

## WEST BOYLSTON BOARD OF PARKS COMMISSIONERS

December 10, 2012 7:00 PM

Members Present: Steve Blake (Chairman), Bob Dunne, Gary Flynn, Allen Phillips, Rick Shaw  
Members Absent: Jen Breen

Guests: Jen Breen

### **Approval of Minutes**

- Motion Originator: Gary Flynn
- Motion Description: Approve minutes for July 9, 2012 meeting
- Motion Seconded: Rick Shaw
- Motion Discussion:
- Motion Approvers/Disapprovers: Approved by Steve, Gary & Rick. Bob & Allen abstained

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

Deposits totaling \$37.00 were made into the field account, \$385.00 into the recreation account and \$20.00 into the Pride Park account. The balance on the field account is \$17,035 the recreation account is \$7,989 and Pride Park \$4,528. The total deposits from the soda machines since they were installed; are \$985.00. The machines are both full and the plan is to continue operation through the winter. The costs to operate the machines have been \$938.35 to Pepsi and electricity.

### **Outstanding Permit Fees/Insurance Certificates**

Rick explained the field use and pool parking-lot agreement/lease that the board has with the School Department. Rick will have the School Department make an account transfer of \$1,530 for the fall sports (48 soccer, 37 football). Steve explained to Bob the situation of uncollected fees from the students over the past couple of years and that the fees are now being paid by the school. Steve noted that there have been a number of students using the parking lot without the required permit. Rick stated that the School Superintendant had informed him of the matter today. Allen suggested that written warnings be the first step for the violators.

motion originator	Motion Description	motion seconded	Approvers Disapprovers
Allen Phillips	Approve payment to Unites Site Services \$180.00	Gary Flynn	All Approved
Allen Phillips	Approve payment to Orciani Welding \$215.00	Gary Flynn	All Approved
Allen Phillips	Approve payment to Darby's Bakery \$204.00	Rick Shaw	All Approved
Rick Shaw	Approve payment to Sharon Dwelley \$150.00	Allen Phillips	All Approved
Allen Phillips	Approve payment to Jen Breen \$110.67	Bob Dunne	All Approved
Bob Dunne	Approve payment to Jen Breen \$300.00	Allen Phillips	All Approved
Allen Phillips	Approve payment to Lynne Townsend \$1,200.00	Gary Flynn	All Approved

- Motion Originator: Allen Phillips
- Motion Description: To sign lease agreement from Graf Brothers for 40ft storage unit.
- Motion Seconded: Rick Shaw
- Motion Discussion: Steve explained that the unit is needed for storage of the recently purchased golf carts and other Parks supplies/equipment.
- Motion Approvers/Disapprovers: All Approved

Rick stated that the storage container will allow keeping account of Parks belongings and provides a better location with easier access for Tim. Jen questioned why the Parks has to provide their own storage and if the Town Administrator had any suggestion for solutions. Allen stated this is only a short-term solution and that long-term that board will need to ask for funds, for the purchase of a storage unit. Steve noted that the golf carts may need to be plugged in for the winter months and that they may need to go back to the DPW building.

- Motion Originator: Rick Shaw
- Motion Description: Approve payment of Graf Brothers invoice, \$367.50.
- Motion Seconded: Bob Dunne
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

### **Parks and Recreation Programs**

Jen reported that she had 7 children register for the learn-to-skate program. Jen noted the number of participants for both the gingerbread house event and the Ski Ward Hill program were low. Jen feels that people are being cautious with their money. Jen is looking into being able to accept credit card payments. Bob stated that the town does have a bill pay function for tax payments.

Jen stated that she had received an email from someone regarding use of the gazebo for a wedding. Jen will instruct them to complete a usage request form. Steve asked Jen to keep track of how many hours she spends on the recreation programs, to see if the salary needs to be adjusted. Jen stated that she did speak with the Town Administrator regarding space for a recreation office. Jen has been utilizing space at her house for storage of the supplies. Jen stated that it would be nice to have a space to hold events, have an office and some storage space. Allen suggested that Jen contact Hillside Village, that they may be willing to rent space for events. Allen stated that there may be space available at the DPW building for an office. Bob questioned if this (space for recreation programs) should be an item for the Facility Committee. Bob noted that the town is starting negotiations with Flagg RV for the purchase of property on Rt.12 and that recreation space needs to be included as a need for future town building plans.

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

Silvio Baruzzi is leaving the position of DPW Director and will be gone by the end of the year (he is currently using his vacation time).

Steve stated that he has three quotes for the repairs to the track and that New England Seal Coat is the lowest of the three. Funds (\$13,000) to repair the track were approved at Town Meeting. Steve will contact New England Seal Coat to have the work put on their spring schedule.

### **Facility Requests**

Pam Cummings has requested use of the gazebo for a wedding ceremony on Aug 24, 2013 (10:30-noon).

- Motion Originator: Allen Phillips
- Motion Description: Approve request for use of gazebo on Aug 24, 2013, as submitted
- Motion Seconded: Gary Flynn
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

The WBMHS Class of 2013 has requested use the All-Purpose Field and track for the cancer relay walk. The request was submitted for April 26<sup>th</sup> (4:00-10:00 PM), with a back-up date of May 3<sup>rd</sup>.

- Motion Originator: Allen Phillips
- Motion Description: Approve the WBMHS Class of 2013 usage request as submitted.
- Motion Seconded: Rick Shaw
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

### **Old/New Business**

A member of the Parks Commission is needed to fill the open position on the Parks Facility Committee. There are two positions on the committee designated for members of the Parks Commission. Gary has been serving on the committee, but the committee has not had a recent meeting. Bob will consider serving on the committee.

Steve stated that he has not heard back from the American Legion regarding the possible donation of scoreboards for the Little League fields. Steve would like the Parks Commission to consider purchasing a scoreboard at the Sr. Baseball Field and feels that it may be possible to get better pricing if three boards were purchased at one time. Bob stated that he recently purchased a scoreboard for the youth basketball program and will forward the information on the purchase; to Steve.

The board discussed the purchase of defibrillators for use at the Parks facilities. Allen stated that a unit costing in the \$400-\$500 range would be fine. Allen also stated that a new state law will require sports fields to have some sort of communication link to the public safety building and suggested that maybe the defibrillators could be tied into the communication requirements. The units will need to be kept charged and checked on a regular basis. Gary will gather additional information on the new laws.

Steve stated that it is the board's objective to obtain a practice field somewhere, so that usage can be moved off of the Sr. Baseball field, so that repairs can be done to the field. Steve stated that there is CPA funding available and that the work needed to clean/clear the pine grove and create a practice field could be done in-house, keeping the costs down. Rick asked if the Parks Facility Committee has any plans for the pine grove. Steve stated that the PFC is looking at the All-Purpose Field and track for their next project. Allen stated that he does not see why the board could not have the pine grove project done and expressed concern with a PFC project involving the track and All-Purpose Field could develop into something very large and get out of control. Bob is given the position on the Parks Facility Committee some consideration and is willing to take the appointment.

- Motion Originator: Rick Shaw
- Motion Description: Appoint Bob Dunne to the Parks Facility Committee
- Motion Seconded: Allen Phillips
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

Steve stated that the only obstacle to developing a practice field at the pine grove (that he can think of), is that the Selectmen have considered the location for a town office building. Steve noted the board would have to put together a proposal and present it to the CPA Committee, to request the funding. Bob stated that he would like to see a plan for the entire area (pine grove & pool), to see what would be possible for the area. Bob will look into developing a conceptual plan for the area. Rick suggested that the board request that the Town Administrator attend one of the board's meetings, to discuss the town's plans for the pine grove.

Steve explained that the funding for the weed control applications was not available until after July 1st, causing the weed control to be applied late. Bob stated that he is knowledgeable in turf maintenance and that it is important to treat at the right time for the right thing. Bob stated that the fall season is the time to do seeding and weed treatments and that crab-grass treatments should be done in the spring. Steve stated that grub control has been done for the past two years. Steve noted that funds would be needed prior to beginning of the fiscal year, for the proper application of crab-grass control.

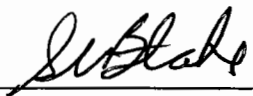

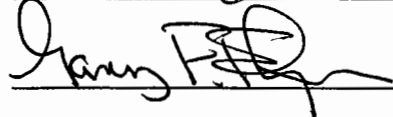
The funding request made by the Parks Commission, for the purchase of a bunker machine, was turned down by the Selectmen. Donny Marrone (Wachusett Country Club) has a bunker machine that he has had rebuilt and would be willing to trade for the blower on the Toro mower. This would require approval by the Board of Selectmen. Steve will speak with the Town Administrator, regarding the proposed trade.

Steve stated that he would like to see quotes/bids obtained for materials that are used in large quantities for Parks maintenance (such as paint, loam & fertilizer).

- Motion Originator: Rick Shaw
- Motion Description: To adjourn / 9:00 PM
- Motion Seconded: Bob Dunne
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

\*\*Allen had to leave at 8:30

Next Meeting: January 7, 2013 7:00PM

  
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