

Holliston Park Commission Meeting Minutes  
October 8, 2014

Present: Kristen Hedrick, Paul Healy, Inge Daniels, Melissa Kaspert, Art Winters

Minutes

April 9, 2014—Ms. Daniels stated she did not propose that the tennis coach receive a violation. Ms. Hedrick stated she will correct the minutes to reflect this. Ms. Kaspert made a motion to approve the minutes of April 9, 2014. Mr. Healy seconded. All in favor.

April 15, 2014—Ms. Kaspert made a motion to accept minutes of April 15, 2014. Mr. Winters second. All in favor.

July 16, 2014—Ms. Daniels stated she is unsure how the Benthic Mats are attached. Ms. Hedrick will correct the minutes to reflect this. Mr. Healy made a motion to accept the minutes of July 16, 2014. Mr. Winters second. All in favor.

August 16, 2014- Unable to be approved at this time as a quorum of attending members. Ms. Daniels stated that the minutes should be corrected to state the lake closing occurrence was a one-time, not pervasive event. Ms. Hedrick stated she will correct the minutes to reflect this.

August 27, 2014—Ms. Kaspert made a motion to accept the minutes of August 27, 2014. Mr. Winters second. All in favor.

Accessibility of Goodwill Swing

Ms. Daniels stated there is a town resident who has a severely disabled child whose daughter is not able to use the new swing at Goodwill as her daughter needs a different harness. Ms. Daniels stated the old swing needed a harness to be accessible, but the playground stipulations stated the harness could not be left on due to an entanglement hazard. Ms. Daniels stated the board should discuss a solution. Ms. Kaspert stated it is such a hard thing because she wants the child to be able to use the swing, however it is a potential hazard for other children if the harness is left on the swing. There was discussion about how to set up a harness check out at the Park & Recreation office or at Fiskes. Mr. Healy suggested the harness be given to the family. Ms. Kaspert stated she is concerned it could be left there accidentally. The manufacturer's instructions state the harness should be removed after each use to avoid an entanglement and strangulation hazard. Ms. Daniels stated one can be loaned and if it is not needed, it should be returned to Park & Rec. Ms. Kaspert stated a letter or email should be sent stating "the Commission is happy to provide the harness however it should be removed after use". Ms. Hedrick stated she will check with Mr. Paul LeBeau regarding language to be included in the letter. Ms. Daniels will talk to the family about Commission's plan to give the family a harness and Ms. Hedrick will find out how much a harness costs.

Summer Report

Ms. Hedrick reviewed improvements made from last summer. Great Get-a-Way trips were successful as the participants shared the bus with Senior Patoma, so none of the trips were cancelled. Thirty participants took swim lessons and the revenue was used to offset the cost of the beach. Ms. Hedrick hopes to make money on this program in the future. Ms. Daniels stated there are wash-out areas on the beach. Ms. Hedrick stated she will discuss this with Mr. Tom Smith. Counselor in Training program was opened to younger participants at Goodwill Park this year and it went well. There are some recommendations for changes to the Patoma and Goodwill Programs made by the staff that will be implemented next year. Ms. Alison Dolan completed her first summer at Goodwill and will plan to return next year. Ms. Comstock at Patoma and Ms. Perpall as CIT coordinator plan to return next summer. Ms. Hedrick is not sure that Mr. Chlebda will return next year. Ms. Comstock would like to have a shelter built and also improvements to the tennis and basketball courts for next summer. Ms. Hedrick stated it is a priority to make the changes to the courts. Ms. Hedrick stated she and Mr. Nemet will work together to get pricing for these special projects. There was much discussion about swim lesson

policies and the language used to determine participants skills and levels. Ms. Daniels stated the sign at Patoma is still broken. Ms. Hedrick stated she will follow-up on this. Ms. Hedrick will be working on the staff handbook with Ms. Comstock over the winter. The newer staff was great this summer. There was much discussion over the amount of vacation time being taken by summer staff and the difficulty of scheduling. Ms. Hedrick stated next year she will get the vacation requests from returning staff first and then hire new staff. Mr. Healy stated there are some programs where participation had gone up however revenue had gone down. Ms. Hedrick stated she has put aside 7% from the programs for future improvements. Mr. Hedrick stated the balance of the revolving account is approximately \$229,000. In that amount \$20,000 is set aside for Kamitlan, she has begun a list of projects and has begun to determine costs. Ms. Hedrick will be meeting with the interim accountant to work on a system of setting aside revenues for future projects. There was discussion about the spreadsheets Ms. Hedrick put together. Ms. Hedrick discussed beach sticker sales this year, in which more were sold than the previous year. Ms. Hedrick stated there were more expenses at the beach with extended scheduling for lifeguards and gate guards. Ms. Hedrick stated that in August revenue drops and the gate guards are there more for monitoring who is going in. There was much discussion about the survey results and parent's comments and future improvements based on the feedback. Ms. Hedrick stated that surveys for 2015 will be given to the children and paper surveys will be sent to parents.

#### Reorganization of the Board

Ms. Hedrick stated she was advised by the Town Clerk that an annual vote must be taken to reorganize the board. Mr. Healy asked Ms. Kaspern and Ms. Daniels if they are ok continuing as co-chairs. They stated they feel able to continue. Mr. Healy stated he will continue to help Ms. Hedrick with the accounting piece.

**Mr. Winters made a motion to keep the leadership as is for the current year. Mr. Healy seconded. All in favor.**

#### Recreation Building Review and Design

Ms. Hedrick received feedback from Veteran's and Youth and Family for improvements and changes to the current design. There was discussion about storage and programming rooms in the future building. Ms. Kaspern stated Mr. Juhl and Mr. Nunes have a very good idea of ideas and needs based on conversations they have already had with the committee. Ms. Daniels remarked on the efficiency of the building design. Ms. Kaspern stated Mr. LeBeau will offer guidance for best next steps to keep the project moving. Ms. Daniels stated the Commission should aim to present the idea of the new building by May town meeting.

#### Fields

Mr. Winters questioned the policy of fining field users. Ms. Hedrick stated she has issued fines. The first occurrence is a warning and then after that a \$100 fine is issued per fine. Mr. Healy stated the concessions are open at the high school now. Ms. Hedrick stated bathrooms are scheduled to be opened there in the future. Ms. Hedrick stated the port-a-potties at the HS were placed there by Pop Warner.

#### Once Around

Ms. Daniels asked about the electrical at the Goodwill playground. Ms. Hedrick stated that Mr. Chipman finished and even dropped off a maps for the locations.

Ms. Daniels stated the cool toppers must be removed. Ms. Hedrick was not sure when that would be happening and will follow-up.

Ms. Daniels inquired about the status of weeding. Ms. Hedrick stated Carroll Damigella will stay on to do fall clean-up. Ms. Kaspern inquired about systemic treatments. Ms. Hedrick stated Ahronian Landscape provided insect control. Ms. Daniels inquired about fall pruning. Ms. Hedrick will follow-up on these items.

Mr. Winters makes a motion to adjourn, Mr Healy seconds at 8:36 pm. ALL IN FAVOR