

# WEST BOYLSTON BOARD OF PARKS COMMISSIONERS

October 24, 2011 7:06 PM

Members Present: Steve Blake (Chairman), Pat Inderwish, Richard Shaw

Members Absent: None

Guests: Silvio Baruzzi, Jen Breen

## **Treasure's Report/Bills to Approve/Outstanding Fees**

Steve reported that two deposits, totaling \$3,820 were made into the field account and one for \$2,540 was made into the recreation account. The account statement from the Town Accountant has the balance of the field account much higher than the board's records. The school has been making deposits of the field fees into the account and the board has not received copies of the deposits. Steve will get in touch with the accountant to straighten out.

Invoices for the unpaid spring 2011 field fees were sent to the students' parents. There have been three students that have paid (\$60 of the \$460 outstanding). There are 22 students from this year who have not paid, some of whom are from Boylston. Rick sent an email to the Athletic Director, stating that a commitment was made to the board that the fees would be collected. Rick stated that the AD informed him that he has not had the time to address the matter. The board discussed what measures should be taken for the individuals who have not paid for last year and those who have not paid for this year. Rick stated that if a student owes from last year, they should not be allowed to play this year. Jen stated that the board would need to decide tonight, because the season will be over by the board's next meeting. A second letter will be sent to those students who are currently enrolled and owe for last year, stating that the fee needs to be paid or they will not be able to play in games going forward. The past due fees for the students who have graduated, will be turned over to the Town Accountant's office for collection. Silvio suggested that the board may want to use the wording of demand notice. Rick will stay in touch with the AD regarding the current uncollected fees and will wait until the end of the season to send out letters.

- Motion Originator: Pat Inderwish
- Motion Description: Approve \$100 payment to each board member (FY2011).
- Motion Seconded: Richard Shaw
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

The total amount is \$300, Steve is not taking his \$100.00.

- Motion Originator: Pat Inderwish
- Motion Description: Approve payment of \$1200 to Lynne Townsend (FY2011).
- Motion Seconded: Richard Shaw
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

- Motion Originator: Pat Inderwish
- Motion Description: Approve payment of Connor Sign invoice / \$45.00.
- Motion Seconded: Richard Shaw
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

- Motion Originator: Pat Inderwish
- Motion Description: Approve payment of United Site Services invoices / \$480.00.
- Motion Seconded: Richard Shaw
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

- Motion Originator: Pat Inderwish
- Motion Description: Approve payment of Worcester County Tennis invoice / \$1955.00.
- Motion Seconded: Richard Shaw
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

- Motion Originator: Pat Inderwish
- Motion Description: Approve payment of Sharon Dwelley invoice / \$150.00, to be paid upon completion of the Oct 26<sup>th</sup> lesson.
- Motion Seconded: Richard Shaw
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

- Motion Originator: Pat Inderwish
- Motion Description: Approve payment of Sharon Dwelley invoice / \$150.00' to be paid upon completion of the Nov 16<sup>th</sup> lesson.
- Motion Seconded: Richard Shaw
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

### **Parks & Recreation Coordinator Position**

Rick worked with the Town Administrator on putting together a job description for the position. The board discussed whether the coordinator would be responsible to enforce the board's policies and procedures. Currently, Karen is managing the applications for the facility usage and insurance certificates. The requests for use of the town sign needs to be included in the individual's responsibilities. Rick stated that Leon would like to get the position posted rather quickly and would like to continue to work with a liaison from the board. Leon would like to see \$300-\$500 for a monthly stipend for the position, figuring about 40 hours per month. There are currently no funds available from this year's budget for the compensation. Rick stated that he would be okay with the board paying for this fiscal year, but would like to see the town pay for FY 2013. Pat asked if an hourly wage should be considered, this would assist in evaluating if a particular program is profitable. Jen stated that there being no town building to utilize is a disadvantage. She has been going to every event to make sure it is occurring and running as scheduled. Steve noted that a report on every program (with cost analysis) needs to be included in the responsibilities.

- Motion Originator: Richard Shaw
- Motion Description: Approve job description, with amendments (scheduling of sign board and reports on every program.
- Motion Seconded: Pat Inderwish
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

Pat asked if Leon would be coming back to the board for approval of a revised document. As the liaison, Rick will work with Leon on the revisions. Pat also asked if a public hearing is needed.

Leon will be conducting the interviews for the position. Pat stated that there should be an annual performance review by the Parks Commission.

- Motion Originator: Richard Shaw
  - Motion Description: To amend first motion to reflect addition of annual performance review by the Parks Commission
  - Motion Seconded: Pat Inderwish
  - Motion Discussion:
  - Motion Approvers/Disapprovers: All Approved
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- Motion Originator: Richard Shaw
  - Motion Description: To approve monthly pay for position of \$300-\$500 (not to exceed \$500) until June 30, 2012 and with the stipulation that it will be funded by the town for the FY2013 budget.
  - Motion Seconded: Pat Inderwish
  - Motion Discussion: Pat stated that he would like to see the position be hourly.
  - Motion Approvers/Disapprovers: All Approved

### **Parks Facilities/Maintenance Items**

The donors of the flagpole for Goodale Park need a final price, so they can present a check to the Board of Selectmen for the donation. Silvio stated that he needs to obtain quotes and will get the information to Pat.

Steve informed Silvio that trash being on the ground remains an issue, whether it is vandalism, wind or not getting emptied enough. Silvio stated that the plan is to remove the 55 gallon drums, to see if the roll-off units are sufficient.

The matter of gates being left open and unlocked is still an issue and the new gate installed at the bandstand still needs a lock. Pat stated that the board will be voting on a closing date for the winter and he reviewed what needs to be done for closing of the courts. The main gate at the "B" field will be locked at the end of the season. Pat also noted that shields are needed on the lights at the Goodale courts and that the project contractor should be consulted with (warranty is owned by them). Pat asked Silvio to procure signs for the courts stating closed for the season (one for each gate). The signs should be the same size as the keep-off signs on the wall (12"X18") and need to meet state sign regulations. Pat also noted that the repairs to the cart path need to be completed before the weather changes.

The board discussed with Silvio the need to address weed control in the spring, there is a lot of crabgrass at the All-Purpose Field and Woodland. Steve asked Silvio to have Tru-green provide quotes for the crabgrass treatments. The DPW currently does not have anyone on staff with a pesticide license, so the work has to be farmed out.

The repairs to the roof at the summer house will not begin until the spring.

The board discussed where the skating rink should be setup this year. It was at Mixer last year and there were issues with it being used when the ice was not ready.

Silvio stated that the seasonal part-timer has already worked 180 hours and that there is only 280 hours budgeted for the fiscal year. The board advised Silvio to save the remaining hours for the spring. Jen questioned if there was high school student who was doing an internship. Steve stated that he thinks the internship has stopped, but Silvio will look into it.

### **Facility Requests**

The Arts Foundation is holding an event on the town common on Oct 29<sup>th</sup> (6-9:00 PM). This usage was approved by the Town Administrator's office.

### **Parks Facility Committee**

Pat stated that the final invoice has been submitted by the contractor and that there is still paperwork that needs to be done. The committee is waiting for the courts project to be complete, before venturing into a new project. The committee is aware of and will take into consideration the need for additional practice fields, when planning and prioritizing as to what the next project should be.

### **General Business**

The board has had no communication from Nolan Gauthier regarding his Eagle Scout project (the construction of dugouts at the Sr. Baseball Field) and assumes he is moving forward.

Steve stated that the outside of the concession stand is in poor condition and that he would be willing to put together a volunteer group to side it and spruce it up.

The no parking signs for Goodale Street have been approved by the Board of Selectmen.

Steve is looking into utilizing a work crew from the jail to paint the bandstand and bleacher frames at the All-Purpose Field. Pat suggested that Steve check with the DPW Director to make sure it would be okay with the union.

The board discussed the use of the pool parking lot for student parking. Although they are currently not using it, Rick stated that they may need to use some of the spaces. There is currently one student parking there to avoid paying the parking fee. Steve noted that if the school was to lease the entire lot, they would have control over who is parking there. Steve also suggested that a 2 hour limit for the lot would control the non-paying student.

The port-a-toilets can be removed at the end of October from all the fields, except Pride Park and the All-Purpose Field. The remaining units can be removed the end of November.

### **Recreation Programs**

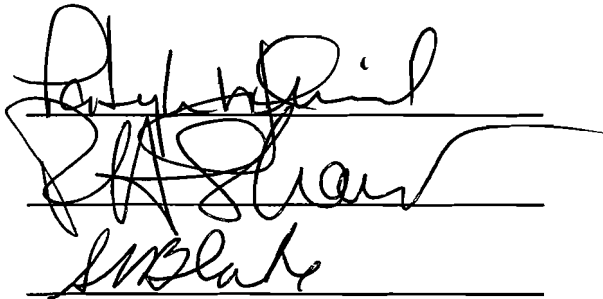
Jen reported that the tennis instruction is scheduled to end the third week of November. A firearms class and a scrapbooking event have been scheduled for November 15<sup>th</sup>. The build a gingerbread house event is being planned and will be advertised. Jen stated that she has been doing all of the spreadsheets and has been checking the answering machine. Karen Barber has not been involved recently. Steve has spoken with Karen and she has been dealing with family matters and has not been available. Jen has been talking with the Sterling Recreation Coordinator to see if there are any opportunities to work with Sterling and their recreation offerings. Jen is also working on a hockey/skating program.

### **Field Closing**

- Motion Originator: Pat Inderwish
- Motion Description: To close the fields on Nov 1<sup>st</sup> (including the tennis and basketball courts) and the All-Purpose Field on Nov 25<sup>th</sup>.
- Motion Seconded: Richard Shaw
- Motion Discussion: Steve stated that he does not like seeing the basketball courts being closed so early. Pat explained that it was approved at the public hearing that they be opened May-Oct.
- Motion Approvers/Disapprovers: All Approved

Next Meeting: November 28, 2011 7:00 PM

- Motion Originator: Richard Shaw
- Motion Description: To adjourn / 9:35 PM
- Motion Seconded: Pat Inderwish
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

  
Three handwritten signatures are written over three horizontal lines. The first signature is 'Richard Shaw', the second is 'Pat Inderwish', and the third is 'L. Blake'.

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DATE: 11-28-11