

## **WEST BOYLSTON BOARD OF PARKS COMMISSIONERS**

*July 7, 2014 7:00 PM*

Members Present: Steve Blake (Chair), Bob Dunne, Gary Flynn, Jim Pedone

Members Absent: John Pitro

Guests: Jen Breen, Anthony Sylvia, Tim Shea, Mychelle Phillips, Pat Barrie, Deb Mattison,  
Bob O'Connell

### **Naming Committee**

The board attended the Board of Selectmen's meeting on June 4<sup>th</sup>, to discuss naming/dedicating Parks facilities. At the Selectmen's request, the Naming Committee is attending tonight's meeting to further discuss the matter. The Naming Committee determines if an individual qualifies to have a facility named in honor of them. The Parks Commission has suggested that a Garden of Honor (or something similar) be developed for the Parks facilities. Pat explained that there have been three names presented to the committee, for consideration for dedication of the All-Purpose Field and that all three of the individuals meet the qualifications. The Board of Selectmen would like the Naming Committee to make the recommendation as to who should receive the dedication, which is within the committee's responsibilities. Bob O'Connell stated that doing so would change the committee's role from a filter mechanism to decision making. Bob Dunne noted that generally facilities are named in honor of individuals who have donated funds to have the facility built. Deb stated that the committee would need to revise the criteria if a Garden of Honor is development, which currently includes a residency requirement. Jim stated that his concern is where does it end, there could be many people. Tim Shea's feeling is that persons who have volunteered time and money should be considered over a town employee. Gary questioned if there is a hurry to do something, and added that so many different things could happen with the master plan. The board members agreed that time is on the board's side. They do not need to make a decision as to whether to develop a Garden of Honor or something else at this time and put it on hold until the master plan is developed. Bob Dunne stated that there will be a series of meetings in developing the plans and that it may be beneficial for the committee to be involved. Bob O'Connell would like the Parks Commission to put together what they would like to see for criteria. Jen noted that the dedicating really becomes challenging for many reasons and that Clinton has a policy not to name anything after anyone.

- Motion Originator: Jim Pedone
- Motion Description: To not dedicate the All-Purpose Field or create a monument of any sort, until the engineering study has been completed.
- Motion Seconded: Bob Dunne
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

### **Facility Request Revision**

The WB Arts Foundation has cancelled their concert event scheduled for Aug 16<sup>th</sup> and is making changes to the Aug 23<sup>rd</sup> event. They are requesting approval from the board to include the Car Crash for Diabetes and the Boston Circus Guild of Fire Dancers. The board discussed possible locations for the car. Steve stated that was concerned about the weight of the car on the track. Tim stated that it is usually a smaller car and suggested putting it on the track with plywood underneath.

- Motion Originator: Bob Dunne
- Motion Description: Approve usage modifications to the Aug 23<sup>rd</sup> Arts Rock event
- Motion Seconded: Jim Pedone
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

### **Approval of Minutes**

- Motion Originator: Jim Pedone
- Motion Description: Approve minutes for April 7, 2014 meeting.
- Motion Seconded: Bob Dunne
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

### **Treasure's Report**

Deposits totaling \$5831.00 were made into the recreation account, \$2600.00 into the field account and \$115.00 deposits into the Pride Park account. Steve has handed over to Bob the funds from the soda machines to be deposited (Townsend Field \$94 / Pride Park \$117). The balance on the field account is \$8,551, the recreation account is \$21,597 and Pride Park is \$3,958. The bills being approved for payment are not reflected in these balances. The Town Accountant has transferred the remaining funds (\$144) from an old Woodland project account into the field account.

Bob provided the board members with a summary of the deposits that he made during FY2014. Bob will build on this report for FY2015 to include electronic deposits and expenses. Bob also provided the board members with a sample of a deposit slip and noted he will be doing all deposits (except the electronic, which are done by Jen). Jen stated that the auditor is concerned that she is using her personal i-Pad for the banking. Jen has asked the Town Administrator if she will be getting office space, and he could not give her an answer.

### **Bills to Approve**

motion originator	Motion Description	motion seconded	Approvers Disapprovers
Bob Dunne	Approve payment to West Boylston Light \$525.96	Jim Pedone	All Approved
Gary Flynn	Approve payment to United Site Services \$420.00	Jim Pedone	All Approved
Jim Pedone	Approve payment to Jerry's Hardware \$49.90	Bob Dunne	All Approved
Jim Pedone	Approve payment to Dupuis Equipment \$161.88	Gary Flynn	All Approved
Gary Flynn	Approve payment to Pepsi-Cola \$195.20	Jim Pedone	All Approved
Jim Pedone	Approve payment to Maki Corp \$31.88	Gary Flynn	All Approved
Jim Pedone	Approve payment to Cranston and Son \$75.00	Gary Flynn	All Approved
Bob Dunne	Approve payment to West Boylston Light \$432.50	Jim Pedone	All Approved
Gary Flynn	Approve payment to Graf Brothers \$150.00	Bob Dunne	All Approved
Jim Pedone	Approve payment to West Boylston Light / CPA FUNDS \$3,290.72	Gary Flynn	All Approved

motion originator	Motion Description		motion seconded	Approvers Disapprovers
Jim Pedone	Approve payment to	for program refunds \$90.00	Gary Flynn	All Approved
	\$30.00	Marcy Keegan		
	\$30.00	Pam Brimmer		
	\$30.00	Anna Fernandez		
Gary Flynn	Approve payment to	Best Soccer \$2,925.00	Jim Pedone	All Approved
Jim Pedone	Approve payment to	Worcester County Tennis \$875.00	Gary Flynn	All Approved
Jim Pedone	Approve payment to	Jen Breen / salary \$300.00	Bob Dunne	All Approved
Gary Flynn	Approve payment to	Jen Breen / supplies \$73.90	Jim Pedone	All Approved

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

There are currently no outstanding fees or insurance certificates.

### **Parks and Recreation Programs**

Jen reported that the Days of Play began today and that she has 25 children for this first week. The program is being offered for three weeks. Jen has spoken with the School Superintendent, who has agreed to waive the usage fees (as a community offering). Jen stated that soccer and tennis programs are being offered next week. With a price increase going into effect Aug 1<sup>st</sup>, Jen has already begun advertising the ski club to encourage early enrollment before the increase.

Steve will speak with the Town Administrator about the need for a recreation office and computer. Anthony stated that he has spoken with Leon about Jen having space in the DPW building. Jen stated that an i-Pad would meet her needs and would be less expensive than a laptop (which was being considered a couple months back).

Jen reported that the basketball program brought in a little over \$4,000. The referees and staff will be paid for by the WB Youth Basketball and the Parks will reimburse them for the costs.

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

The irrigation system for the "A&B" fields still needs the wires to be hooked up, but is being operated manually.

There has been funds made available (thru a DPW account transfer), which will cover the \$3500 of fencing repairs that needed to be done before to the CPA funds being available.

The security system installation (motion detectors, sensors, alarm horns and lights) is complete, except for Woodland and signs being put up at all of the fields. Anthony has requested that he reviews the signs before they are installed. Tim stated; that as an abutter, he is concerned with the alarm going off during the night. Steve stated that the audio alarm shuts off after 5 minutes (which can be adjusted) and the flashing blue light remains on.

Steve stated that 2-3 days of work are needed to complete the repairs to the concession stand at the All-Purpose Field. Anthony asked Steve to provide him with a list of materials that are needed for the repairs.

The landscaping work needed at the long-jump pits has not been completed. The repair of the ride at Pride Park will be completed this week.

Anthony stated that the demolition contractor has not gotten back to him or the Town Administrator about finishing the work at Mixer and the pool. Bob informed Anthony that when the PFC did their walk-thru a couple of weeks back, that the siltation and covering up of the basin drain were concerns. Anthony stated that the drain was stand alone (did not go anywhere).

Steve has taken care of the repairs that were needed to be done to the storage shed at Woodland but the skunk issue still needs to be addressed.

The repairs to the scoreboard at the All-Purpose Field can be done, now that funds from the FY15 budget are available.

Anthony reported that the seasonal part-time employee started last week and is working out great. He still has the new full-time position to fill.

Anthony reported that the fertilization program is continuing and that the FY15 funds are now available and Tru-Green services can resume. Anthony reported that the soil samples showed low pH levels and that a liming program needs to be in place. Bob noted that liming can be done at any time and be done in-house. Bob stated that anything that does not require a license (for application), should be done in-house and that October is the best time to treat for the broad-leaf weeds.

Tim reported that the well is not recharging fast enough, it is taking 3-4 days to cover. He has been watering twice a week and has been concentrating on the infield of the SR. Baseball Field and has not been watering the "A&B" fields. Gary suggested putting the Crescent St water supply back into service. The line is broken close to Crescent St and was back-filled a few years back.

Bob reported that the Parks Facility Committee has completed a facilities walk-thru and that Pat Inderwish is contacting the architect and installer to see if the retaining wall problems are an installation issue. Pat has informed Bob that the DPW was provided with a maintenance plan at the completion of the courts project. Pat will send Bob an electronic file of the maintenance documents. Bob stated that a maintenance plan will be part of the engineering for the master plan. Bob suggested that the Parks Commission do a site-walk, one has not been recently done.

Jim is to get a diagram of the lay-out for the modifications that are being considered for the Townsend Field.

### **Old/New Business**

Steve stated that there have been issues with the toilets at Woodland and asked if security lighting should be considered. Anthony agreed that there have been numerous issues with the toilets and suggested 2 small security lights and moving the toilets to a different location. Steve has put a call in to the toilet company (has not heard back), to see if the toilets can be placed in the location that Anthony has suggested. Steve noted that the arborvitaes at Woodland have gotten too tall and should be taken down.

- Motion Originator: Bob Dunne
- Motion Description: To approve the installation of two security lights and moving of the port-a-toilets (at Woodland).
- Motion Seconded: Gary Flynn
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

The board discussed additional work to the Sr. Baseball Field and agreed that no more work will be done until the football is moved off of the out-field. Bob does not see a need to move the Sr. Baseball Field, just the need to improve it.

Steve will provide Jen with the information on the thank-you notes that need to be sent out.

Steve stated that the Town Administrator is looking for a volunteer from the board to serve on the Town-Wide Planning Committee. Bob suggested that a Parks Facility Committee member would be a better choice.

- Motion Originator: Bob Dunne
- Motion Description: Send the request for a representative for the Town-Wide Planning Committee back to the Town Administrator.
- Motion Seconded: Jim Pedone
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

### **Facility Requests**

Bob suggested a meeting with the High School to go over how things should occur. Jim will invite the new Athletic Director to attend the board's meeting in September.

Bob provided Anthony and Tim with the field lining needs for the youth soccer. The goals need to be moved for the start of practices (Aug 15<sup>th</sup>), but the fields do not need to be lined until Sept. Tim has asked that the permit holders roll the goals off of the field at Woodland.

WB Youth Soccer has submitted their field usage requests for the fall and their tryout dates. They have requested use of Woodland, Mixer, "A&B" and the Girls' Softball Field (Aug 2 – Nov 2).

- Motion Originator: Jim Pedone
- Motion Description: Approve WB Youth Soccer permit requests as submitted
- Motion Seconded: Gary Flynn
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

Deanna Flibbert has requested to add a rain-date to the already approved usage permit for the obstacle course event.

- Motion Originator: Bob Dunne
- Motion Description: Approve revision of permit to include rain-date (Sept 14<sup>th</sup>).
- Motion Seconded: Jim Pedone
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

Rick Gardner has submitted a request for use of the summer house on July 12<sup>th</sup> (10AM-2PM), to hold a family gathering/luncheon (the Teachout Family). The board discussed whether a permit was needed, and Jim stated that to issue a permit to them gives them the right to use it.

- Motion Originator: Bob Dunne
- Motion Description: Approve request as submitted, with fee waived.
- Motion Seconded: Jim Pedone
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

Tim would like to receive notification as to when facilities are being used and would like more advanced notice. He asked if the notification process could be changed/improved? Tim has asked that the school department notify Anthony of extra events (non-athletic) and any schedule changes.




**Committee Updates / PFC & Open Space**

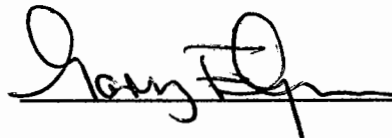
Bob reported that tomorrow, the PFC will be selecting an engineering firm to negotiate with. The goal is to have the firm selection finalized by the July 15<sup>th</sup> and the master plan will be complete 90 days from the time the firm is notified. Jim reported that the lights are the courts will not be part of the town-wide energy audit. Bob noted the basketball and tennis courts will be included in the master plan and the court lighting can be addressed.

The Open Space Committee has a meeting scheduled for next week (the 14<sup>th</sup>).

- Motion Originator: Bob Dunne
- Motion Description: Adjourn / 10:00 PM
- Motion Seconded: Jim Pedone
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

Next Meetings: Aug 11<sup>th</sup> and Sept 8<sup>th</sup>

  
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DATE: 10-06-14