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WEST BOYLSTON BOARD OF PARKS COMMISSIONERS

January 7, 2013 7:00 PM

Members Present: Steve Blake (Chairman), Robert Dunne, Gary Flynn, Allen Phillips, Rick Shaw

Members Absent:

Guests: Jen Breen

Approval of Minutes

- Motion Originator: Rick Shaw
- Motion Description: Approve minutes for August 6, 2012 meeting
- Motion Seconded: Gary Flynn
- Motion Discussion:
- Motion Approvers/Disapprovers: Approved / Steve, Gary & Rick (Allen & Bob not at 08-06 meeting)

- Motion Originator: Gary Flynn
- Motion Description: Approve minutes for November 11, 2012 meeting
- Motion Seconded: Rick Shaw
- Motion Discussion:
- Motion Approvers/Disapprovers: Approved / Steve, Gary & Rick (Allen & Bob not at 08-06 meeting)

Outstanding Permit Fees/Insurance Certificates

The School Department has not sent payment for the fall sports. Rick will check the status of the payment.

Treasure's Report/Bills to Approve

A deposit for \$30.00 was made into the recreation account. The balance on the field account is \$16,699, the recreation account is \$7,226 and Pride Park \$4,315.

motion originator	Motion Description	motion seconded	Approvers Disapprovers
Allen Phillips	Approve payment to Worcester Youth Hockey \$315.00	Bob Dunne	All Approved
Allen Phillips	Approve payment to Jen Breen \$300.00	Bob Dunne	All Approved

Steve provided an explanation (in response to Bob's inquiry) as to how funds come in and go out of the Parks accounts. Lynne will provide the board members with detail of the account activities for FY 2013 & 2012.

Parks and Recreation Programs

Jen reported that she has been working on being able to accept credit card payments for the recreation programs. She has set-up a meeting with Uni-bank, the Town Administrator, the Town Treasurer and herself.

Jen stated that the skating rink is currently open and is being utilized. Jen has submitted request to the School Department for building use for the summer programs (4 weeks). Jen is putting together a brochure for the spring/summer programs. Steve stated that he has looked into the availability of space at the DPW building for Jen to utilize (office and storage). The board has been asked to attend a Board of Selectmen meeting in February. The board members agreed that it would be good to also have Jen attend, to report on the programs and discuss the need for space for the recreation programs.

Jen and Bob Dunne will work together on organizing the summer basketball program. They plan on starting it earlier (end of June) than last year, and not running into August. Bob has ideas for including high school aged kids and some other changes from last year's format.

The Town Administrator spoke with Steve regarding rules for the ice rink and provided four rules from prior years. The first rule on the list pertains to the rink being used for hockey. The second rule states hours of operation and the third states no vehicles should park on Route 12. The last rule addresses clearing the snow off of the rink, during snow emergencies. Allen stated that there can not be mixed use on the rink (at the same time) and suggested set times for the hockey use. Jen suggested time reserved for hockey use over the February vacation. The board discussed whether the inclusion of the hockey use in the rules would create problems.

- Motion Originator: Allen Phillips
- Motion Description: To accept rules presented by Town Administrator, excluding #1.
- Motion Seconded: Gary Flynn
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

Jen stated that trash receptacles are needed at the rink. Jen is looking into organizing a skating party during the February vacation. Jen asked the board if a bonfire would be allowed at the rink. Allen stated that the fire would need to be placed in a hole dug into the ground.

Jen explained the need to waive program fees for families with hardship and asked the board for permission to do so.

- Motion Originator: Bob Dunne
- Motion Description: Allow Jen to use discretion to issue scholarships for the programs
- Motion Seconded: Allen Phillips
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

Parks Facilities/Maintenance Items

The Town Administrator is currently the acting DPW Superintendent and could not attend the meeting.

Steve asked Gary and Bob to get together to discuss the field maintenance program. The Town Administrator has suggested requesting the same funding as last year (\$8,000) for weed control and fertilization be requested on the Annual Town Meeting.

- Motion Originator: Rick Shaw
- Motion Description: To provide advance funding for necessary field treatments, with the understanding that if approved at Town Meeting, the board would be reimbursed.
- Motion Seconded: Allen Phillips
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

The Town Administrator has asked Steve to bring up the need for an additional mower and the bunker machine, when the Parks Commission meets with the Board of Selectmen.

Parks Facility Committee

There is no update from the Parks Facility Committee, on their plans for a new project. Steve would like to see a joint meeting with the two groups. Steve will contact the committee regarding the joint meeting.

Old/New Business

There is no new information regarding the purchase of defibrillators.

Bob has provided Steve with information for a source to purchase score boards. The repairs have been made to the score board at the All-Purpose Field.

Steve spoke with the Town Administrator regarding the proposed development of the pine grove area. Leon suggested to Steve that it be brought up when the board meet with the Selectmen.

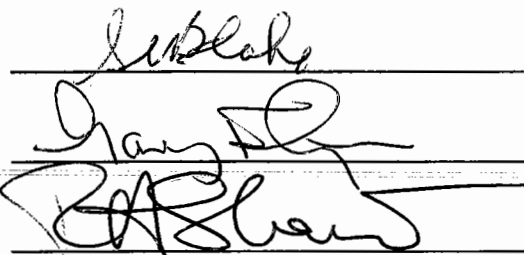
The board members and employees are required to complete online training on the conflict of interest law. Steve provided the board members with copies of the memo from the Town Clerk's office regarding the mandatory ethics testing.

Steve reported that there have been recent developments in municipal law regarding injury and insurance. Steve stated that the Town Administrator is looking into the changes.

Bob presented to the board members a scheduling spreadsheet he has prepared for use by the board and possibly public viewing. Bob stated that he is willing to create and maintain the spreadsheet. Bob has asked if the high school could submit their requests and schedules earlier than the other groups. Steve noted that there have been issues in the past with leagues block scheduling. Rick will ask the school to submit their spring requests and schedules for the Feb 4th meeting.

- Motion Originator: Rick Shaw
- Motion Description: To adjourn / 8:21 PM
- Motion Seconded: Bob Dunne
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

Next Meeting: February 4, 2013 / 7:00 PM



DATE: 04-08-13