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WEST BOYLSTON BOARD OF PARKS COMMISSIONERS

February 4, 2013 7:05 PM

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

Members Absent: Gary Flynn

Guests: Jen Breen, Tim Shea

Treasure's Report/Bills to Approve

Deposits totaling \$29.00 were made into the field account, \$645.00 into the recreation account and \$4.00 into the Pride Park account. The balance on the field account is \$16,715, the recreation account is \$7,037 and Pride Park \$4,318.

Outstanding Permit Fees/Insurance Certificates

Rick reported that the school's payment for the fall sports will be approved at the next School Board meeting.

motion originator	Motion Description	motion seconded	Approvers Disapprovers
Rick Shaw	Approve payment to Jen Breen (supplies) \$35.90	Bob Dunne	All Approved
Rick Shaw	Approve payment to Jen Breen (salary) \$300.00	Bob Dunne	All Approved

Parks and Recreation Programs

Jen provided the board with the brochure detailing the recreation programs being offered for late winter and spring. Jen stated that she is working on putting together programs for the summer. She has the logo program scheduled for July and already has people looking to register.

Jen informed the board that she, the Town Administrator, Town Account and Karen Pare will be attending a meeting with Unibank to set-up on-payment and registration. There will be a small fee (\$0.25) per cart item and a transaction fee, which will be charged to the payee. Jen will be able to get reports from the bank's website. Karen Pare does not feel that Jen should be using her personal computer for the town banking functions and has a price of \$1300 for a laptop (includes software and service agreement). Jen has spoken with the Town Administrator regarding the cost to purchase the laptop and he is seeing if he can come up with the funds.

Steve has asked Jen to keep track of the hours she is spending on the recreation programs. Jen reported that she put in 28 hours for the month of January.

Jen and Steve have been looking for office space and an area for storage of the recreation supplies. The Police Department does not have any space that they can free up for use, but the Fire Dept may be able to make room for some storage.

Jen would like to offer a spring soccer program for preschool and K-5. The program would be one day a week, April 30 – May 28 (2:00-2:45 and 3:15-4:15). Bob stated that the WB Youth Soccer has equipment that could be used. The board discussed possible locations for the program to be held. Bob stated that two fields would fit in the outfields of the Little League fields. The use of the All-Purpose Field was discussed; this would have to be coordinated with the track & field practices. Jen needs to know if space is available, before she moves forward with organizing the K-5 program. The Athletic Director needs to be contacted regarding the plans to hold the soccer programs on the All-Purpose Field (1:45-4:30/one day a week).

Jen is planning to hold a skate party on February 17th (Sunday), weather and ice permitting.

The town has abandoned the discussions to purchase the Flagg RV property on West Boylston St for town offices. Jen stated that the Three Rivers Building is for sale and is being considered, as well as the Bethlehem Baptist Church on Lancaster St. Jen would like to see recreation use in the Three Rivers building, if purchased. Bob Dunne gave a history on the RFP with the church and what is involved on the church side of the process.

Steve stated that Rick Shaw had nominated Jen for the 2012 Town Administrator's Commitment to Excellence Award, but she was not the recipient of the award.

Jen stated that she has been asked to speak at a Wachusett Rotary Club breakfast.

Bob and Al Maino were involved in the summer basketball program last summer. Bob stated that he has spoken with Al regarding the plans for this summer and their goal is to have a little more structure to the program. Bob stated that the plan is to hold skills sessions (Memorial Day to the end of school) and to run a league to run from the end of school to the end of July (skipping the week of July 4). There may be a nominal fee for the skills sessions and separate fee for the league (to cover the referees). Bob and Jen will meet to discuss further and put a plan together.

Parks Facilities/Maintenance Items

A new DPW Director has been appointed and is scheduled to start in the near future.

The seal coating of the track is scheduled for April vacation. If weather does not permit it to be done that week, it will be done in June.

Bob and Gary have spoken with one another regarding a plan for field maintenance (weed control, fertilization and such). Steve stated that the board needs to get pricing for this spring and FY2014. Bob will work on contacting vendors to obtain the quotes.

Currently there is only one mower in working condition, leaving no back-up if that one should need repairs. The board discussed whether it would be practical to repair the X-Mark or if the board should request an article on the town warrant for a new mower. Tim suggested that the funding for a new mower be done by the DPW Director (not the Parks Commission). The board decided to pursue the funding for a new mower.

Facility Requests

The Athletic Director has submitted the usage request forms for the spring sports. He had planned on coming to the meeting, but was unable to attend. Bob stated that he will develop and maintain a spread sheet with all the fields and usage times.

- Motion Originator: Bob Dunne
- Motion Description: Approve usage requests for the middle/high school as submitted by the Athletic Director for the spring 2013 sports.
- Motion Seconded: Rick Shaw
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

Jen stated that she would like the summer soccer clinics to be held at Goodale, instead of Woodland. Jen has not submitted the usage request forms yet, but wanted to make the desired change. The clinics have been held at Woodland in the past.

Katie Albert has submitted a request for use of the common and gazebo on May 18th (4:30-6:30) for a wedding ceremony.

- Motion Originator: Rick Shaw
- Motion Description: Approved request for use of common/gazebo on May 18th
- Motion Seconded: Bob Dunne
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

Parks Facility Committee

The committee is scheduled to meet on Feb 21st. Gary will be unable to attend the meeting, but Bob plans on attending.

Old/New Business

There is no current information regarding the possible donation of score boards by the American Legion. Gary will contact Bernie Castagnetti regarding the matter.

Jen has not ordered additional letters or punctuation for the sign board at the center of town. She has been making do with what is available.

Gary and Allen are working on the requirements for the defibrillators and Gary does not have any information to report at this time.

Steve asked the board members for their input on developing a field at the pine grove. Rick stated that he thinks it is a great idea. Bob said that if it is going to be done, it needs to be done right and would like to see turf or indoor facility to allow renting out of field time. Steve noted that the worst problem needing to be addressed is the condition of the Sr. Baseball Field. In order to do the needed repairs to the field, the usage needs to be moved off of the field. To do so, there needs to be a field to put the displaced users on. Bob stated that what interested him to serve on the Parks Facility Committee is the redevelopment of the pool and pine grove area. Bob feels that the town needs to at leasing town property for developing facilities that would be available for use.

Steve stated that the Woodland courts are in need of repair and that there is a lot of things that need to be addressed.

The deadline to submit an article for the warrant is April 5th. Bob asked if equipment could be leased or financed, instead of purchasing. Steve stated that the cost to lease or finance would need to be built into the budget. Bob state that the annual cost to maintain a piece of equipment needs to be taken into consideration. Steve asked Tim Shea to obtain prices for leasing a mower. Tim stated that the labor savings and reduction of wear on the equipment needs to be explained when asking for the funds for the additional equipment. Tim noted that the bunker machine will take the decrease the over-use of the mower. There is possibility that the Wachusett County Club may have a bunker machine available for the town, which would involve a trade for an accessory to a Toro lawn mower.

Steve reminded everyone that the ethics testing needs to be completed by the board members and employees.

The report for FY 2012 needs to be completed and Rick has agreed to write the report.

Steve reported that there has been a change to how CPA funds can be expended and the purchase of bleachers would be permitted under the changes. Steve is looking into the matter

with the Community Preservation Committee and he would like to put an article on the town warrant for \$7,000 of CPA funds to be used to purchase benches and bleachers.

- Motion Originator: Rick Shaw
- Motion Description: To approve Steve to pursue a town warrant article for \$6,000-\$8,000 of CPA funds for the purchase of benches and bleachers
- Motion Seconded: Bob Dunne
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

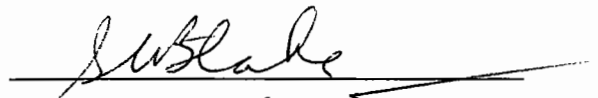
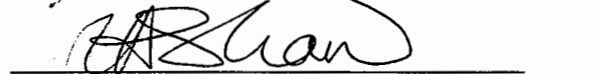
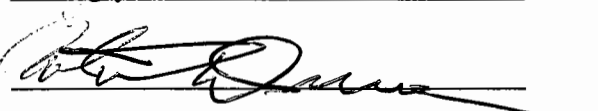
Steve also reported that the CPA funds can be used for irrigation repairs. Steve stated that testing needs to be done to locate where the leak is. Bob and Rick both noted that the information on the specifics of the problem(s) is needed. Steve will look into the matter further.

Tim Shea has suggested that the board look into purchasing a food vending truck/trailer and then make it available for use by leagues/groups to use. The board would take a percentage of the proceeds from the group's sales. Rick noted that maintenance on the unit would need to occur and that cleaning could potentially be a nightmare.

Mrs. Nylen has contacted Steve regarding the donation of dugouts for the Girls' Softball Field. Her son recently passed way and they collected \$3,000 in memorial donations for the dugout donation.

- Motion Originator: Bob Dunne
- Motion Description: To adjourn / 9:25
- Motion Seconded: Gary Flynn
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

Next Meeting: March 4, 2013 7:00 PM

DATE: 05-06-13