

**Holliston Parks Commission  
Wednesday, September 6, 2018  
7:00 PM @ 1750 Washington Street**

Meeting called to order at 7:04 PM

Attendees: Melissa Kaspern, Tom Chipman, Art Winters, Paul Healy, Mark Frank, Lisa DiLuzio, Bob Nemet, Mark Ahronian, Sean Reese and Jeff Ritter

**Agenda**

- Job Description for Building and Grounds Superintendent
- Blair Square Committee
- Minutes for 7.18 and 8.8
- Beals and Thomas Survey
- Lisa's Hours
- Fields
- Fencing at Patoma Courts
- Quote for the lifeguard huts
- Once Around

**Job Description: Building and Grounds Superintendent**

Jeff Ritter and Sean Reese discussed the addition of a new DPW position, Superintendent of Building and Grounds maintenance. They hope to create this position to oversee the maintenance of the town's buildings. This position is needed in order to take a proactive approach to keeping the towns assets in good condition and to help identify quick fixes where applicable to save a call to a maintenance vendor. This position would oversee all construction projects (roof replacement). Currently, each department head at the town building, along with the town administrator in some cases, is responsible for managing the upkeep and repairs of their building. In most cases, this is not the expertise of the department head and often leads to rework. The intention is to start with the six town buildings (library, 1750, town hall, water dept, etc) and then possibly add the schools down the road. A lot of questions were raised by the park commission and staff concerning the grounds piece of the position. Some of these questions included: Who would handle the money for the rental income and expenses? Who would pay for fertilizer? Will the field income be enough to cover the maintenance because currently the expenses are subsidized by the Parks & Recreation programs? Who would coordinate field scheduling? Who makes the decision to close/rest the fields? Who would be responsible for turning on/off lights on field rental evenings? At the end of this discussion it was decided that the position would start out covering just the buildings (not grounds) as Parks & Recreation handles much more day-to-day operations than originally known by the DPW.

**Blair Square Committee**

Shaw Lively was unable to be sworn into his position on the Blair Square Committee when he went to town hall. Jeff Ritter will generate an appointment letter for him so that he can be sworn in.

**Minutes for 7/18 and 8/8**

Attendees reviewed meeting minutes of July 18, 2018 and August 8, 2018. Tom Chipman made a motion to approve, Art Winters seconded; all in favor.

### **Beals and Thomas Survey**

Mark Frank made a draft of the Master Plan survey in Survey Monkey and printed this out for committee members. He asked everyone to review and provide their comments by the following Friday.

### **Lisa's Hours**

Mark Frank met with Sue Nersessian about increasing Lisa DiLuzio's hours to 35 each week. Ms. Nersessian thought that the hours had already been increased but they will take this to the finance committee on September 11, 2018

### **Fields**

Bob Nemet informed the group that all fields have been fertilized. Mark Frank mentioned a conversation that he had with Selectman, John Cronin, who had concerns about signage, timely maintenance and park conditions. Mark will invite Mr. Cronin to our next meeting so that he can discuss his concerns with the group. Mark Frank will also reach out to Medway regarding the grant money they obtained to upgrade their parks.

### **Fencing at Patoma Courts**

Mark Frank reported that over the summer it was brought to our attention that the Patoma tennis courts have a large open area in the fence making it difficult for players to keep their balls in the courts. In addition, some of the old fencing is still on the site. The commission agreed that we should look into a solution to enclose more of the court. Mark and Lisa will research.

### **Quote: Stoddard Park lifeguard huts**

Bob Nemet will bring the quote for the huts to the next meeting.

### **Once Around**

Lisa DiLuzio has been working with Lynne Rahim, interior decorator, to help make the Parks & Rec space more appealing. Lisa reported that there were leftover funds from the original building renovation and kitchen renovation. The board agreed that this money could be used to fund this initiative.

Art Winters discussed the comments that he heard in the community about allowing non-Holliston residents use of the Stoddard Park lakefront. Mark has been trying to obtain information on the 1996 grant where we obtained funds for the bathrooms but needed to allow non-residents use of the facilities. Neither the planning board nor the Massachusetts public records have been able to produce a copy of this grant with the non-resident clause. There was discussion surrounding improvements at the lakefront for the 2019 season. Some of the options that will be considered are: staffing the lakefront through Labor Day, hiring auxiliary police during busy summer days, and adding cameras at the beach.

Melissa Kasporn noted that Chamberlain Pines swim and tennis club is for sale again and wanted to make everyone aware in case questions came up around town.

Art Winters made a motion to adjourn the meeting, Tom Chipman seconded. ALL IN FAVOR.