

WEST BOYLSTON BOARD OF PARKS COMMISSIONERS

April 6, 2015 7:00 PM

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

Members Absent:

Guests: Jen Breen, Tim Shea, Mike Cove, Anthony Sylvia

Approval of Minutes - none

Treasure's Report

Account Balances: Field / \$8,673, Recreation / \$4,289, Pride Park / \$3,748.

Bills paid since last meeting: Field / \$0.00, Recreation / \$1,762.53, Pride Park / \$0.00

Bill to be paid: Field / \$2,654.87, Recreation / \$980.57 Pride Park / \$0.00

Deposits since last meeting: Field / \$0.00, Recreation / \$6,510, Pride Park / \$0.00

Receipts to be deposited: Field / \$750.00, Recreation / \$176.50, Pride Park / \$0.00

Public Hearing / 7:05 - establishing and/or adjusting Rules and Regulations and fee structures

Bob reviewed the board's fee schedule with the proposed changes (as prepared by the board's sub-committee). Tim Shea had questions about a few of the fees, including the WBMHS student fee. Jim explained that the school does the collection of the fees and they are paid to the board whether the fee is collected or not.

Bob reviewed the board's usage request form with the proposed changes (as prepared by the board's sub-committee). Steve suggested that the modified date be on the bottom of the form. The board discussed including trash clean-up in the bullet points to the backside of the form. The board also discussed whether a deposit could be collected and refunded if facility is left clean.

Jen has requested that a \$10.00 late registration fee be added under the recreation fee section of the fee schedule.

- Motion Originator: Steve Blake
- Motion Description: Close public hearing / 7:34
- Motion Seconded: Jim Pedone
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

Outstanding Permit Fees/Insurance Certificates/Facility Requests

The Athletic Director has submitted the following permit requests for the spring sports:

Track, tennis courts and softball field – 2:15 to 6:00 thru June 1st

"B" field – 2:15 to 4:00 thru June 1st

Sr. Baseball Field- 2:15 to 6:00 thru June 12th

- Motion Originator: Jim Pedone
- Motion Description: Approve all 5 of WBMHS permit requests as submitted
- Motion Seconded: Steve Blake
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

The Girl Scouts have requested use of the common and gazebo on June 8th / 5:00-7:30 for their bridging ceremony.

- Motion Originator: Jim Pedone
- Motion Description: Approve Girl Scout's request as submitted
- Motion Seconded: Bob Dunne
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

The WB Council on Aging has requested use of the track on June 6th / 10:00-noon for a one-mile walk challenge.

- Motion Originator: Steve Blake
- Motion Description: Approve Council on Aging request as submitted
- Motion Seconded: Gary Flynn
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

Community Input

Mike Cove submitted a quote to the board for port-a-toilets. Mike explained that he supplies units to Davis Farmland and the Sterling Fair and would clean the units over the weekend if needed.

Parks and Recreation Programs

- Motion Originator: Jim Pedone
- Motion Description: Approve payment of Jen's salary \$300.00
- Motion Seconded: Bob Dunne
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

She reported that ½ day program this past Friday (Good Friday) ran at a slight loss. She stated that a lot of parents are off that day and that she will not offer it next year. There is one more ½ day in May and she is offering 2 full days over April vacation. Jen reported on the programs that she is working on for the spring and summer, which include the basketball and soccer programs.

- Motion Originator: Bob Dunne
- Motion Description: To modify the soccer usage permit to include Fridays and Saturday mornings, so Jen can run her programs.
- Motion Seconded: Steve Blake
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

Jen reported that the egg hunt was held on the snow covered playground and had fewer participants than were registered. Jen explained that she has a group of teenagers that she utilizes for staff. They have volunteered 10 hours to start and CORI checks are done on them.

Parks Facilities/Maintenance Items

- Anthony reported that he is in the process of reviewing applications for seasonal employee.
- Anthony has not heard back from Holden regarding the cleaning of the well.
- Painting of the All-Purpose concession stand will be done over the summer.
- Anthony is still working on obtaining input on the structural status for the retaining walls.
- Tru-Green will apply treatment when the fields are ready. The board discussed what treatments can be put off until after July 1st, when more funds will be available. The Town Administrator is trying to locate funds (to be voted on at town meeting) to be used for turf maintenance.

- Anthony stated that the repairs to the irrigation system will be worked on with the arrival of good weather.
- The quarterly walk-thru did not occur on March 28th, because of the snow cover. It has been rescheduled for Friday April 24th at 8:30 at the Townsend Field.
- The guardrail at the Townsend Field was damaged over the winter and should be repaired before Little League's opening day. There is fencing (across from Woodland Heights) at the Woodland Field that was also damaged over the winter.
- Three quotes have been obtained for port-a-toilet service (thru the end of the fall).
- Materials need to be purchased turf maintenance (lime, seed, fertilizer, field-day and chalk).
 - Motion Originator: Steve Blake
 - Motion Description: Approve \$2,300 to purchase of turf maintenance materials.
 - Motion Seconded: Gary Flynn
 - Motion Discussion:
 - Motion Approvers/Disapprovers: All Approved
- Jim is organizing (with Little League) a field clean-up day for April 18th. It was discussed whether the reconstruction of Townsend Field will be completed by then. Anthony suggested leaving the construction work to be completed by the DPW.

Old/New Business

- Park maintenance will be discussed at a future meeting.
- There has been a slight cost increase (\$60.00) for the sound system at the All-Purpose Field, due to a labor increase that went into effect January 1st.
- The snow on the basketball courts at Goodale has melted and the cleaning of the wax off of the courts can be done. Anthony suggested that it be done this Thursday.
- Gary will arrange to have someone at the walk-thru on the 24th, to discuss materials and plans for dugouts at the Sr. Baseball Field.
- Steve will work on putting together the information for requesting CPA funds for outfield fencing at the Sr. Baseball Field. Bob suggested that any additional needs be determined during the walk-thru and be included in the request.
- The parts and sections for the repair of the Little League fencing have been ordered.
- The mulch at Pride Park can not be evaluated until the snow has melted and if need be can be purchased and spread during the summer.
- The board discussed developing a warning track on the Little League fields and the matter was put off for the time being.
- The board reviewed and discussed the three quotes for the port-a-toilets – United Site Services, Cove Septic and New England Sanitation.
 - Motion Originator: Steve Blake
 - Motion Description: Approve United Site Service to supply the port-a-toilet services.
 - Motion Seconded: Jim Pedone
 - Motion Discussion:
 - Motion Approvers/Disapprovers: All Approved
- The scoreboard for the softball field has been ordered and should be installed by the board's next meeting.
- The Town Administrator has spoken with Lynne regarding the location of the board's filing cabinets.
- The board discussed future parks use of the site at Mixer and whether the board needs to approach the Board of Selectmen to get approval.

- Motion Originator: Steve Blake
- Motion Description: To use the site of the former Mixer building for general purpose parks use.
- Motion Seconded: Jim Pedone
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

John will contact Nancy Lucier to be put on the agenda of a Selectmen's meeting.

- The board discussed the need for clarification on the role of the board in the development of the Master Plan and how the Open Space, Parks Facility Committee and the Parks Commission fit together. John will speak with the Town Administrator (before he leaves) for guidance and clarification on the matter.
- The soccer nets at Woodland are in poor condition. Bob will check into which ones need replacing and Tim will see if he has any nets.
- The Town Clerk has been provided scanned copies of the approved minutes (thru Feb).
- The board discussed the storage units that are being rented from Graf Brothers and whether they should continue to rent or look into options for purchasing.
- Bob will contact the Arts Foundation to see if they have interest in the Boosahda mural (which was at the Goodale courts, (prior to the construction)).

Committee Updates/PFC, Open Space, Rules & Fees

Bob reported that the engineering firm has presented the PFC with a detailed set of plans, which will be used to put together rough cost estimates by area. Gary had nothing to report on from the Open Space Committee. Both committees have meetings scheduled for April 23th. The board's sub-committee has not met since the board's last meeting and has nothing to report.

Members Requests


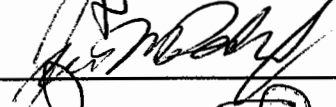

The board discussed which fields were ready to be open. Woodland, Townsend and Mixer are not yet in playable condition.



- Motion Originator: Jim Pedone
- Motion Description: Open all fields subject to conditions, with DPW to advise as conditions improve and the fields can be used.
- Motion Seconded: Bob Dunne
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

Jim asked if the netting at the Sr. Baseball Field could be pulled tighter, Anthony will look into it.

- Motion Originator: Jim Pedone
- Motion Description: Adjourn / 9:50
- Motion Seconded: Steve Blake
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

Next Meetings: May 11 & June 1



DATE: 6/8/15