

**Holliston Parks Commission  
Thursday, March 7 2019  
7:00 PM @ 1750 Washington Street**

Meeting called to order at 7:12 PM

Attendees: Paul Healy, Shaw Lively, Tom Chipman, Melissa Kaspern, Mark Frank, Lisa DiLuzio and Bob Nemet

**Agenda**

- ESS Proposal/Grant
- Master Plan Draft review
- Program/Registration Update
- Revolving Fund Update
- Once Around

**ESS Proposal/Grant**

Mark Frank reported that he and Melissa Kaspern met with the Community Preservation Committee (CPC) to request a \$40,000 grant to assist with a part of the beach refurbishment project. Mr. Carl Nielsen, ESS Group, had recommended obtaining a local grant such as this in preparation for our larger grant request of the Mass DEP Section 319 Nonpoint Source (NPS) Grant Program. The CPC voted in favor of the \$40,000 grant and that grant request now needs approval of the financial committee as well approval at May town meeting.

Mr. Frank passed around a proposal dated February 22, 2019 that he received from the ESS Group. This proposal is for the assessment of water impairment, conceptual designs and cost estimates for the town beaches, and assisting the town with the preparation and submittal of the Mass DEP Section 319 NPS grant at an estimated cost of \$8,400.

Shaw Lively made a motion to accept the proposal of ESS Group to execute the following work at a cost of \$8,400; Tom Chipman seconded; all in favor

Lisa DiLuzio is obtaining quotes for the replacement of some of the older and broken picnic tables and benches at the following locations: Goodwill, Stoddard and Pleasure Point parks. One quote has been received so far. Paul Healy made a motion to replace some of the structures up to amount of \$10,000; Tom Chipman seconded; all in favor

**Master Plan – Draft Review**

Mark Frank noted that Beals & Thomas did a great job at document gaps at our parks. It is now up to us to begin prioritizing projects. Mark Frank will provide feedback to Beals & Thomas about the projects needing cost estimates and then the report will be finalized. Shaw Lively noted that when the Master Plan document is complete, we should put it on our website, mention it in the Holliston Reporter and bind some copies for the office. We will also put the Master Plan on an upcoming agenda so the public has the opportunity to comment on it.

**Program/Registration update**

Mark Frank reported that we are in the middle of spring and summer program registrations. We are currently up \$32,000 over the same period as 2018 (February 1-March 7). Lisa DiLuzio asked for input about raising beach sticker prices or have them remain the same in 2019. After some discussion it was

determined that since no major improvements had been made to the beach front for the 2019 season, it would be best to have the prices remain unchanged. Shaw Lively made a motion to keep the beach sticker prices the same as 2018, Paul Healy seconded; all in favor

### **Revolving Fund Update**

Mr. Frank reported that our revolving account is healthy. We still have limited access to the account and rely on the Town Accountant to obtain information about the account, but he is working with the Accountant to find a solution that will give us more access.

A vote was required to approve the FY 2020 salary budget. Shaw Lively made a motion to approve \$124,323 to cover the salaries of the Director, Assistant Director and a DPW employee salary (25%), Paul Healy seconded; all in favor.

### **Once Around**

Shaw Lively noted that James Keast took out papers to run for an open seat on the Parks & Recreation Commission into the upcoming election. Mr. Lively noted that he will attend an upcoming meeting.

Mark Frank is working with Bob Nemet to review the fall invoice of youth football (AYF). They are trying to reduce the bill for AYF. One option is to bill the group for actual field lighting usage versus billing by the hour. Another option is to waive the Adams field over seeding fee because the estimate was higher than the actual billed rate of \$600.

### **Meeting Minutes: February**

Attendees reviewed meeting minutes of February 6, 2019. Shaw Lively made a motion to accept the meeting minutes as written, Paul Healy seconded; Tom Chipman abstained; all in favor.

Shaw Lively made a motion to adjourn the meeting at 8:32 PM, Paul Healy seconded. ALL IN FAVOR.