

WEST BOYLSTON BOARD OF PARKS COMMISSIONERS

December 14, 2015 7:05 PM

Members Present: Steve Blake, Bob Dunne, Gary Flynn, Jim Pedone, John Pitro (Chair)
Members Absent:

Guests: Mike Kittredge, Jen Breen

Approval of Minutes

- Motion Originator: Jim Pedone
- Motion Description: Approve minutes for November 2, 2015 meeting
- Motion Seconded: Steve Blake
- Motion Discussion:
- Motion Approvers/Disapprovers: **All Approved**

Treasure's Report

| | FIELD | RECREATION | PRIDE PARK | 4K ACCT |
|-----------------|-------------|-------------|-------------|-------------|
| CURRENT BALANCE | \$ 8,819.96 | \$ 5,435.37 | \$ 3,583.77 | \$ 1,487.00 |
| BILLS PAID | 0.00 | 0.00 | 0.00 | 0.00 |
| TO BE PAID | \$ 525.26 | \$ 164.98 | 0.00 | 0.00 |
| DEPOSITS MADE | \$ 125.00 | \$ 102.50 | 0.00 | 0.00 |
| TO BE DEPOSITED | 0.00 | \$ 409.50 | 0.00 | 0.00 |

- Motion Originator: Steve Blake
- Motion Description: Approve Jen's pay \$300.00
- Motion Seconded: Bob Dunne
- Motion Discussion:
- Motion Approvers/Disapprovers: **All Approved**

Public Hearing continuation / 7:10

- *establishing and/or adjusting Rules and Regulations and fee structures*

The changes to the board's rules and regulations were reviewed.

Jen explained to the board the reasons for needing to add a fee for late pick-ups. The existing \$10.00 late charge needs to be clarified as a late registration fee. The late pick-up fee would need to be added and noting that it is at the discretion of the Recreation Director.

- Motion Originator: Bob Dunne
 - Motion Description: To close public hearing (7:32)
 - Motion Seconded: Steve Blake
 - Motion Discussion:
 - Motion Approvers/Disapprovers: **All Approved**
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- Motion Originator: Jim Pedone
 - Motion Description: To accept changes to rules and regulations and the late fee language as presented and discussed – effective Jan 1, 2016.
 - Motion Seconded: Bob Dunne
 - Motion Discussion:
 - Motion Approvers/Disapprovers: **All Approved**

Outstanding Permit Fees/Insurance Certificates/Facility Requests

The fees for the school are the only outstanding for the fall.

The Central MA Spartans AAU (Todd Smith) have requested use of the sr. baseball field on six Sundays for games (mid-April to mid-July / 9AM-2PM).

- Motion Originator: Jim Pedone
- Motion Description: Approve Spartans' request with \$125 per game fee and a \$125.00 credit from 2015 season.
- Motion Seconded: Bob Dunne
- Motion Discussion: - Motion Approvers/Disapprovers: **All Approved**

SPC Kyle Little Scholarship Fund & Project New Hope (Dayna Fleming) have requested use of common and gazebo on May 8th (11AM-5PM) for memorial ceremony for fallen soldiers and rededication of memorial bench.

- Motion Originator: Bob Dunne
- Motion Description: Approve request for use of the common & gazebo as submitted.
- Motion Seconded: Jim Pedone
- Motion Discussion: Jim will get clarification from the Town Administrator regarding insurance certificate.
- Motion Approvers/Disapprovers: **All Approved**

Parks and Recreation Programs

Jen reported that she has 22 registered for the ski program, which will begin after the holiday vacation. Last week's half-day program ran at a profit. The skating rinks are in the process of being set-up. Mike has ordered signs, is moving benches to the common, ordering port-a-toilets, and looking into hockey nets.

Gary left (8:10)

Parks Facilities/Maintenance Items

The board reviewed with Mike the written fall report that he had prepared.

- Fall clean-up – 95% done
- Repairs to the irrigation – Tim is working on, almost complete.
- Timer at the gazebo – has been replaced.
- Test drillings for wells – drillings have been done, waiting on report.
Looking into requesting CPA funds for a well and development of a practice field.
- Tennis courts - closed and lights are off for season. Steve noted the nets need to come down.
- Sidewalks and crosswalks – paved 2 new sidewalks and crosswalks.
- Tree planting program - Mike provided the 2013 RFQ and notice of award letter. Discussed possible locations for the trees, paying a landscape architect, or asking the landscape company who is providing the trees to give input.

Old/New Business

- Practice Field (at pool site) – assembling information on how much material will be needed, to have a price estimate that can be presented to the CPC for funding request.
- Dugouts at sr. baseball field – Steve noted that Athletic Association has funds set aside.
- Precast stairs – can not be moved until the ground is frozen.
- Fencing project – should be completed this week, if weather is good.
- Letter to BOS, DPW Director position – Jim is working on.

- December 14, 2015 page three

- Ideas for Open Space – handed out packets with information on updated the town's Open Space and Recreation Plan, to be reviewed and discussed at next meeting.
- Parks Commission Master Plan – board needs to decide what is a priority and what needs to be done. Bob explained, that by law, it is the Parks Commission that has authority to maintain and develop facilities.
- PFC Master Plan presentation – Pat Inderwish is willing to present the plan to the board, when it is finalized (should be done in January).
- Goals and Objectives of Town – Town Administrator memo regarding goals and objectives for 2016. Bob suggested that the board may want to report at the town meeting the board's accomplishments, things being worked on and things coming up. Bob will put together information and email it to the board members.

Committee Updates/PFC, Open Space, Rules & Fees

- Rules & regulations - next step is to look at the signs and make necessary changes.
- Open Space – Bob is working with Vin Vignally on gathering information for the updating. He has reviewed the old plan and has identified what needs to be removed. He will email the information to the other board members to discuss at the next meeting.
- PFC – discussed under new business

Members Requests

Discussed what fields need to be over-seeded. Mike will work on getting quotes for field maintenance. More funding is needed in the budget for the parks maintenance. Jim noted that the board needs to be proactive to get free cash at the end of the fiscal year. Mike noted that the water bills are huge and suggested that more than one well be at. Discussed whether a warrant article would be the way to request funding for the wells (instead of CPA).


- Motion Originator: Jim Pedone
- Motion Description: Request that the DPW Director pursue warrant article for 3 wells.
- Motion Seconded: Bob Dunne
- Motion Discussion: - Motion Approvers/Disapprovers: **All Approved**

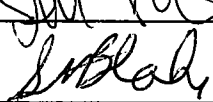
Mike is working on having someone obtain a pesticide license, so the treatments can be done in-house.

Gates – John has had a request for a gate in the center-field of the softball field.
A gate could be used at the entrance at the AP field, which is blocked with plywood.

Next Meetings: January 12th (Tuesday) and February 8th

- Motion Originator: Jim Pedone
- Motion Description: Adjourn / 9:45 PM
- Motion Seconded: Steve Blake
- Motion Discussion: - Motion Approvers/Disapprovers: **All Approved**







DATE: 3/7/16