

WEST BOYLSTON BOARD OF PARKS COMMISSIONERS

June 9, 2014 7:00 PM

Members Present: Steve Blake (Chair), Bob Dunne (7:05), Gary Flynn (8:15), Jim Pedone, John Pitro

Members Absent: none

Guests: Jen Breen, Anthony Sylvia, Siobhan Bohnson, Chris Rucho

Bills to Approve

motion originator	Motion Description			motion seconded	Approvers Disapprovers
Jim Pedone	Approve payment to	Home Depot	\$59.88	John Pitro	All Approved
John Pitro	Approve payment to	State Line Irrigation	\$631.92	Jim Pedone	All Approved
Jim Pedone	Approve payment to	Corporate Electric	\$215.00	John Pitro	All Approved
John Pitro	Approve payment to	Graf Brothers	\$150.00	Jim Pedone	All Approved
Jim Pedone	Approve payment to	David Edilberti	\$2,100.00	John Pitro	All Approved
Bob Dunne	Approve payment to	WB Municipal Light	\$123.64	John Pitro	All Approved
Bob Dunne	Approve payment to	United Site Services	\$405.00	Jim Pedone	All Approved
Bob Dunne	Approve payment to	BSN Sports	\$15.00	Jim Pedone	All Approved
John Pitro	Approve payment to	Dupuis Equipment	\$164.72	Bob Dunne	All Approved
Bob Dunne	Approve payment to	Jerry's Hardware	\$64.91	Jim Pedone	All Approved
Jim Pedone	Approve payment to	Sterling Peat	\$1,660.00	Bob Dunne	All Approved
Jim Pedone	Approve payment to	Jen Breen / salary	\$300.00	John Pitro	All Approved
Bob Dunne	Approve payment to	Worcester County Tennis	\$1,120.00	John Pitro	All Approved
Bob Dunne	Approve payment to	four recreation refunds	\$120.00	John Pitro	All Approved
	\$30.00	Sarah Emond			
	\$30.00	Sarah Nummenmacher			
	\$30.00	Sean Hackett			
	\$30.00	Mike Foley			
Bob Dunne	Approve payment to	Jen Breen / supplies	\$224.09	Jim Pedone	All Approved
Bob Dunne	Approve payment to	First Student	\$2,160.00	Jim Pedone	All Approved
John Pitro	Approve payment to	Rachel Johnson	\$66.00	Jim Pedone	All Approved
Bob Dunne	Approve payment to	Corey Page	\$55.00	John Pitro	All Approved

Bob
arrived

Outstanding Permit Fees/Insurance Certificates

Jim will follow-up with the High School regarding payment of the spring fees. Both Little League and Women's Softball have paid their fees and provided insurance certificates.

Approval of Minutes

- Motion Originator: Jim Pedone
- Motion Description: Approve minutes for March 10, 2014 meeting.
- Motion Seconded: Bob Dunne
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved (with John abstaining)

Treasure's Report

Bob reported that he has reviewed the procedure for the making deposits, with the Town Accountant and auditors. The one area that could be improved upon is the cash deposits and Jen has been provided a receipt book to record the cash payments. Jen noted that she writes the type and amount of each payment on the registration forms. Bob stated that for consistency reasons, only one person should be making the deposits. Jen is scheduled to meet with the accountant and auditor this week.

- Motion Originator: Bob Dunne
- Motion Description: All deposits to be made by Bob, except the electronic payments.
- Motion Seconded: Jim Pedone
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

Steve has handed over to Bob the receipts from the soda machines to be deposited, \$115.00 from the one at Pride Park and \$98.00 from the Townsend Field. Jen has also given Bob a few checks to be deposited.

Deposits totaling \$9,070 were made into the recreation account, \$4,220 into the field account and no deposits into the Pride Park account. The balance on the field account is \$11,552, the recreation account is \$21,613 and Pride Park is \$3,843. The bills being approved for payment are not reflected in these balances. Jen noted that she has taken in a lot of funds and the recreation balance is currently high, but there are also funds that will need to be paid out over the summer and the balance at the beginning of September will more accurate as to the unallocated funds.

The board again discussed processing the bills as a group, instead of individually, as is done by the Selectmen and School Board.

- Motion Originator: John Pitro
- Motion Description: Approve payment of bills on a warrant (as a group) and discuss when needed.
- Motion Seconded: Jim Pedone
- Motion Discussion: Chris Rucho suggested checking with the Treasurer's office to see if it is okay to process this way. Steve is looking into the matter with the Town Accountant.
- Motion Approvers/Disapprovers: All Approved

Parks and Recreation Programs

Jen reported that the basketball program began last week and they are utilizing the school gym if there is rain. The summer programs are filling up a little bit, but there currently are not enough signed up for the women's golf. The soccer program, which is finishing up this week, had a good enrollment. They have had 2 rain dates and may have another one this week. Best Soccer is willing to make up the lost time and is flexible. Jen is offering the summer Days of Play program for 3 weeks and ran an incentive to sign-up early. Jen stated that she plans on running the ski program again next year.

Parks Facilities/Maintenance Items

The irrigation systems at the Sr. Baseball and All-Purpose Field are operating. There is an issue with the system at the Girls' Softball Field, which needs to be looked at and the wires at the Townsend Field need to be hooked up.

The CPA funding was approved at town meeting for the fencing and backstops. Steve informed Anthony that the trees at Woodland need to be trimmed before the new netting is installed. Anthony will check with the Light Department to see if they can assist with the trees. There was \$3,500 of fencing costs; that occurred before the funding was approved. The Town Administrator has recommended for Anthony to see if the \$3,500 can be paid from the DPW FY14 budget. Anthony will look into whether there are any funds available.

The dugouts at the Girls' Softball Field are complete and the grass has begun to grow. Steve will speak with the Town Administrator about this and other donations being presented to the Board of Selectmen.

The installation of the security systems (motion detectors, sensors, alarm horns and lights) is almost complete. John noted that the police department will need to be notified of the security codes.

The equipment has been removed from the concession stand at the All-Purpose, and the repairs can now be completed. The repairs to the long-jump are complete, but there is still landscaping that needs to be done. One of the rides at Pride Park has been repaired and one still needs to be repaired.

The board asked Anthony when the contractor will be returning to complete the work at the pool and Mixer and noted that it is well beyond grass growing season. Bob pointed out there is no erosion control in place and there is already washing out occurring. Bob also noted that two seasons are needed for playable grass, if done correctly. Steve stated that there is a lot of debris left at the Mixer site. Anthony stated that the demolition contractor has not been responsive. Anthony stated that he will work on the situation and take care of the erosion. Jim asked if the board should look at putting down the grass themselves. Chris pointed out that unless watering is done, grass will never grow at the pool area.

Anthony reported that the railings leading up to the basketball courts at Goodale Park, are being repaired tomorrow. Pat Inderwish is looking into the issues (leaning, buckling and pulling out) that have developed with the retaining walls at Goodale Park.

Anthony stated the application period for the part-time position has closed and he is in the process of reviewing the applications and will make a recommendation to the Town Administrator for hiring. John asked if there is a point of bringing on a part-timer so late in the season. Anthony stated that the maintenance of the parks is no easy task and there is a need for the extra staff into the fall season. Steve noted that there are a lot of projects that can be addressed.

8:15 / Gary arrived

The scoreboard at the Townsend Field has been installed and is working. There is some landscaping that needs to be done around them.

Anthony is working on putting together an email list, so the proper individuals and leagues can be notified when treatments are being done to the fields. Bob suggested the email and phone number be added to the permit request forms. Bob stated he wants to get the field use schedule posted on Google calendar and is trying to develop this by the fall season. Anthony stated that he usually knows a month in advance of Tru-Green applying any treatments and is trying to work around the field usage schedules. Anthony explained that there was a breakdown of communication on the last application and that Tru-Green ended up using a liquid application that

does not require being off of the fields for the 24 hours. Bob stated that if the applications could be done after the school year, it would reduce the conflicts. Anthony has received the reports on the soil samples, but has not had the opportunity to review them (he will forward them to Bob).

The repairs needed to the scoreboard at the All-Purpose Field will be done after July 1st.

Facility Requests

Steve informed the board that the PTA spoke with him about having the life flight helicopter come in for their event, which had not been on their permit request. Steve has given them the approval to include this as part of their event.

Major Edward PE (Deanna Flibbert) has requested use of the "A&B" fields, track, Sr. Baseball field and pine grove to hold an obstacle course event on Sunday September 7th (7:00AM - 3:00PM).

- Motion Originator: Bob Dunne
- Motion Description: Approve request for obstacle course event, as submitted.
- Motion Seconded: Jim Pedone
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

Gary noted that they need to clean up the obstacle course items after the event.

Deanna has also requested use of the Girls' Softball Field to hold a kindergarten field day on June 13th (10:30 – 2:30).

- Motion Originator: Bob Dunne
- Motion Description: Approve request for kindergarten field day, as submitted.
- Motion Seconded: John Pedro
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

The WB Arts Foundation has requested use of the All-Purpose Field and bandstand on August 16th and 23rd (noon – 11:00PM) to hold concert events.

- Motion Originator: Jim Pedone
- Motion Description: Approve WB Arts Foundation's request as submitted.
- Motion Seconded: Gary Flynn
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

Steve stated that the high school wants to use the Woodland Field during the summer for girls' soccer, but has not submitted a request form.

The High School Athletic Director has submitted the use requests and game schedule for the fall sports. Bob stated that the schedule for try-outs and practices is also needed. Gary stated that he wants to see the high school cleaning-up the area after their games. The requests are for use of the outfield of the Sr. Baseball Field (Sat mornings), All-Purpose Field (for games), Woodland Field, and "A&B" Fields.

- Motion Originator: John Pedro
- Motion Description: Approve the high school requests for fall sports, as submitted.
- Motion Seconded: Gary Flynn
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

Jim stated that the board may need to have a discussion about revising the request form to include guidelines/code of conduct for usage, to have accountability (to hold the users to). The board discussed having the groups that are running the concession stands to submit their own request form.

Committee Updates / PFC & Open Space

The Parks Facility Committee is meeting tomorrow night to discuss the six bids that were submitted and will conduct interviews the week of June 23rd. Awarding of the bid will be done mid-July.

Gary attended the Open Space meeting this evening, and reported that there was no discussion that was pertinent to the Parks Commission.

Old/New Business

An additional port-a-toilet has been placed at the "B" field. Anthony is putting two mowers and some other items on the town's surplus list.

Jim stated that should the board decide to make the discussed modifications to Townsend Field, Little League may or may not utilize as modified, but it would allow for additional revenues from the field. Jim suggested running the "B" field fencing into the "A" field fencing to create a warning track against the fence. Jim noted that the fencing has not been up the last two years. Anthony will look into whether there are better modular fencing systems available. The board reviewed the changes that would need to occur to obtain the current league dimensional requirements.

- Motion Originator: Bob Dunne
- Motion Description: Approve to proceed with the modifications to the Townsend Field; based on the feasibility determined by Anthony.
- Motion Seconded: Jim Pedone
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

The board received a memo from the Planning Board regarding the property at 405 Prospect St. The town has been given the option to buy the property and the Planning Board was looking for input from the Parks Commission. The town has 120 days to make the decision as to whether to purchase or not.

The Selectmen are holding a meeting on June 17th, to discuss the use of the Mixer property. The Selectmen would like input from the Parks Commission. The board members are in agreement that the property should not be sold and be used for development of athletic fields.


The Town Wide Planning Committee is meeting on June 7th (tomorrow) and would like input from the Parks Commission.


The board attended the Board of Selectmen's meeting last week, to discuss naming/dedicating Parks facilities and possibly developing a garden of honor. At the Selectmen's request, Steve has put the Naming Committee on the agenda for July's meeting, for further discussion of the matter

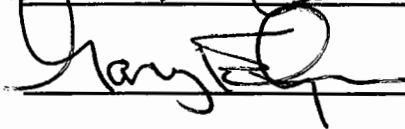
Jim stated that the hot water heater in the concession stand at the Townsend Field needs to be replaced; it is taking too long to heat up. Jim has requested that it be addressed before the start of the 2015 Little League season. Steve will add to the DPW maintenance list.

- Motion Originator: Bob Dunne
- Motion Description: To adjourn / 9:33 PM
- Motion Seconded: Gary Flynn
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

Next Meetings: July 7th and August 11, 2014 / 7:00 PM







DATE: ⁰⁹~~06~~-08-14