

PARKS COMMISSIONERS
TOWN HALL
SELECTBOARD'S MEETING ROOM
334 MAIN STREET
GREAT BARRINGTON, MA 01230
MONDAY, MAY 8, 2017
5:00 P.M.

PRESENT:

PAUL GIBBONS

KAREN SMITH

CHARLES BOUTEILLER

STEPHEN BANNON

THOMAS NORTON

PATRICIA SALVI

ANTHONY TROIANO - ABSENT

ILANA SIEGAL

ALSO PRESENT: SEAN VAN DEUSEN, DPW SUPERINTENDENT

Paul Gibbons called the meeting to order at 5:11 p.m.

1. **APPROVAL OF MINUTES**

- A. Minutes of April 19, 2017
MOTION: Stephen Bannon to approve.
SECOND: Karen Smith
VOTE: 5-0
- B. Subcommittee Minutes from March 27, 2017
MOTION: Karen Smith to approve
SECOND: Pat Salvi
VOTE: 5-0

Re: Bench Mark Project: Karen said she is waiting for a more detailed draft design for the road, handicapped parking and the seating. All this information will be brought before the Parks Commissioners.

2. **PARKS USAGE REQUESTS:**

A. **Parks Usage Request from Fairview Hospital to use the Town Hall Green for the Annual Gala and Dinner on Saturday, September 16, 2017. The tent set up will be Friday, September 15 and the breakdown will be Monday, September 18, 2017.**
(Discussion/Vote)

Amy Rudnick was present representing Fairview Hospital. Stephen Bannon recused himself as he is an employee at Fairview Hospital.

MOTION: Karen Smith to approve the request.
SECOND: Pat Salvi
VOTE: 5-0-1 (Stephen Bannon Abstained)

B. **Parks Usage Request from Southern Berkshire Youth Football to use Olympian Meadows in the evenings beginning in August through November 2017.** (Discussion/Vote) Shawn Albert was present representing Southern Berkshire Youth Football. It was noted to defer action on this until the June 12th meeting. She was advised to complete a Parks Usage Request Form and liability insurance.

3. **PARKS CARE AND MAINTENANCE:**

A. **Updates from Sean VanDeusen, DPW Superintendent**

It was noted that the grills were delivered to the highway garage and will be installed at the lake. A new tree was planted in the back of Town Hall as part of the National Grid Grant. There is a tree at the Housatonic School that is either going to be removed or has been removed by Haupt Tree Company. DPW coordinated with the Kiwanis to paint the dugouts at the Little League Field. This was postponed because of rain. He noted there are some electrical code issues to the outside outlets and getting power. People had done some work on their own and left some wires that were live. This was taken care of last week. Craig Okerstrom-Lang said that a tree fell on the picnic tables he donated at the South Street Park. He would like to donate some more because they were crushed. Karen noted that there was a comment from a person in Housatonic regarding Olympian Meadows that was forwarded to Sean. Karen said she gave them the facts and she hasn't heard anymore. The holes in the outfield have been taken care of. The gazebo behind the Town Hall has some rot and a contractor came in to look at it and we hope to get it done by summer.

4. **OLD BUSINESS:**

- A. **Laura Harner – Berkshire South** – Laura e-mailed Paul that she had a family emergency so she will not be attending the meeting. **(The following is a copy of Laura's e-mail)**
- We started staffing the Skate Park this weekend. Attendance was low due to the wet weather. We'll continue having staff there on weekends 3-6 p.m. until summer vacation begins, which is when we will begin staffing 7 days per week, 3-9p.m.
- On 5/27, lifeguards will begin staffing Lake Mansfield Beach. The swim area ropes were installed on Lake Day thanks to the Lake Mansfield Alliance.
- Housatonic Playground staff will begin July 1. Last fall we had a discussion about parental supervision. I did some research on programs similar to this one, where playground monitors are provided and learned that some make it very clear that children under a certain age must be accompanied by an adult and other programs are set up so that the parents sign the children in and leave them at the program, but must be picked up by the time the staff leave for the day. Perhaps at the June meeting we can discuss what the parks commission's preference is and can determine a plan for this summer at the playground.
- In the next week, I will inventory park supplies and get in touch with Paul regarding any needs for the upcoming season.

Paul requested that Laura put a draft together about parental supervision.

B. **Park and Rec Policies and Procedures (Discussion/Vote)** Jennifer Tabakin was present to review the draft copy of the Park and Rec. Policies and Procedures. Jennifer noted that she added the word **“MISSION”** to the heading with the following:

The Parks and Recreation Commission is a policy making board responsible for maintaining and improving and developing parklands and park programming for residents of all ages in the Town of Great Barrington and to provide a safe and clean environment for the recreational enjoyment of all citizens and visitors.

ACTION STEPS will be put in Bold.

APPOINTMENT OF MEMBERS

Chair and Vice Chair to be elected on an annual basis and votes will be after town meeting in June. It was changed from July.

PROGRAMMING - changes:

Park and Rec will assist the DPW Superintendent in finding outside providers for procurement.

Parks Usage: The Parks Usage form is available on the web site or you can call the board secretary to the committee for information at 528-3206. Parks Commissioners will consider all requests to use parks space at their regular meeting. To be included on the agenda you must complete the form and you if the commissioners have questions, you should be present. **(The Parks Usage Form will be edited).**

Procurement: The DPW Superintendent will manage the procurement process based on Mass General laws. The Parks Commissioners establish the priorities as to what is needed to be purchased, and what needs to be done. It was noted that there are times when the Great Barrington DPW can do the job.

OVERVIEW: Repairs and Maintenance – Park Improvements, Rec Programming, Supplies.

ADDED: This is a list of priority issues for the Parks Commission to insure quality parks. The commissioners are identifying what needs to be done and to be sure standards are met.

RECURRING/ANNUAL TASKS:

#3 added: Insure appropriate supervision of Life Guards, etc.

CALENDAR SPECIFIC: These are done on an annual basis.

It was decided to return to the June meeting with a final draft. Jennifer Tabakin will forward the wording to all the changes and additions to Karen Smith.

C. Fees for Using the Parks (Discussion/Vote) There was a general discussion regarding having a fee for use of the parks or have a suggested donation? This was tabled to a later date.

D. **Revised Parks Usage Request Form (Discussion/Vote)** Pat Salvi said she would upgrade the Parks Usage Form since she was involved in working on it with Kathy Plungis. She in turn can send it to Karen who will forward it to Jennifer.

E. **Bike Repair Station (Karen Smith)** a bike repair station contains all the equipment you would need, a rack to hang the bikes and there is an air pump for bicycles. Karen said she saw them in Europe and would like to get one in town. The cost is about \$1,400.00. It could possibly be put at Rotary Way. Karen said she would discuss this with Sean.

MOTION: Stephen Bannon to allow Karen Smith to discuss with Sean the location of the bike repair station and what part of the budget it would come out of.

SECOND: Pat Salvi

VOTE: 6-0

NEW BUSINESS:

A. **Catherine Kosiba – Columbia University Filming to use the Town Hall Park June 5th – June 12th**. (Memo attached addressed to the Town Manager. Sign off approvals noted by Chris Rembold attached).

MOTION: Stephen Bannon to approve depending on us getting proof of insurance and the form correctly filled out.

SECOND: Karen Smith

VOTE: 6-0

6. **CITIZENS SPEAK:**

Chris Wiltshire noted he is interested in becoming a member of the Parks and Recreation Commission. He noted he lives on South Street in Great Barrington. He noted he values the green spaces in Great Barrington wants to be a part of what is happening to them, etc. Jennifer advised him to forward her an official letter of interest and she will forward it to the Parks and Recreation Commissioners.

7. **COMMISSIONERS SPEAK:**

Stephen Bannon said he would like the Gilmore Avenue Park added to the June agenda.

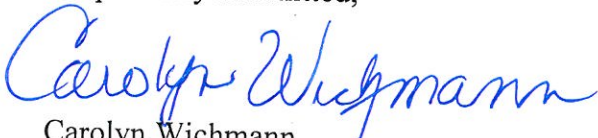
8. **NEXT MEETING DATE:**

A. June 12, 2017 at 5:00 p.m. Mason Library

9. **ADJOURNMENT:**

6:30 p.m.

Respectfully Submitted,



Carolyn Wichmann
Secretary