

Parks and Recreation  
Town Hall  
November 4, 2019

Meeting Call to order 7:34

Present: Doug Thornton, Michelle Lauria, Joe Reynolds, Steve Victorson

Michelle motioned to approve the minutes from 10/21/19, with the correction of Joe's name and the additional statement from Joe that this report was an example of the type of quote that we could get.

### **Public Communication**

John Lee had a question regarding the town meeting regarding the survey and wanted to hear from Joe what we would actually get from the Stantec quote. He did not feel the report as written would be beneficial.

Joe apologized for the miscommunication on the Stantec quote and explained the overall needs and desires of the committee.

John also questioned as to whether or not the sub-committee would be able to accomplish their job, if the town suddenly got in the way. Suggested that the committee make sure that the DPW has someone in charge of the fields. The town needs to have an employee driving by the fields every week to check out the condition of the fields.

Ken Hoggins - Talked about the need to have experts tell us what needed to be done would be important.

Doug cleared up some of the potential reasons for a report. For example, if a field needed a 100k repair that an outside professional would carry more weight in making this case to the town.

### **Program Updates**

#### **Fields and Commons**

Subcommittee update - Doug asked Joe to clarify whether or not the sub-committee would provide the statement of work. Joe responded yes. We also reviewed the committee's request from the last meeting. Doug asked the subcommittee to fill in the gaps as to what is needed. What can the committee do and what is actually required by an outside expert. John Lee stated that to assess the soil requires 2-3 samples and to send it out to the people at UMASS. It does not need a consultant. It is not much money and would be very helpful. Joe would like us to retract the vote from last meeting so that the sub-committee could better clarify its needs and conduct a proper bidding process. Joe motioned that we negate the vote for the 9 k Field Condition Review from the last meeting and instead Joe will have the sub-committee create a statement of work to be approved by the board and then sent out for the bidding process. Michelle seconded. Passed 4-0. Doug is concerned about current maintenance.

Field maintenance - Discussed potential maintenance possibilities prior to December 1. Aeration, lyme, etc. Ken Hoggins mentioned that Devens field maintenance people would loan us some equipment. Doug would like this done right away with a DPW or a vendor. Or ask Devens to borrow their equipment. Joe will give Michelle a list of what should be done and which equipment can be borrowed from Devens. Lyme and aeration.

Complete streets - Bob reviewed the current sidewalk plan and the need for 4' of our land and the potential impact on this project. Currently the planning board is meeting on this topic. Discussed this project. Can we assert our authority over our land? Discussed our role. Discussed various challenges that we face from the town. For example, why does DPW need a maintenance plan from us to do what is their job and expertise. It is their job to maintain the fields and we need to focus not on the daily maintenance needs. Doug will go to Tim Bragan and ask him what is our role in overseeing the commons. Do we have jurisdiction over the commons, specifically lot 5. Bob reminded Doug that he asked Tim 1 year ago to ask Mark Lanza what is our legal responsibility. Does giving up our parkland forever require a hearing?

Other projects - Bob commented on Civic Rec. and reminded us that it goes live tomorrow. Bob needs the board to make a decision on fee rates. Joe and the sub-committee will benchmark other towns field fees. Bob will come back with a starting fee structure based on the cost of the the Civic Rec. system and basic usage data. In the interim, our current rates will be used. Civic Rec. also has a team management system that would be free to the users. Joe commented that some of the teams are already looking forward to this ability as it will improve their experience. The board will review the rules put in place on the website.

### **Beach Operations**

Boat purchases - Steve will double check with Allie on boats.

Winter Projects - Bob needs to work with Allie to get the swimming lessons onto civic rec.

Bob found two very good Kayaks, that can be used with the kiosk system. He will expense them through the remaining money. Also, believes that we will get donated canoes. Discussed storage at the DPW.

Michelle motioned that we spend 624.00 on the control box for Charlie wait field. Joe seconded. Passed 4-0

### **Budget updates**

Bob discussed money in revolving and expenses as it relates to the beach maintenance versus programs. Michelle still has some questions for Laurie.

Joe asked what should the committee provide for next years budget. Discussed the list of tasks for getting the fields up to a level 3. Then asked whether or not the DPW has the ability to determine if in fact the field was up to a level 3. If the DPW keeps this money then they need to learn how to take care of the fields. Doug asked for a list of tasks and the costs of an outside vendor to complete the tasks and keep the fields at a level 3 and getting the fields at a 1 and 2 up to a 3.

**New Business**

Planning board wants to be on our agenda for the next meeting regarding the parcel 5 land.

Meeting adjourned 2205.