintain a non-emergent incident reporting system through the Recreation Department website, whose link shall be publicly published and monitored by the recreation director since this reporting site is intended for all town properties. The principal town contact and the principal Center Chains contact will communicate no less frequently that every 2 months, to discuss any disc golf related reports in an effort to apply a remedy. The Recreation Director shall have the discretion to immediately address serious situations and shall inform the principal town contact (if not the same) and the principal contact for Center Chains of such. Nothing shall prevent the Town and Center chains from communicating more frequently if warranted.

Monitoring and Inspection

No less frequently than once per year at a mutually agreed upon time, the principal contact for Center Chains and the principal contact for the Town shall walk the course to verify that it is being operated in accordance with the interim agreement/management plan. Either can invite subject matter experts on this visit to address specific conditions or work plans.

- Following this visit Center chains in cooperation with the town representative. shall develop and present an annual work plan with anticipated changes major maintenance along with rough timelines to allow the town to coordinate appropriate and timely review if/when needed.

Safety inspections

Center Chains shall maintain constant awareness of course facilities for changes and degradation that may impact safety and correct when found. This includes but is not limited to benches, tee boxes, boardwalks.

Hazards not correctable by Center Chains shall be brought Immediately to the attention of the Town

The town shall no less frequently than once per year evaluate the course/property for safety It is anticipated that this review would encompass more than just the disc golf course and therefore would likely not be done in concert with the annual visit. Nothing would preclude this, but the recommended timing would be prior to the scheduled annual visit so that the town would have the opportunity to discuss findings with subject matter experts in order to determine if a true hazard exists and/or to develop information for a possible remedy.

Agreement/Plan modification/Renewal

The term of this plan shall be no longer than one year from date of execution.

All recognize that a broader planning vision for Hope Davey Park is desired and may be undertaken in the near future, at which time the recognized recreational use of the disc golf course on the property would be included in the planning conversation, and which could lead to a more permanent agreement and management plan for the disc golf specifically which would supersede this agreement

The dissolution of the agreement may not signal the immediate removal of the course. However it is the request of the Center Chains group that upon possible dissolution and removal of the golf course that the Assets of the course be liquidated and the proceeds donated to a charity.

In the space below the town and center chains would list individuals or positions that would serve as contacts for the town