

Park Commission Meeting
November 1, 2010

DRAFT

Present: Tom Chipman, Melissa Kasporn, Kristen Hedrick, Brett Morrison, Maureen Korson, Bob Nemet, Inge Daniels, Paul Healy

Guests: Carl Damigella, Jon Juhl

New Park Commissioners

Mr. Chipman welcomed two new Park Commissioners Inge Daniels and Paul Healy. Mr. Chipman stated that they are not able to vote until they are officially sworn in.

Minutes of Sep 22, 2010

Mr Chipman asked Ms. Korson to follow-up with Tim Melanson Carpentry regarding the placement of gutters on the Patoma cabin. Mr. Chipman also asked Ms. Korson to follow-up with David Lucey regarding the painting of the Flagg Building..

Mr. Chipman stated that the Commission would be unable to approve the minutes of Sept. 22nd because Peter Hill was no longer on the board and would need to be present to vote. Mr. Carl Damigella stated that in an extenuating circumstances, such as this, similar to after an election, a board can approve minutes provided they have a quorum.

Mr Chipman asked Ms. Korson to find out of anything needed to be posted on the Town website regarding the cancelled meeting of Oct. 13, 2010. Ms. Korson stated she will check with the Town Clerk.

Mr. Morrison made a motion to accept the minutes of September 22nd as written. Ms. Kasporn seconded. All in favor. Motion passes.

Mission Springs Parking

Mr. Carl Damigella came to speak to the Commission about implementing commuter parking lot access for the Metro West Route Transit at Mission Springs Recreation Area. Mr. Damigella indicated that the intention is to pick up commuter passengers and transport them to the West Natick train station. Mr. Damigella stated that he is looking for parking for between 8-10 cars from the hours of 6:30-5:30 daily. Mr. Nemet stated that he has observed overflow parking there from Mission Springs residents. Ms. Hedrick stated that she has observed the parking area to be overflowing with cars during the spring baseball season. Mr. Damigella stated that if the parking became a problem for the Town the MWRT would look into other locations. Mr. Chipman asked if allowing the cars to park there would pose a liability issue for the Town. Mr. Damigella stated that he had checked with Paul LeBeau and was advised it would not. There was

discussion about the most suitable location for the cars to park. Mr. Chipman stated that along the back area close to the woods we be preferable. Ms. Kaspern asked if there would be signage posted and suggested to direct cars to park to the right. Mr. Chipman stated he felt it would be necessary to paint lines. Mr. Damigella stated that the MWRTA would cover the cost of posting signage and painting spots. He stated he would ask the MWRTA to paint the spots on the entire parking area. Mr. Chipman stated that April 1, 2011 would be a cut off date to revisit whether the parking was working or not. Mr. Damigella asked Mr. Nemet to be the designee for the signage and lining of the parking area. Mr. Nemet agreed.

Ms. Kaspern made a motion to allow the MWRT 8-10 parking spots at the Mission Springs Recreation Area to allow Monday thru Friday commuter parking between the hours of 6:00am-6:00pm, with the option to revisit the arrangement in the future should the commuter parking interfere with any Park and Rec activities, and with the condition that proper signage be posted and lines be painted to designate the parking area. Mr. Brett Morrison seconded. All in favor. Motion passes.

Mr. Damigella stated that he will send an email to Ed Cardens (name not distinguishable on tape) the administrator; he will copy the Park Commission so that in the event there was any misunderstanding of the agreement, the Park Commission would be able to contact Mr. Damigella to clarify. Ms Korson agreed to send Mr. Damigella the Park Commission email addresses.

Office Space in the Flagg Building

Ms. Korson explained that, Jon Juhl, the Cutler Heights Housing builder has approached the Park Dept about office space at the Flagg Building; he is interested in renting the small room on the first floor that use to be the copy room. Ms Kaspern asked about the agreement between the School Committee and the Park Commission regarding the occupancy of Flagg. Mr. Chipman stated although the School Dept still owns the building, the Park Commission leases it with the option to sublease some of the rooms, for storage or meeting space. Mr. Chipman stated that there would need to be heat installed in the room. He stated that it would not be possible to get heat from the current boiler because it would be too complex and expensive to make the connection. Mr. Chipman stated the the Park Commission is responsible for repairs to the heating system. Mr. Healy asked about the nature of Mr. Juhl's business. Ms. Korson explained the project a part of the Housing Authority. Mr Healy asked how long the Park Commission has the lease on the Flagg Building. Ms. Korson stated that it was for at least the next five years, with an option for more years provided the building was not needed by the schools. Mr. Chipman stated that it would be best to put a piece of electric heat so it could be turned off when they are not using the room. Ms. Korson stated that they are looking to use the room for interviews, of potential residents, for approximately between the hours of 10:00-4:00 two days a week. There was discussion about the rates that the cold storage groups are paying. Ms.

Korson stated that the smaller rooms have been rented for \$250 and the full classroom for \$500 per year. The Commission discussed how to determine a fair rental rate. Mr. Healy wondered what the going rate is for office space. Ms Kaspersn expressed concern about the expense of covering the heat. Mr Nemet stated office space is going for \$400 per month at location in town. Ms. Korson stated that Mr Juhl is expecting to pay a rate of between five and ten dollars per square foot with a discount to cover his expense of putting in heat. Ms Korson stated that the heat would be an improvement to the room that could benefit the Park Dept for future meeting space use. Mr Chipman stated the price should be \$400-\$450 per month and the Park Commission would pay for the installation of the heat as it is not that expensive a job. Mr. Morrison stated it would make sense to keep the price a little higher and include the heat.

At 8:25 Mr. Jon Juhl arrived and explained that Cutler Heights is looking for part-time interview space for 2-3 days between the hours of 10:00-2:00. He stated he is looking for a space in town because he is hoping to include Holliston residents. They are looking for approximately three months until the model unit is ready at the location. Mr. Chipman stated that the Park Commission is responsible for the building and utilities. Mr. Chipman stated the Park Commission had discussed a rental fee of \$450-\$500 per month, including utilities. Mr. Chipman stated a piece of electrical heat would have to be installed. Mr. Juhl stated that commercial space is about \$10 a square foot, net on an annual basis. He asked if there would be a limitation on the use of the heat. Mr. Chipman stated that the heating would be controlled by the occupants, the Park Commission would pay for the heat and lights. Mr. Juhl stated he had figured out a rate on the room based on 11' x 17' measurements, 187 sq ft. He stated he figured a rate of approximately \$5 per sq ft and thought that \$200 per month was a fair price, he said perhaps he could go to \$250, but after that he would have to start looking elsewhere. Mr. Chipman asked if they came down a little bit would Mr. Juhl pay for installing the heat? Mr. Chipman stated it is not a huge job, probably at a cost of approximately \$300 - \$350 as a guess but Mr. Juhl should obtain estimates. Mr. Juhl asked what the rental price would be if the Park Commission put the heat in? Mr. Juhl stated he has to justify his expenses to his lenders. Mr Juhl stated he could go to \$300 per month if the Park Commission put the heat in, for three months with the option to extend if needed, for an additional month. Mr. Chipman asked for clarification from Mr. Juhl regarding the installation of the heat. Mr. Juhl stated that, assuming the bill for heat installation was \$350, to be installed by the Park Commission he would agree to one full payment of \$1000 for the three month period. Mr Juhl stated that if the cost of installing the heat exceeded \$350 he would resolve that. Mr. Juhl stated he would send full payment as soon as he received an invoice from the Park Dept. Ms. Kaspersn stated that the \$1000 over a three month period would be \$333.33 per month. Mr. Chipman stated the price was fair Ms Korson agreed to email an invoice to Mr. Juhl the next morning. Mr. Juhl asked when the room would be available. Mr. Chipman stated the heat would be installed by the end of the week. Mr Juhl stated he would move the stuff currently in the room over to the storage area. Mr. Juhl asked if he could use some tables or chairs from the storage area. Ms. Korson stated that he could.

Ms Kaspurn made a motion to allow Cutler Heights to use a room at the Flagg School over a three month period which includes the Park Commission installing a heating system for them. Mr Brett Morrison seconded. All in favor.

There was some discussion about getting copies of keys made for the front door and room space.

Goodwill Park Update

Ms. Korson stated that she had received notification from the State that the grant for the renovation of Goodwill Park had been approved. Ms. Korson stated that the approval came from the first grant that had been applied for, the Land and Water Conservation Fund, a federal program. Initially she had been informed that Holliston was not awarded the LWCF, however, the state re-examined the amount of dollars left to be distributed and found there was enough left to fund the next project on the list, which was Holliston. Additionally, Ms. Korson stated, there is an additional \$9,300 being offered and she is working with Mary Greendale and Paul LeBeau to revise the budget. Ms. Korson stated that the initial plan has been to start the project in the spring. Ms. Kaspurn stated that she had spoken with some of the members of Mission Possible Holliston and they had advised her that they need to place the equipment order by the end of December to keep the 2010 prices. Ms Kaspurn stated that MPH is looking to have a meeting with the Commission as soon as possible to discuss the equipment purchase. Ms Korson stated that she had been advised that there was still a final approval pending from the National Park Service but DCS had advised her it was a formality and did not expect there to be any problem. Ms Korson stated that the project could not commence until the contract is signed. Ms Kaspurn stated that Mission Possible was discussing having the Town vote on some of equipment purchases. The Commissioners expressed concern that a vote would make the process more complicated. Ms Daniels asked about the phasing on the federal funds and if we know for certain the money will be coming by spring. Ms. Korson stated that the award announcement had just happened earlier in the day and she had not received any further information about how the process will unfold. Ms Kaspurn stated that the shade grant funding Mission Possible had recently been awarded can be used to offset the necessary match of funds for the additional \$9300. Ms Korson stated that she is looking into that because the foundation providing the structure would make the purchase for the Town, the money will never actually be deposited in a town account. Mr. Chipman stated that it would be a good idea to place surveillance equipment in the park. Mr. Healy asked how long the fundraising had been in place. Ms Korson stated that Mission Possible has been fundraising for five years. Ms Korson stated that it is very good timing that Ms. Daniels joined the Park Commission as it will be very useful to have her expertise in landscape architecture for the project,

Upcoming Meetings

It was decided that the next meeting should take place on Tues Nov 30th to discuss the playground design and equipment purchase with Mission Possible at 7:00pm in the Recreation Office.

Letters of Disinvite

Ms Korson stated that she had been forwarded a letter from the Police Department that a Green St. resident had called in a complaint about two young people hanging out in Goodwill Park after dark. The Commission decided that a 30 day disinvite should be sent for trespassing after dark. Mr Healy asked for clarification on the letters of disinvite. Mr. Chipman stated that the Commission had been forced to implement a strong response due to problems with vandalism and misbehavior.

Once Around

Ms Daniels asked for clarification on the ownership of the rails to trails. The Commission stated that the trails were not under their jurisdiction.

Mr Morrison asked for clarification on skateboarding on the tennis courts. He was advised that was not allowed and the police should be contacted for that.

Mr. Morrison stated he was driving by the Flagg Building on Saturday morning and observed one of the upstairs windows open in the building. Ms. Korson stated that Youth and Family Services has office hours on Saturdays. Mr Nemet stated that he had observed lights on at night. Ms. Korson stated that they also work evenings. Mr. Nemet stated that he had come into the building on several occasions to turn the lights off in the upstairs common area. Mr. Chipman asked Ms. Korson to address this.

Ms Kaspert asked if the playground structures at Goodwill Park would be taken down in the fall. Mr Chipman stated that had been discussed.. Ms Korson stated she would call Tom Smith to ask about working the demo into the Highway schedule as their workload would allow.

Ms Kaspert stated that the Pumpkin Carving Night was a very nice event. Ms Korson stated that there were approximately 30 families in attendance and the parents had commented how much they enjoyed it.

Mr. Chipman stated that it is time for the Park Commissioners to take a "walk around" of the Park Department facilities, especially because there are so many new Commissioners.

Ms. Hedrick stated that the "Afterschool Friday" program, that was implemented to address the issues of kids hanging around in Goodwill Park and downtown afterschool was a huge success. She stated that it ran very well and the kids seemed to enjoy having a place to go and hang out together.

Motion to adjourn 9:20. All in favor.

Respectfully Submitted,
Maureen Korson

