

WEST BOYLSTON BOARD OF PARKS COMMISSIONERS
February 8, 2016 7:00 PM

Meeting was called to order by John Pitro (Chair) at 7:04pm.

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

Guests: Kristina Pedone, Todd Smith

1. Meeting Minutes

December, January – Minutes were not approved as they have not been completed by secretary.

2. Treasurers Report

Recreation account – Since the last meeting \$33.10 have been paid in bills since our last meeting.

Account Balances: Field / \$6,097.91 as of January 12th, Recreation / \$6,490.46, Pride Park / \$3, 583.77, Storage units / \$900, Fencing / \$29,654, Turf maintenance / \$726.50

Deposits since last meeting: Field / \$0.00, Recreation / \$0.00, Pride Park / \$0.00

Receipts to be deposited: Field / \$0.00, Recreation / \$70 cash & \$1,587 in checks, Pride Park / \$0.00

- Motion Originator: Gary Flynn
- Motion Description: Approve payment of Jen's salary \$300.00
- Motion Seconded: Steve Blake
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

Bills to be paid:

Payment schedule A / field account: \$647.88

Payment schedule B / field account: \$574.13

Payment schedule / recreation account: \$809.30

Jen Breen – Salary: \$300.00

Recreation payroll: \$353.54

Turf Maintenance account: \$760.50

Community Input – no community input was given

4. Outstanding Permit Fees / Certificates / Field-Permit requests

- Follow up on permits/ fees/ and insurance

1. Facilities request: Little league parade

Requested usage date and times: April 24th, 2016 12:00pm – 6:00pm

- Motion Originator: Steve Blake
- Motion Description: Motion approved pending signature from the DPW director
- Motion Seconded: Bob Dunne
- Motion Discussion: None
- Motion Approvers/Disapprovers: All Approved

Special Requirements: Need to have Central Street to the fields closed temporarily. Parking spots facing field A need to be blocked off for sound truck.

2. **Facilities request:** Goodale A & B field for the purpose of baseball games and practices.

Requested usage date and times: Monday – Friday 5:30pm-8:00pm, Saturday - Sunday 10:00am – 6:00pm from 4/1/16 to 7/30/16 Tuesday – Thursday 8/15/16 – 10/15/16

- Motion Originator: Steve Blake
- Motion Description: Participation fee \$20.00 per player. Motion approved pending signature from the DPW director.
- Motion Seconded: Bob Dunne
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

Special Requirements: fields need to be mowed and in playable condition and free of debris. Homerun fences at both A&B fields; A field 200', B as big as possible, lime needs to be at both A&B field in sheds.

3. **Facilities request:** Woodland; Mixer for the purpose of baseball games and practices.

Requested usage date and times: Monday – Friday 5:30pm-8:00pm, Saturday - Sunday 10:00am – 11:00am from 4/1/16 – 6/15 (AA and single A)

- Motion Originator: Bob Dunne
- Motion Description: pending signature from the DPW director. Little league provided proof of insurance at this meeting.
- Motion Seconded: Gary Flynn
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

Special Requirements: fields need to be mowed and in playable condition and free of debris.

4. **Facilities request:** High school baseball field (Central Mass Spartans AAU Baseball team)

Requested usage date and times: 6 Sundays (mid-April to mid – July) from 9am till 2pm

- Motion Originator: Bob Dunne
- Motion Description: pending signature from the DPW director. Little league provided proof of insurance at this meeting. Todd Smith needs to provide email confirmation with approval from athletic director. Current insurance expired Todd will need to provide proof of insurance all items are needed prior to next parks meeting.
- Motion Seconded: Gary Flynn
- Motion Discussion: Motion Approved. The organization has a credit for one game last year that they would like to use during this year. Once they have confirmed that they need all 6 Sundays they will only pay for the dates they need the field. Wait till March 5th after schedule is created to submit payment. (\$125.00 X 8 games = 1,000.) Subtract one a day from last year that wasn't used. Todd Smith will attend the next parks meeting with schedule and proof of insurance on March 7th.
- Motion Approvers/Disapprovers: All Approved

Special Requirements: none, the organization will prep the fields before and after the game. The organization will also make sure that there is no trash left in the dugouts or on the field like they did last year.

Additional request:

No facilities request form is needed information provided by Jen Breen on upcoming park and rec events

- Plant sale on the town common will take place on May 7th (West Best event)
- Easter egg hunt will take place at pride park on March 19th (Parks & Rec event)
- Woodland summer soccer dates are still TBD (West Best event)

5. Parks and Recreation Coordinator Report

Jen Breen gave the half day this past week rainforest reptile came to the program. Total profit for the half day program was \$342.00. Jen Been has receipts for art supplies and snacks for the half day program.

Report that one of the Ice skating rinks looks to have a leak. John said he would contact Mike Kittredge and the fire department to take a look at it before February vacation. If there is a hole Gary suggest going back to the company because the material doesn't seem as good as last year.

Next year recommendation is to make both rinks the same size. Jen Breen has concerns around kids playing hockey on the ice skating rink. Jen booked a section at the Redsox's game, tickets need to be ordered by April 29th. Tickets will cost \$26.00 dollars each and payments can be made online or by check. Jen is offering two full-day programs over February vacation. A week has been added on to the end of the ski program, to make-up for a week that was cancelled due to weather. Two weeks left until ski club end. The annual egg-hunt will be held the end of March.

6. DPW Director / Parks Lead Person / Parks Facilities Maintenance items

- Drilling wells and adding new sprinkler system (Town Meeting) Cost for one well is going to cost between 15k and 17k. Approval two get an additional well should be needed. Need to look into town water in case the well doesn't have enough water. (Gary is still working on prices and doing research on the wells)
- Quarterly Parks walk through inspection to establish project list (schedule) wait till after winter.

DPW put fence across the foul line need to check if the stairs were installed.

Gazebo Common Benches need to be refinished

Mike Kittredge is looking for funding for tree planting program in the parks.

7. Old Business

- Making a practice field at old pool area (CPC funds) Pine grove bids were received but are way over the 35K. Need to pull the ledge and rip the kiddy out.

220 long by 125 width yards spoke to the assistance coach and current football coach. Black beauty .38 and half it is going to cost 11K in sod trif T \$10,828.125
(Need to do something about the well on good dale street)

Need to be under 12K for site work. Need to have site quotes in before our next meeting.

- Request for a tennis court backboard at Goodale Park (adding this to CPC list and Bob getting quotes. Cost installed going direct is about \$1,400.
- Constructing new baseball field dugouts at High School. Dugout layout waiting for fencing in outfield to be done (Athletic Association \$1500.00 for dugouts)
Fence has still not been completed yet (Guys sitting near Gary) is going to hold off on signing it until the fence and gates is done.
- Speak with selectman about Mixer usage
Jim Pedone is there a difference between a park and a field uses?
- Liability insurance requirements for facilities request application
Need some type of waiver from each person using the field?
- Idea's for plans to give to Open Space when they re-do Master Plan.
Bob D. & Gary went to open space meeting. Bob D put together a summary of current and future projects. Included spring and fall spread sheet that we can put online. Bob D. handed out copies of the West Boylston Parks planning (Draft – Revised Jan.2016) at the meeting. He gave this document to the open space meeting. Bob D. will be attending the next open space meeting

Bob D. is on the Parks Facility Committee as a parks and rec. representative. The committee reviewed concept plan 5 of the Goodale Park – master plan concepts dated January 2015. Items to note the track was expanded from current 5 lanes to 6 lines. Both A&B field are pushed back 30 feet from the backstop. Bob D. did note that this is just the initial draft done by the engineering firm, at the request of the committee.
Jim Pedone state that concept plan 5 is not the approved plan by the parks board.

Discussion on gate entrance for center field at softball field. John P. suggested to add a gate at center field on Goodale side the quote he received \$1,520 from Patriot Fence.
Put in a single gate instead of a double gate softball field should be about 4ft (Blue shirt) recommends having the DPW weld left over fence from the past 3 projects.

- Parks Commission's Master Plan – draft submitted by Bob D. to the board
- Open space and Rec plan – draft submitted by Bob D. to the board
Bob D. was given a thumb drive with all the data we can use together

8. New Business

- Ice skating rink
 - Reorganize board
 - Football field entrance with plywood?
 - What part of the town is considered "Parks" and are our jurisdiction
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9. Committee updates

- Parks Facility Committee / Bob and Gary

Beta would have to be paid to attend our future meetings. Beta can provide us a quote on items we could start fixing now that the baseball fence is done. The board needs to decide what the next big project is.

- Open Space/ Gary – March 1st parks fac. March 3rd meeting
- Rules and regulations/ Bob D. and Jim Pedone – completed for now. Bob D. Just gave Karen the rules and regulations on 2/8/16. Leave on the agenda for future updates. Bob D. made the recommendation to change the agenda item to be called review sub-committee instead of rules and reg.

Reorganize board

John Pitro would like to stay on the board but not act as chair for the upcoming year. John Pitro nominated Jim Pedone to take the chair position Jim accepted the nomination. Gary Flynn 2nd the nomination all approved. Steve nominated John Pitro for vice chair and Bob Dunne for treasure Jim Pedone 2nd the motion all approved.

Reorganized Boards

Chair: Jim Pedone

Vice Chair: John Pitro

Treasure: Bob Dunne

10. Members Requests..... Prioritize next projects wait till after town meeting to see the outcome.

Gary Flynn will look into getting a quote on Portable Restrooms and have a Budget discussion with Nancy. John will discuss increasing the DPW budget by \$6,000 bring it to \$30,000 to cover cost.

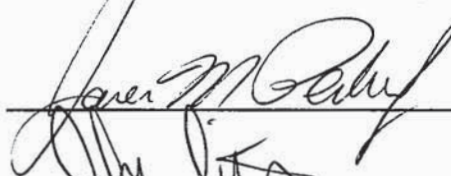
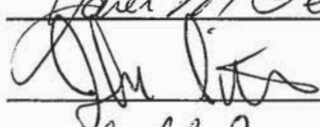
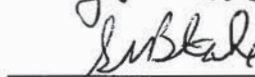
Annual Town report was completed and needs approval from board to submit to Nancy.

- Motion Originator: Jim Pedone
- Motion Description: Motion approved Annual Town report
- Motion Seconded: Gary Flynn
- Motion Discussion: None
- Motion Approvers/Disapprovers: All Approved

11. Next Meeting April 4th 2016

12. Meeting Adjourn –

- Motion Originator: Jim Pedone
- Motion Seconded: Gary Flynn
- Motion Discussion: None
- Motion Approvers/Disapprovers: All Approved



DATE: 3/7/16