

WEST BOYLSTON BOARD OF PARKS COMMISSIONERS

February 9, 2012 6:30 PM

Members Present: Steve Blake (Chairman), Gary Flynn, Pat Inderwish,

Members Absent: Richard Shaw

Guests: Heather Ruziak, Jen Breen, Michael Kane, Chris Rucho, Tim Shea, Silvio Baruzzi

Parks & Recreation Coordinator Interviews

The board conducted final interviews for the two candidates for the Parks & Recreation Coordinator position, Heather Ruziak and Jen Breen.

Heather provided the board with her work history. She is currently not employed and stated that she would still be able to do the job even with full-time employment. Heather has been on the Sterling Recreation Board for six years and has been involved with the town's recreation programs. These programs include pumpkin carving, Easter egg hunt, tree lighting, exercise classes, senior zumba, music and foreign language lessons, summer safari and their lake program. Pat explained that the board is looking to develop a basketball program and asked Heather if she would be able to organize and run a program like that. Heather stated that she has direct experience with running Sterling's basketball program. Steve asked Heather if Sterling has success with their programs. Heather explained that there are some that do not take off and others that are very popular. Pat stated that the position would require random hours. Heather stated that she does not see an issue with the time management and that once the programs are up and running, that it should not be as time extensive. Steve explained to Heather that the board is looking for someone to organize and get the programs running and talked about possibly combining programs with the two towns.

Jen Breen's interview took place later in the meeting.

Approval of Minutes

- Motion Originator: Pat Inderwish
- Motion Description: Approve minutes for August 29, 2012
- Motion Seconded: Steve Blake
- Motion Discussion:
- Motion Approvers/Disapprovers: Approved (Steve & Pat)
Gary did not vote, he was not on the board

Treasure's Report/Bills to Approve/Outstanding Fees

One deposit of \$30.00 was made into the recreation account. The balance in the field account is \$20,982, the recreation account is \$7,208 and the Pride Park is \$4,443.

The outstanding fees were not discussed; Rick Shaw is not in attendance and has been the one communicating with the School Department, regarding the outstanding fees.

Steve stated that the DPW has already expended the entire Parks portion of the FY12 budget. Pat noted that this is the earliest that this has occurred. Pat informed Silvio that the DPW is going to have to watch their expenditures and communicate expenses to the board.

- Motion Originator: Pat Inderwish
- Motion Description: To approve payment of Baldarelli Bros invoice / \$ 40.00
- Motion Seconded: Steve Blake
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

- Motion Originator: Pat Inderwish
- Motion Description: To approve payment of WB Light Dept invoices / \$ 219.72
- Motion Seconded: Gary Flynn
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

- Motion Originator: Pat Inderwish
- Motion Description: To approve payment of St Pierre invoice / \$ 62.40
- Motion Seconded: Gary Flynn
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

- Motion Originator: Pat Inderwish
- Motion Description: To approve payment of Telegram invoice / \$ 316.84
- Motion Seconded: Gary Flynn
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

Facility Requests

Pat suggested putting something in the Banner regarding the submittal of spring facility requests. Steve stated that some of the requests are already in and that he would like to process all of the together at the board's next meeting.

Parks Facility Committee

Pat reported that the Parks Facility Committee has recently met and has another meeting coming up. They are reevaluating the 2008/2009 priority list. The committee is taking a look at renovations of the All-Purpose Field and the track. This would allow getting use off of the Sr. Baseball Field, so that repairs can be done to that. The committee has previously discussed developing the pine grove area, but this currently not a priority. Pat provided Gary with an overview as to what the Parks Facility Committee does and the Community Preservation Act funding.

Parks & Recreation Coordinator Interviews/continued

Jen Breen provided the board with her background and qualification information. Jen has worked the last 14 months working with the board on developing recreation programs in town. She had volunteered her time during this period and received no pay. During this time she organized programs for children and adults. Jen stated that all of the programs have been well received and noted that there were 140 participants for the Easter egg hunt. Jen has done all the work on the organization of the programs and stated that it is time to take it to the next level, developing programs that will make money and help fund the parks. Steve asked Jen how she feels about a summer recreation program. Jen feels that it would be a good idea and that a lot of parents are going out of town to obtain programs/camps. Jen noted that it is late in the game to do this year, but felt that she could put together some programs. Jen has spoken with the Recreation Coordinator from Sterling and does not see any reason why the programs can't be linked together with other towns (Sterling, Boylston). The programs can be promoted to people from other towns and should be more affordable for those who live in town. Jen noted that laws govern and apply to bigger programs and stated that they can be run on a smaller scale for now and over time research can be done to do on a larger scale. Pat informed Jen that the board would like to see a summer basketball program and maybe partner up with neighboring towns. Jen feels that she could definitely get something up and running for a basketball program. Jen stated that she is ready and willing.

Parks and Recreation Programs

Jen reported that she has organized a clay and cookie event for February vacation. This is a two hour class with the decorating of a clay bird house. A zumba class is currently being held on Wednesdays at the Congregational Church. Jen has tentatively scheduled that Easter egg hunt for March 31st, with April 7th for a rain date.

Parks Facilities/Maintenance Items

Silvio provided the board with several quotes for a 35 foot flagpole at Goodale Park. Pat has suggested that the board consider the flag not be flown during the winter months to reduce wear and tear costs. The pole will need to be lighted and the Light Department has suggested putting a light on a pole across the street. Tim Shea noted that this would be a \$70.00 monthly charge and that it may be less expensive to put in a metered light. The donated funds have to go thru the Board of Selectmen and then Silvio can order the pole. The board reviewed the quotes and instructed Silvio to purchase the one quoted by Eagle United for \$ 1880.00 (quote# 9850). Pat noted that the board wants to get the installation completed before the spring sports begin.

Steve will set up a time (evening) for him and Silvio to evaluate the lighting at the Goodale tennis courts; that are shining into the neighbor's house.

There was an incident at the skating rink that involved a young girl being hit by a hockey puck. Signs need to be put up stating no hockey playing during general skating. Silvio will get signs put up as soon as possible.

Silvio reported that the road behind the Goodale courts has been repaired. Pat suggested that Silvio look at silt sacks in the spring.

A town resident has contacted Silvio to discuss and has volunteered to apply poison ivy control application. Silvio will get more information to confirm that the individual is licensed and insured.

Chris Rucho has not gotten an answer from Assabett High School on whether they will be able to do the work on the roof of the summer house. Chris will contact them again regarding the matter. The funds for the repairs have to be spent by June 30th. Silvio noted that repairs need to be to the gazebo and asked if Assabett would be able to assist with those repairs as well. Pat stated that the Board of Selectmen should be involved, where as the operation of the gazebo falls under the direction of the Selectmen.

Silvio will review the Parks Maintenance Plan with Tim Shea and get back to the board with suggestions and input. Pat noted that the O&M manual for the new courts outline necessary maintenance and that this should be reviewed and included in the maintenance plan. Pat stated that he would like to see the basketball nets be taken down for the winter months.

Steve stated that there are small areas on the new courts where it appears that the paint is coming off and that folding chairs on the courts are causing impressions. Pat noted that any areas where the color is removed from wear and tear would not be a warranty issue. Pat asked Silvio to contact the application provider to take a look at the spots. The gates at the courts need to be repaired.

The Sherriff's Department is scheduled to do work in the bleachers and band stand at the All-Purpose Field over April vacation.

Silvio reported that the seasonal part-time position and the operating budget have been increased in the proposed FY13 budget.

Gary reported that there is concern with the power cords running across the ground during the WB Arts Council events. Tim stated that they have been putting the rubber mats over the cords. Pat stated that he thinks that the installation of the plugs was done by the town electrician a few years back, and was overseen by the town's wiring inspector. Silvio will speak with the wiring inspector to see what he would like to see done with the outlets.

Silvio stated that he has spoken with the town's insurance company in regards to playground safety and they will be doing an inspection.

Pat reiterated to Silvio that this is the earlier that the DPW has run out of funds for a fiscal year. Pat asked Silvio to keep the board informed on expenses. Tim stated that he would like to get the mounds and fence posts on order with BSN and that clay also needs to be ordered.

- Motion Originator: Pat Inderwish
- Motion Description: To approve an amount not to exceed \$1,000 for preliminary purchases to get the fields ready.
- Motion Seconded: Gary Flynn
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

Steve asked Silvio to put together costs of expected expenses from now until June 30th and have the amount added to the request for next year's budget (FY13).

New Business

Steve stated that the track has three large cracks (which are trip hazards) and he has spoken with Silvio to have the DPW repair them. The work will have to wait until the asphalt plants have reopened. Pat would like to know what the costs are going to be. New England Sealcoat has quoted \$12,000 to patch, seal and paint the track; the crack repair is not included in this amount.

- Motion Originator: Gary Flynn
- Motion Description: To have DPW complete repairs to the three large cracks on track.
- Motion Seconded: Steve Blake
- Motion Discussion: Pat stated that he understands that the repairs need to be done, and if they are done with a minimal amount of money than he is in support of it.
- Motion Approvers/Disapprovers: All Approved

If the Parks Facility Committee is looking at the AP Field/Track project, the board does not want to see a lot of funds spent on the seal coating and painting.

Gary provided the board members with information on having soil sample tests done at UMass Amherst. Gary stated that sample testing has not been done and that he would like to see it occur. The cost is \$10.00 per field for the testing.

- Motion Originator: Pat Inderwish
- Motion Description: Approve to send soil samples to UMass, cost not to exceed \$100.
- Motion Seconded: Steve Blake
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

Steve informed the board that there has been an additional \$397.95 reimbursement for the cleanup costs from 2008 ice storm.

The Parks Commission is on the agenda for the Selectmen's February 15th meeting, for the annual review. Pat noted that the board has discussed priorities over the past few years and a long list could be compiled for a wish list. He also stated that in addition to the immediate needs of getting the fields back into shape, there are also safety items in the parks that need to be addressed. Pat suggested that the board revisit the safety list that was compiled in 2007/2008.

Steve had Scale's Well take a look at the well on Goodale Street. Steve informed the board that it is a very large well. They pumped 9,000 gallons from the well and recovery looks to be 150 gallons per minute. They went back to well the next day and it was full again. Steve estimates that it would cost \$5,000 for a pump and to run a line across the street. The question is; what will the pump do during the summer. Pat stated that the ownership of the well needs to be confirmed. Steve stated that he has been instructed by Leon to look into the function and feasibility of utilizing the well. Pat stated that he likes the idea of the well be used, but suggested that an overall cost analysis be done. Leon has suggested getting State Rep Jim O'Day involved in researching the deed.

The basketball courts are currently being opened for weekend use, weather permitting. Steve asked if they could be open for February vacation. Pat stated that the vote was for them to be open weekends only and that the parks are closed during the winter months. Steve stated that he thinks it is a shame that the courts exist and there are kids who want to play basketball and he thinks that if the good weather continues that they are going to be looking to use them during vacation.

- Motion Originator: Gary Flynn
- Motion Description: To open the basketball courts for February vacation
- Motion Seconded: Steve Blake
- Motion Discussion: Pat asked how the openings going to be publicized and stated that he wants to see consistency. Steve explained that the kids are forcing the gates open to use the courts. Pat explained that it was voted at a public hearing that the parks are closed during the winter months. Steve noted that the rules also state that it is at the discretion of the Parks Commission. Pat noted that he is not saying that the kids should not be using the courts, but is concerned about consistent policies.
- Motion Approvers/Disapprovers: All Approved

Parks & Recreation Coordinator

The board discussed the two final candidates who interviewed for the position. Steve stated that both have strong assets and are excellent candidates. Steve noted that Jen has done a good job the last 14 months and his vote would be for her. Gary stated that he is in agreement with Steve's opinion. Pat stated that he was fortunate enough to have interviewed all of the candidates and that the final two both have good qualifications. Pat stated that he favored Heather over Jen because of her hands on experience and her years of involvement in Sterling. Steve noted that either one of them would need guidance from the board. Gary stated that he would like to see a summer recreation program happen again. Pat would like to get the Town Administrator's input on the candidates.

- Motion Originator: Steve Blake
- Motion Description: Appoint Jen Breen to the position of Parks & Recreation Coordinator
- Motion Seconded: Gary Flynn
- Motion Discussion:
- Motion Approvers/Disapprovers: Approved / 2 yes (Steve & Gary) and 1 no (Pat)

- Motion Originator: Gary Flynn
- Motion Description: To adjourn / 9:20 PM
- Motion Seconded: Pat Inderwish
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

DATE: _____

submit unapproved
can not approve
Pat Inderwish not in attendance
and then no longer on board.