

## **Parks Commission Meeting Minutes October 19, 2016**

**Present: Paul Healy, Art Winters, Melissa Kaspern, Tom Chipman, Bob Nemet, Kristen Hedrick and Ms Daniels arrived at 7:15**

### **1750 Update**

Ed Clinton is finishing a new set of specs for the new elevator location and we should be going out to BID soon. Hopefully this will be the last time we do and that we get better quotes. Next phase is front entrance and indoor space downstairs. Mr. Chipman asked about having the Town buy the elevator and then hiring someone to install it. Mr. Nemet thought that would work. Ms. Hedrick will get in touch with Ed Clinton Thursday to check in and see what his thoughts are. Mr. Chipman suggested trying to get a meeting at 4 pm with Mr. Ritter and Ed Clinton to see if this is possible.

### **CPC**

The request for the funds for the master plan have been approved by the CPC and will go before Town Meeting this fall.

Ms. Daniels arrived at 7: 15.

### **Picnic Tables**

The poste for the four in ground picnic tables are installed at Stoddard. Mr. Nemet reported that the tables will be assembled and put on next week.

### **Patoma Courts**

Mr. Ritter has filed in the dates and prevailing wage information into the BID documents and emailed them to Dave LaPointe at Beals & Thomas. The project will go out to BID soon and construction will take place spring 2017.

### **Fields**

Mr. Chipman asked is there were any more Cricket field violations. Mr. Nemet said that they have not returned to any of the fields that we know of. Ms. Hedrick updated the Commission that we have had a few Safety Buffer field violations by youth sports at Stoddard. Ms. Hedrick has asked the program to not go past the painted white line so not to disturb the neighbors. Youth Baseball Softball is looking to finish the field improvements this fall. Mr. Bradway emailed and reported that he will be putting new sod on Adams & Damigella in early November. These fields will not need to be watered with the cooler weather and hydro seeding. We are not sure when Goodwill will be done. Youth Baseball/softball is also talking about a fall cleanup and is willing to contribute some money towards it.

Field signs. Ms. Hedrick passed around the final field sign that would be put on multiple fields throughout the town. This would eliminate all the other signs that are separate. Ms. Kaspern asked about a no dogs sign. Ms. Hedrick thought they could order a bunch of lawn signs the have "no dogs allowed" on them and when the spring hits after removing the Fields Closed sign we could put the No dogs sign up for a few weeks at the entrances of the fields. Mr. Healy and Mr. Winters agreed that would help the situation.

Mr. Healy brought up the America in Bloom report and the results that Holliston came in first place in their population category which is a great accomplishment for the town. Mr. Healy also pointed out that Holliston is hosting the event next year so there may be a lot going on to get the town ready.

#### **Stoddard Bathroom Floor**

Ms. Hedrick would like to get a quote from Rich Rossini about fixing the floor in the Stoddard bathroom. There is some damage that needs repair.

#### **Assistant Director Position**

The Assistant Director Position has been posted for a while now on Monster and on the MRPA web site application accepted until October 27<sup>th</sup>. Ms. Kaspern proceeded to pass out the personnel by-laws for hiring and explained the process of starting the new person at Grade 400 and Step One. After 90 days with a good review the new person then moves to step two on the chart, then the cost of living increase will kick in with the fiscal year. This is a new process for the department since the Assistant was moved to the chart and paid hourly.

#### **Miscellaneous**

Ms. Hedrick attended a Regional Rec meeting and found that they are looking to do some regional adaptive programming and Holliston will help with the advertising of the programs to support them. This is a great collaborative effort for the region.

Clothing allowance- The Town has a new clothing allowance policy and Parks will have to go before the Selectmen to ask for their approval to allow us to buy Staff shirts for our Department. This includes counselors, lifeguards, gate & concession attendants, Counselors in Training and program supervisors. The cost for the staff shirts is covered by our program costs and beach sticker income for the waterfront. There is no cost to the Town Budget. These items are essential for our programs for safety purposes.

Carroll Damigella questioned when we would want Highway to cut back the decorative grasses. Ms. Daniels said that it depends on if people want to enjoy them through the winter that it could be done at any time. Ms. Hedrick asked Mr. Nemet when the Highway Department has more time to cut the grasses. Mr. Nemet responded that the fall would be a better time.

#### **Minutes**

The minutes for September 20, 2016 were read. Mr. Winters made a motion to approve the minutes, Ms. Daniels seconded, ALL IN FAVOR with Mr. Healy abstaining.

#### **Evaluations**

Ms. Hedrick has Ms. DiLuzio's evaluation and self-evaluation to give to the Commission. Ms. Hedrick also had her self-evaluation. The Commission decided to review the evaluations at the next Park Meeting.

Next Parks Meeting will be Wednesday November 9<sup>th</sup> at 6:30 pm.

Ms. Daniels made a motions to adjourn, Mr. Winters seconded, ALL IN FAVOR.