

WEST BOYLSTON BOARD OF PARKS COMMISSIONERS

June 8, 2015 7:05 PM

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

Guests: Jen Breen, Tim Shea, Anthony Sylvia, Chris Rucho, Paul Scally

Approval of Minutes

- Motion Originator: Jim Pedone
- Motion Description: Approve minutes for April 6, 2015 meeting.
- Motion Seconded: Gary Flynn
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

Treasure's Report

	FIELD	RECREATION	PRIDE PARK	4K ACCT
CURRENT BALANCE	\$ 8,767.00	\$ 12,088.00	\$ 3,583.00	\$ 3,465.00
BILLS PAID	\$ 1,960.00	\$ 2,828.89	\$ 165.00	\$ 535.00
TO BE PAID	\$ 107.00	\$ 1,480.00	0.00	0.00
DEPOSITS MADE	\$ 4,280.00	\$ 6,216.00	0.00	0.00
TO BE DEPOSITED	0.00	\$ 926.50	0.00	0.00

Bob reviewed with the board the recommendations to improve controls over receipts (from the 2014 audit) and the process that is in place and addresses the issues. The areas of concern were receipts not being issued for cash payments, checks not being stamped "for deposit only" at the time of collection, accounting revenue reports are not being reconciled to department records, cash receipts not be held in a secure location and segregation of duties is lacking. The receipts are collected by Jen and given to Bob, who stamps the checks and turns them over to the Town Treasurer. Jen stated that on the rare occasion that she receives a cash payment, the amount is recorded on the registration form and the cash is turned over to Bob at the board's meeting. The deposit slips are given to Lynne, who reconciles them to the revenue reports from the Town Accountant.

- Motion Originator: Bob Dunne
- Motion Description: Submit the draft of minutes to the Town Accountant
- Motion Seconded: Jim Pedone
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

Outstanding Permit Fees/Insurance Certificates/Facility Requests

WB Youth Soccer(Paul Scally) has submitted a facility use request and field layout requirements for the fall. Little League is also looking for field use in the fall. The board discussed whether soccer should be given priority and whether "A&B" fields are for baseball or all-purpose. The two groups are in agreement to work the scheduling out between them. Soccer will use "A&B" 3 nights out of the week and Little League will use them the other two.

- Motion Originator: Bob Dunne
- Motion Description: Approve WBYS request with use of "A&B" 3 nights a week
- Motion Seconded: Jim Pedone
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

Soccer will submit the insurance binder at the end of August and will send a reminder to John to have the goals moved at the beginning of the season. Bob reminded Paul that Women's Softball had field use on Wednesdays thru the end of August and that the high school's games may run past their scheduled times.

Major Edward has requested use of the summer house and fields to hold a grade 5 year-end event/cookout on June 15th (9:00-2:30).

- Motion Originator: Gary Flynn
- Motion Description: Approve Major Edward's request as submitted
- Motion Seconded: Steve Blake
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

Deanna Towns has requested use of the All-Purpose Field, "A&B" fields, Sr. Baseball Field and the pine grove to hold a fund raising event, Filbby's Muddy Buddy 20 on Oct 12th.

- Motion Originator: Jim Pedone
- Motion Description: Approve Deanna's request as submitted
- Motion Seconded: Bob Dunne
- Motion Discussion: Steve noted that clean-up needs to occur after the event.
- Motion Approvers/Disapprovers: All Approved

Erin Beardsley has requested use of the commons on Oct 3rd for the garden club's annual fall festival and displaying of the scarecrows Oct 3 to 31.

- Motion Originator: Steve Blake
- Motion Description: Approve Garden Club's request as submitted
- Motion Seconded: Jim Pedone
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

Jen noted there is an issue with the request forms not making their way to the board. Erin has submitted the form in April and the board did not receive until now. The new form includes a space for an email address, so the requestor can be readily notified of approval.

Jim will have the school's fall permit request for the board's next meeting.

Parks and Recreation Programs

Jen had to change the way she was hiring and paying her staff. She advertised the positions and the individuals have been appointed by the Board of Selectmen. Dr. Breen has agreed to do the required physicals at no charge. The rate of pay for the employees has increased to a minimum of \$11.79 per hour. Anthony stated that the employees should be treated as seasonal, which may eliminate the pay scale issues.

The board discussed whether Jen needs to submit usage request forms and decided that it is more a need of knowing the scheduling and locations of her programs.

- Motion Originator: Bob Dunne
- Motion Description: Jen to provide scheduled events/program information to the board, instead of usage request forms.
- Motion Seconded: Jim Pedone
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

Bob stated that Jen may want to let the Goodale basketball court user know before the start of the summer basketball program, that the courts will be being used.

Parks Facilities/Maintenance Items

Anthony stated Holden has agreed to help with cleaning of the well at no cost. This will be done late summer, when the well is drier.

There is some trim that needs to be replaced on the concession stand at the AP Field. Anthony asked Steve to put together a list of painting that needs to be done (concession stands and sheds), so he can request a crew from the jail.

The walk-thru was rescheduled to June 19th (noon at Townsend Field).

Anthony is working on an RFP to obtain engineering input on the retaining walls at Goodale.

The repairs to the irrigation system will be done in July.

There was a complaint about the condition of the Mixer Field (clumps of grass in in-field). Anthony has looked into the matter and it will be addressed.

The board and Anthony discussed a few issues with signs in various areas. Anthony will take care of the school zone signs, which are not in time together and will look into the handicap signs at "A&B" fields being unreadable. The "no on-deck swinging" signs have still not been properly secured. There was an email pertaining to the absence of a "no dog" sign on one side of the track. Anthony stated that the concern was more than just the sign, but also skate boarders, bikers and strollers. The board's rules and regulations do not prohibit strollers on the track.

Old/New Business

Anthony reported that the project at the Townsend Field (in-field) is currently incomplete.

The insurance inspection was recently completed at Pride Park, Anthony is waiting for the report. This will determine whether mulch needs to be ordered.

Bob reported that the Boosahda family is interested in the mural and he instructed them to contact Anthony.

Price quotes are needed for the current purchase cost of storage trailers, so it can be requested to be put on the fall warrant.

- Motion Originator: Jim Pedone
- Motion Description: Purchase sound system from Fornari Sound \$3273.00
- Motion Seconded: Bob Dunne
- Motion Discussion:
- Motion Approvers/Disapprovers: All Approved

Gary will speak with his contact end the end of the baseball season, about the dugouts for the Sr. Baseball Field.

Steve is working on putting the information together to request CPA funds for fencing at the Sr. Baseball field.

Funding (\$8,000) for turf treatments was approved at town meeting. The board has a special account with \$4,000 of the funds.

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The soda machines have been returned to Pepsi. Steve will check on the status of the check for the credit balance on the account.

The board's representative on the PFC will provide the board with information on the master plan as it develops.

The Open Space Committee did not get the funding they were looking for to update the town's open space plan. Bob has volunteered to help Vinny Vignally work on updating the plan.

Bob will instruct the youth soccer league to order the nets that are needed.

Lynne will contact Nancy Lucier regarding the precast stairs behind the town office building.

The board discussed the future use of the Mixer property and whether developing a field there should be considered. The board needs to meet with the Board of Selectmen regarding the use of the property for Parks, but it may be best to wait until the town has a new administrator hired.

Committee Updates/PFC, Open Space, Rules & Fees

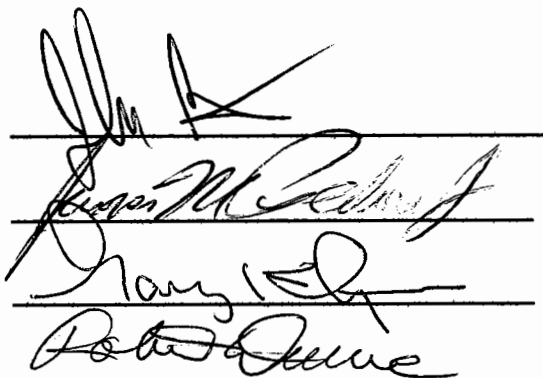
Bob provided an update on the progress of the Parks Facility Committee. They will be holding meetings to introduce the final plan to other groups. The committee has requested 5 years of usage requests, which Bob will work on scanning and providing to them.

Gary had nothing to report on for the Open Space Committee.

The board's sub-committee is meeting on the 18th, to begin looking at the rules and regulations. They will work on the Parks Maintenance Plan after the rules and regulations are complete.

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

Next Meetings: Jul 13 & Aug 10





DATE: 8/10/15