

Holliston Parks Commission Meeting

November 9, 2016

Tom Chipman, Inge Daniels, Paul Healy, Art Winters, Bob Nemet and Kristen Hedrick

Meeting brought to order at 6:32 by Ms. Daniels.

1750 Update

The elevator specs we just completed by Mr. Clinton. Mr. Chipman would like to talk further with Mr. Ritter and Mr. Clinton about the BID process for this project. Mr. Chipman asked Mr. Nemet if he would be able to help out with the project, Mr. Nemet said he would. Mr. Chipman will follow up with Mr. Ritter on the project. Ms. Hedrick talked with Mr. Ritter and is going to move forward with renovations for the down stairs working with Mr. Rossini, Mr. Nemet and Mr. Clinton. The renovations would need to be done by January 10th in time for the winter music classes. Mr. Rossini said this timeline would be possible. Mr. Rossini and Mr. Chipman and Mr. Nemet will meet this week to look at the project down stairs, Ms. Hedrick met with Mr. Rossini last week. Mr. Chipman gave Ms. Hedrick the name of Independent Sprinkler to call to get the sprinkler added into the vestibule.

Patoma Courts

Ms. Hedrick talked with Mr. LaPointe from Beals and decided that the best time to go out to BID for the Patoma courts project is after the holidays when people will be looking for spring projects. Meanwhile Ms. Hedrick sat down with Mr. Smith from the Highway Department and they are going to clear the path to the Patoma courts and take down some trees and put the gravel down to get ready for the spring phase of the project. Mr. Smith also thought that at some point the Commission would want to pave the path into Patoma, this would cut down on maintenance and costs in the future.

Master Plan

Ms. Hedrick has put in two emails/call to other Engineering companies about a quote for a master plan for our Parks. The Finance Committee asked that additional quotes are obtained to make sure the department is getting the best possible quote for the project. Three quotes are not required by Mass law since the plans are for engineering and design work.

Stoddard Playground

O'Brien and Sons came up with a drawing and cost for the replacement of the bank of swings at Stoddard. Ms. Hedrick would like to replace them as soon as it is possible. After finalizing the budget then the Commission can decide when that project will fit into the schedule. Cost will be about \$17,000. Ms. Hedrick would also like to replace the tire swing with two baby or younger swings.

Mr. Nemet left the meeting at 7:15 pm

Assistant Director Position

Ms. Daniels, Ms. Kaspern and Ms. Hedrick will be interviewing 7 applicants of the 29 that applied on Tuesday and Wednesday of next week. The options will be narrowed down to two or three who will then be interviewed by the entire Board.

Miscellaneous

Ms. Daniels asked about the sign for the building. Ms. Hedrick reported that the sign has been ordered and will be installed soon. Celebrate Holliston donated \$1,000 towards the purchase, Parks & Rec will contribute \$1,000, Veterans Services will be able to contribute \$1,000 and Mr. Ritter said that there is money to cover \$1,000 for Youth & Family Services. This should almost cover the bill of \$4,225 which includes installation. The Highway Department sanded and painted the existing poles for the new sign.

Ms. Hedrick stated that the Parks Board needs to accept the resignation of Ms. Korson from back in July. Ms. Daniels made a motion to accept the resignation of Maureen Korson, Mr. Winters seconds. ALL IN FAVOR.

The Assistant Recreation Director Position needs to be changed from a salary to an hourly rate. Mr. Chipman motions to change the Assistant Recreation Director Position from a salary to an hourly rate, Mr. Winters seconds, ALL IN FAVOR.

The Administrative Assistant position needs to be changed to a permanent position. Ms. Daniels makes a motion to have the Administrative Assistant changed from a seasonal part time to a part time permanent position at grade 200, Mr. Winters seconds, ALL IN FAVOR.

Board needs to re-organize

Ms. Hedrick informed the Board that they need to re-organize the board. Ms. Kaspern though not in attendance said she would continue. Mr. Chipman, Mr. Healy and Mr. Winters all have too much on their plates right now and Ms. Daniels would like to step back as the co-chair. Mr. Winters made a motion the Ms. Kaspern would continue on a chairperson of the Parks Commission, Ms. Daniels seconds, ALL IN FAVOR.

Ms. Hedrick left the meeting at 7:35.

Evaluations

The Board reviewed Ms. Hedrick's employee/performance evaluation and self-evaluation. Ms. Daniels & Ms. Kaspern will consolidate the evaluations and meet with Ms. Hedrick to review them.

Mr. Winters made a motion to adjourn, Mr. Chipman seconds, ALL IN FAVOR. Meeting adjourned at 8:30 pm.