

Park Commission Meeting Minutes
December 8, 2010

Approved: February 9, 2011

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

Minutes of November 1, 2010

Mr. Brett Morrison made a motion to accept the minutes of November 1, 2010 as written. Ms. Melissa Kasporn seconded. All in favor.

Upcoming Meetings

Next meeting set for Wednesday Jan 5, 2011. Mission Possible will be invited into discuss playground plans for Goodwill Park.

Park Commission Signatures

Ms. Melissa Kasporn made a motion to allow Ms. Korson to sign off on any and all bills/ invoices up to the amount of \$1,500, all payroll and employee reimbursements. Additionally to allow Ms. Kristen Hedrick to sign off on any field expenses up to \$1,500, and urgent bills and payroll in the event of Ms. Korson's absence. Mr. Brett Morrison seconded. All in favor.

Goodwill Park Update

Ms. Inge Daniels stated that she had just received, from Mission Possible, a draft of the most recent iteration of the Goodwill Park playground design, showing the playground equipment and incorporating three smaller shade structures interspersed through the play area. Ms Daniels stated that in the previous version there was one large shade structure. Mr. Morrison asked how high the shade structures are above the play structures. Ms. Korson stated that the shade conforms with the playground safety requirements. Ms Daniels stated she believes they are 8 feet above. Mr. Morrison stated he would be concerned about giving the kids a roof to hide under at night, increasing the possibility of trespassing and vandalism. Ms. Daniels stated that she did not believe that there would be any walls to hide behind and that these structures will be above. Ms. Daniels stated that it was unexpected to receive the rough draft of plans for this meeting, and it is being shown in advance to generate questions for Mission Possible when they come into the Jan. 5th meeting. There was discussion among the commissioners of the plans and the changes in parking, safety turnaround and tree saving that have taken place through meetings with the neighbors and Planning Board. Mr. Chipman stated that there are still a lot of things up in the air. Mr. Chipman stated that there was discussion about the parking lot becoming gravel, and asked whether now that approval has been granted would the lot be tar? Ms Korson stated it would not because the plan would have to be executed as it was proposed in the grant application, using the crushed stone similar to that at Stoddard Park. Mr. Chipman asked if the plan still includes the rain gardens and what still needs to be done for final approval from the Planning Board. Ms Kasporn stated that it was her understanding that Mission Possible was looking for an engineering firm to donate services to finalize those plans. Ms

Kaspersn stated she was not sure if the Commission had to go back to another Planning Board Meeting once the engineering for the rain gardens is complete. Ms. Korson stated she believed the Commission had approval for the playground plan pending a final review of the board once the engineering had been complete. Mr. Chipman asked what amount of landscaping is included in the current plan. Ms Korson stated that the purpose of showing the draft plans tonight is for the Commission to look the plan over and generate questions for Mission Possible when they come in to present in January. Mr. Chipman stated that there had been discussion about putting a memorial in for veterans and a flag pole, it had been presented by Mark Ahronian on one of his plans, and asked where it would be placed on the current plans. Mr. Chipman asked about the shade structures and how they would be supported. Ms Daniels stated that the shade would supported by the equipment. Ms. Daniels stated the Shonda Schilling Foundation had reviewed the plans with the shade interspersed and is in favor of the idea. Mr. Morrison asked about what would be done with the old chain link fence. Ms. Korson stated portions will be reused. Mr. Chipman stated he recalled there had been an offer for portions of fence to be donated. Ms Daniels stated that this would be a good time to make any tweaks in the plan. Ms. Daniels stated that she would be in favor of taking any of the Commissions concerns to MPH. Ms. Daniels stated that she has a concern over the brick walkway, including safety issues maintaining the walkway in the snow and long term maintenance. Ms. Daniels stated that a curved pattern creates a lot of slivers that could tend to pop up. Ms Kaspersn stated MPH has plans for a granite border, they are selling larger granite bricks. There was discussion regarding maintenance of the bricks in front of the Town Hall. Mr. Nemet stated that they are very slick and difficult to clear; in the winter the Highway Dept ropes the area off. There was discussion about looking into another type of brick product that would be rougher and not create a hazard in the winter. Ms. Daniels stated that the estimate for the playground design does not include the cost of installation. Ms. Daniels stated that the current plan assumes the construction would take place with a volunteer community build. Mr. Chipman stated he is uncomfortable with a community build because of liability concerns for the town. Ms Korson stated that a quote had been received from a professional company for \$22,800 to install. Ms Korson stated that during the grant application process that amount was shown as money the town had, in order to build up the town's matching funds, but has since been advised that the grant will not allow for reimbursement of "volunteer hours" and was advised, by the state, that the word "volunteer" in the final budget she submitted had to be removed. Ms. Korson stated that a portion of available funds will have to be earmarked for construction. Ms. Korson stated that if the Town has to go out to bid for the equipment construction piece she believes that prevailing wages would have to be included and that would drive the cost of the build up. Ms. Korson stated she would seek Paul LeBeau 's input on how to fund the equipment construction.

At 7:30 Joanne and Kevin O'Connell arrived to discuss their proposed bench donation.

Mr. Kevin O'Connell explained that he and Joanne had found a bench on a website that they would like to donate in memory of their son, Tim. Mr. O'Connell stated that the donation would be made either through a donation from the Board of Trustees of the Timothy O'Connell foundation or they would pay for the family would donate it. Mr. O'Connell stated that the proposed bench would be in bronze. Ms. Daniels stated it should be placed in the shade. Ms Korson stated that the playground is undergoing a complete renovation which would facilitate placement. Ms Kaspersn stated that perhaps once the park is complete a shady spot will be apparent. Ms. Daniels stated because the boy on the statue is looking off in a direction, perhaps placement can be so that it the gaze can be overlooking

the field. Mrs. O'Connell stated they consider Goodwill Park to be significant because Tim was at Goodwill Park the day they discovered his illness. Mr. Morrison stated that he is completely in favor of putting the bench in and hoped the family would decide to put Tim's picture on the memorial plaque. Mr. O'Connell stated he would check with the company to see how quickly the bench can be delivered and he would return to the Commission with the final plans for the plaque. Mr. Morrison stated that the plaque should be affixed to the bench to deter vandalism.

Ms. Kasporn made a motion to accept a donation of a bronze statue and bench, from the O'Connell family, to be placed at Goodwill Park in memory of Timothy O'Connell with placement to be determined at a future date once plans for the renovation have been finalized. Mr. Morrison seconded. All in favor.

Mr. Chipman stated that the commission should discuss putting bollard lighting in the park. Ms. Kasporn stated there could be fine line of having too much light or too little. Mr. Chipman stated that if the park is too dark it could invite vandalism. Ms. Hedrick stated that the Commission has worked with the police to turn lighting off so a mixed message is not sent regarding the Park being closed after dark. There was much discussion about surveillance equipment being placed in the park and whether it is legal. Ms. Kasporn stated she believed that it is not legal to tape people without permission. Ms. Daniels stated the Police Department should be invited to look the plans over for their input about safety issues. Mr. Chipman asked when Mission Possible is hoping to start the playground. Ms. Korson stated the hope is to building the Spring. Mr. Chipman expressed concern that there is much to be done prior to the project beginning. Mr. Healy asked if there are any risks to the project. Mr. Chipman stated that a construction fence would be required to keep people out of the area. Mr. Chipman stated that that once the contract is signed the project must be ready to start. Mr. Chipman stated the equipment must come out as soon as possible, including removal of trees. Mr. Healy stated that a chart should be implemented to show projected timetables for each phase of the project. Mr. Chipman stated the drainage work must be approved and the area must be graded and staked because of the water. Ms. Daniels stated that a CAD drawing had just been received from Applewood Survey and it was her understanding that it would be forwarded to Beals and Thomas Engineers to see if they would consider doing the work. Ms. Korson stated that she understood that Mr. Tom Smith stated he would not do the work without stamped drawings. Ms. Daniels stated that stamped drawings of the plan would also be needed so that placement of walkways, parking areas, etc could be transferred onto the actual land. Ms. Kasporn stated that she believes Applewood offered to do the surveying. Mr. Chipman stated that he remembered that Tom Smith would be putting a drainage pipe in. Ms. Daniels stated that there is still a lot of work to be done before the equipment can be installed. Ms. Daniels stated that soil work can not be done in the winter. Ms. Korson stated that she is planning to meet with Tom Smith and Paul LeBeau as soon as possible to see what is required and when will the Town will be available to begin. Ms. Daniels stated that the plans need another layer of detail. Mr. Healy asked who would oversee the project. Mr. Chipman stated that there needs to be a person in charge of the construction to make sure that everything that needs to be done will be done properly. Ms. Korson stated that the Commission should look into hiring a clerk of the works. Mr. Chipman stated that there may be a requirement that there be a construction supervisor. Ms. Korson stated that the Town is in a holding pattern as the contract from the stated still has not been received. Ms. Daniels stated that a schedule should be implemented for tree work. Ms. Korson stated that Mark Ahronian has equipment to scoop the root balls up and she

will approach the Highway Department to move them. Mr. Chipman stated that spring may not be possible, fall might be more likely. Ms Daniels stated that there seems to be too much to do to complete by spring. Ms. Korson stated that the project will certainly get done, if not in the spring then the larger equipment in the back of the playground will have to be removed by the summer. Ms Korson stated that when Mission Possible was first formed a Park Commissioner was voted to be a liaison to the group. Ms. Korson recommended that with Ms. Daniels' experience it would be helpful to have her act in this capacity. Mr. Chipman asked Ms. Daniels if she is interested and she agreed.

Respectfully submitted,
Maureen Korson

Field Update Information

Field Regulations- Kristen presented the 2010 Field Rules & Regulations to the Park Commission. She has found that groups are renting fields and saying they are non-profit to get the lower non profit rates. She proposes to add in rules # 25 & 26. Rule # 25 states: Proof of residence will be required for rental of all fields or facilities when the application is submitted. Rule # 26 Proof of non-profit status will be required when application is submitted to receive non-profit rates.

New Field Request Form will stay the same from 2010. Adams/Damigella Lights request form will stay the same.

The Stoddard Park & Goodwill Park form-Kristen would like to remove Goodwill Park from the form, with the new playground going in we need to see how that will work with the public and have not had a rental of Goodwill Park Playground for years so it is not needed. The new Stoddard Park Request form will be a little different with renting-in- season (beach open) vs. out of season. When people rent Stoddard Picnic Area they will have access to the Pavilion and a 40 foot by 60 foot area with picnic tables, this should hold up to 60 people. Bob Nemet will help map out the area so it is clear what the rental group will have. The rates are :**In season:** In Town non profit- Free plus \$10 per car day pass, In Town For Profit Free plus \$10 per car day pass, Out of Town Non profit- \$20 per hour plus \$10 per car day pass and Out of Town For Profit \$20 per hour plus \$10 per car day pass. **Out of Season(Beach is closed) :** In Town non profit- Free plus cost of bathroom, In Town For Profit Free plus cost of bathroom, Out of Town Non profit- \$20 per hour plus cost of bathroom and Out of Town For Profit \$20 per hour plus cost of bathroom. The groups will receive a map with the space they have rented and special day passes for the \$10 per car rate to get into the park. We will also have signs posted about rental use.

On the Facility Fee Chart Kristen also proposed to remove the double athletic field, this category is not used. The bathroom fee on the chart has been changed from \$100 per week to \$110 per week for Out of Town groups. All forms are attached.

Ms Inge Daniels makes a motion to accept the revised request forms and the new fee/facility chart and new rules # 25 & 26 in the Rules & Regulations section. Mr. Paul Healy seconds. All in favor.

Respectfully submitted,
Kristen Hedrick

Once Around

Ms. Korson stated a discussion with Ms Inge Daniels prompted her to discuss conflict of interest issues with Mr. Paul LeBeau. Ms Korson stated she had been advised it could be considered a conflict of interest for a Park Commissioner to also be member of organization directly involved in Park Department business i.e. Mission Possible. Ms Kaspert stated that although she has been a longtime supporter of Mission Possible, she is not a member or board member of the group.

Mr Chipman stated that the Park Commissioners should plan to do a walk-around of the Park Dept facilities for the benefit of the new commissioners. Mr. Chipman stated that keys should also be handed out to the new commissioners. Mr. Chipman explained the Park Commission's relationship with the School Committee which allows the Park and Recreation Dept to stay in the Flagg Building. There was discussion regarding the installation of gutters on the cabin in Patoma. Ms Korson stated she had spoken with Mr. Tim Melanson to do the work but had not heard back from him. Ms. Korson stated that the front of the building had been painted. Mr. Chipman asked if the Youth and Family Services will continue to stay in the building. Ms Korson stated that there had been no discussion about them moving.

Ms Kaspert stated that she is working on a healthy lunch initiative with the schools and stated someone might contact the Recreation Department about teaching a nutrition class. Ms. Hedrick stated that the Recreation Department had offered a class on nutrition but was cancelled due to no enrollment. Ms. Korson stated that Rec Dept has been looking for a cooking teacher for kids classes.

Ms Hedrick stated that the Afterschool Fridays program for the middle school was very successful and she is planning to run it again in the spring for another four week session. Ms. Hedrick stated that she had spoken with Mr Keith Buday and had been advised by him that the School Department felt the program conflicted with Extended Day.

Motion to Adjourn @ 8:45.

Respectfully submitted,
Maureen Korson