

**Holliston Parks Commission
Thursday, January 10, 2019
7:00 PM @ 1750 Washington Street**

Meeting called to order at 7:06 PM

Attendees: Paul Healy, Shaw Lively, Melissa Kasporn, Mark Frank, Lisa DiLuzio and Bob Nemet, Brian McDonald, Jay Green

Agenda

- Director Performance Evaluation
- Blair Square Committee discussion including selectmen's meeting
- Minutes: October, November and December 2018 meetings
- HYBSA/Parks field equipment
- Programming update
- ESS report/financing
- Once Around

Director Performance Evaluation

Melissa Kasporn led the verbal performance evaluation of Mark Frank, Director Parks & Recreation. Melissa compiled comments from the park commission members. To summarize their comments, Melissa said that Mr. Frank is a fast learner and is doing a great job in his role as the Director. He is very knowledgeable, well respected within the community, and has shown initiative and great leadership to grow the department. The park commission would like to see more public relations of Parks & Recreation initiatives and would like Mark to continue tracking metrics of programming through the use of surveys.

HYBSA/Parks field equipment

Holliston Youth Baseball/Softball Association (HYBSA) members Brian McDonald and Jay Miller joined the group at this time. The purpose of their attendance was help us find a solution for improving the field conditions during the season. Mr. Miller is currently an employee of the Medway DPW and has extensive experience with the upkeep of their town fields. His suggestion is to drag the fields every two weeks with an infield groomer. Medway owns their own infield groomer so the bi-weekly work is performed by the DPW staff. Mark Frank surveyed surrounding towns including Natick, Norwood and Westwood. All of these towns are taking this bi-weekly maintenance approach. Based on this information, Mr. Frank recommends that we do one of the following: 1) outsource the field maintenance to a company who owns infield grooming equipment, 2) purchase the infield groomer and hire staff to perform the field maintenance, or 3) purchase the infield groomer and have our DPW staff perform the maintenance. Mr. Miller said that Medway has a gas powered Smithco infield groomer and the market price for a new machine is between \$18,000 and \$26,000.

Should a purchase of the infield groomer be the best option, further discussion will take place to decide if Parks & Rec, HYBSA or the Town of Holliston (through a capital expenditure to be voted on at town meeting in October 2019) make the equipment purchase. Mark Frank recommends that the DPW open the fields this year and obtain quotes from local landscapers for the bi-weekly maintenance for the 2019 spring season.

Blair Square Update

Shaw Lively reported the priority item for the Blair Square Committee continues to be the parking at Casey's Crossing. The committee is pursuing grants to create a parking area and also working with John McCarthy (Casey's Crossing owner) to obtain an easement for the parking.

Meeting Minutes: October, November & December 2018

Attendees reviewed meeting minutes of October 17, 2018. Shaw Lively made a motion to approve; Paul Healy seconded; all in favor.

Attendees reviewed meeting minutes of November 15, 2018. Shaw Lively made a motion to approve; Melissa Kaspern seconded; all in favor.

Attendees reviewed meeting minutes of December 5, 2018. Shaw Lively made a motion to approve; Paul Healy seconded; all in favor.

Programming Update

Lisa DiLuzio commented that the youth wrestling program had a record number of registrations and the group is looking to expand next year. Beginning February 2, the Parks & Recreation Center will be holding three kids' yoga programs on Sunday mornings through the winter. Mark Frank informed the group that the spring/summer brochure will be mailed to all town residents.

Melissa Kaspern recommended that a college essay writing course be offered in the summer. Lisa DiLuzio said that she would reach out to some high school staff to see if there is interest in running this program. The department is gearing up for summer. Seasonal jobs will be posted as soon as treasury receives final approval of the job descriptions from the state.

ESS Report

Mark Frank stated that the report by ESS presenting options for beach and lake refurbishment will be complete by January 23. He recommends us meeting again on February 6, 2019 to review the options from the report.

Once Around

Mark Frank has a meeting with Joyce from GLM Engineering to look at the potential rail trail connection. Mr. Frank also has a meeting with Chris Meo, Technology Director, on Friday to discuss surveillance and wifi options at Stoddard Park.

Bob Nemet advised the group that the Patoma gate was locked by DPW because there was a dumping incident near the courts parking lot. The gate will remain locked until the weather is favorable to play tennis/basketball. Mr. Nemet also noted that the mower deck was in need of replacement.

Melissa Kaspern asked for the following status updates:

Stair railing project at 1750 Washington Street

Mark Frank stated that the railing contractor did not have the appropriate license in order to get approved by the town Building Inspector. We will obtain quotes from licensed contractors for another quote.

Beals & Thomas Master Plan

Mark Frank informed the group that Beals & Thomas would not be providing conceptual drawings of the suggested update/improvements, but the final report would be delivered to us in March 2019. The report will include not only capital improvement suggestions, but ideas for our existing operations and maintenance.

Goodwill bathroom project request through Senator Spilka

Mark Frank gave the group a June 2019 timeframe for a response if our project was accepted.

Shaw Lively made a motion to adjourn the meeting, Paul Healy seconded. ALL IN FAVOR.