

Holliston Parks Commission
Wednesday, January 24, 2018
7:00 PM @ 1750 Washington Street

Meeting called to order at 7:04 PM

Attendees:

Inge Daniels, Melissa Kaspern, Art Winters, Tom Chipman, Paul Healy, Mark Frank, Lisa DiLuzio

7:00 PM

- New roles- responsibilities
- Minutes
- 1750 Renovations
- Directors Report- Budget, projects, etc.
- Beals + Thomas meeting
- Once Around

New Roles/Responsibilities

Mark Frank discussed the change in roles since the departure of Kristen Hedrick, former Director. Mark was appointed Acting Director and Lisa DiLuzio, Acting Assistant Director. The roles are evolving as we divide up responsibilities. He expects to have a part-time clerk in place in March or April of this year.

Minutes

Prior meeting minutes from November and December 2017 will be sent out prior to the next meeting scheduled.

1750 Building update

Mark Frank reported on the most recent building updates. Reception/waiting room area will be furnished within the month. A range/oven in kitchen will be installed by Wednesday, January 30. Mark will attend the next board meeting of Holliston Cable Access TV (HCAT) in order to discuss potential financial contributions towards the kitchen. They may want to use the location to film cooking shows. A small grease trap is required in the kitchen and we are struggling to find an installer who does this. Tom Chipman will get us contact information of someone that might be able to do it. John Gagnon will be installing diaper changing stations in some of the bathrooms.

Mr. Frank reviewed the spending budget for the building updates. In prior months, the board allocated funds as follows: Kitchen renovations (\$14,000) & furniture (\$14,000).

Directors Report

Mark Frank shared comparison figures with us from 2016 to 2017 including the increases in: programs, participants and revenue. A large portion of this increase is due to expanding our Thursday afternoon programs with a bus from Miller Elementary. Additional new programs include adding programs for Placentino students on Thursday with bus transportation and February vacation full day camp program.

Melissa Kaspern asked about the status of room capacity numbers. Mark Frank commented that we have not been able to obtain that information from the Building Department, but would follow-up with them again this week. Melissa Kaspern offered to follow-up as well. Mark Frank noted that we have about \$10,000 left over from the renovations budget.

Beals + Thomas meeting

Mark Frank reported that he has scheduled a meeting with our consulting firm, Beals + Thomas to review the Parks & Recreation master plan progress. The purpose of the master plan is to identify improvements within our parks and then make recommendations on how we should spend our resources. The need of the master plan comes from the commission's decision to take a proactive rather than reactive approach to improvements, repairs, etc. A new neighbor to the building on Washington Street has asked for our land survey. According to Mr. Frank, the land survey of 1750 Washington Street was not part of the original plan and the neighbor should have his own property surveyed as we do not currently have this.

Once Around

Mark Frank commented that we will need approximately \$13,000 for swing repairs at Stoddard Park. He may approach the Community Preservation Fund for some funding. Mr. Frank will attend the annual financial committee meeting on February 14, 2018 with Melissa Kaspern.

Mr. Frank stated that he will set up meetings with the spring youth sports programs to identify their upcoming field needs as well as discuss what we can all do to fix up the fields. Tom Chipman noted that the sign at Flagg field will be fixed by youth baseball. They are currently in process of digging for the electricity.

Mark Frank noted that HCAT would like to do a walkthrough of the new building. He welcomed to have them at any time. Melissa Kaspern asked about revisiting the kayak and canoe rentals. Mark Frank has recently seen equipment to store/rent equipment with a credit card. This equipment would involve the outright purchase of the storage unit and boating equipment. This may be explored further for the 2019 season.

Next meeting will be Wednesday, March 7 at 7 pm.

Ms. Daniels made a motion to adjourn, Mr. Chipman seconds. ALL IN FAVOR.