

DRAFT

Present: Inge Daniels, Kristen Hedrick, Paul Healy, Tom Chipman, Maureen Korson

Minutes of January 9, 2013; Jan 16, 2013; January 23, 2013

Ms. Daniels stated that regarding the minutes of Jan 9, 2013 a change should be noted to read that Mr. Morrison wanted to be at the evaluations however Ms. Kaspersn felt that they could not be delayed any further. Additionally Ms. Daniels noted that, on the minutes of Jan. 9, 2013 should be amended to say "The performance evaluation for Ms. Korson was discussed".

Mr. Healy made a motion to accept the minutes of January 9, 16, 23, 2013 with the changes noted. Mr. Chipman seconded. All in favor.

Review of Job Descriptions

There was discussion regarding the words "exempt" and "non-exempt" on the job description template. Ms. Korson stated she would check with Mr. Paul LeBeau as to the proper terminology to use. Mr. Healy stated the description for Recreation Administrator should be amended to include the phrase " Will assist the Recreation Director as needed".

The Park Commissioners reviewed and discussed contracts for Ms. Hedrick and Ms. Korson.

Mr. Chipman made a motion to accept the "summaries of job descriptions and essential functions for three years, per the standard Town contract, for the positions of Recreation Director and Recreation Administrator. Mr. Healy seconded. All in favor.

Pleasure Point

Mr. Morrison was unable to attend the meeting however had added Pleasure Point as an agenda item. There was discussion about replenishing sand on both the Stoddard and Pleasure Point sides. Ms. Korson stated the Conservation Commission had given the Park Department ongoing permission to add sand as needed provided it was "glacial sand". Ms. Korson said she will begin to work on pricing out sand.

Budget Meeting

Ms. Hedrick stated the budget meeting she attended went well, although she remains uncertain whether the Park Dept budget will be increased by 1.5% or level funded. Ms. Hedrick stated budgets will be appropriated at the end of the month. Should the budget be increased 1.5%, .5% will go into the lifeguard line.

MPH Feedback

Ms. Daniels stated she has not discussed a maintenance account with Ms. Collier as she wants to have facts about actual costs to maintain Goodwill Park prior to the discussion. Ms. Daniels stated she has not contacted Ms. Stahl regarding a "Friends" group.

Recreation Update

- Ms. Korson is working on inputting Spring/Summer 2013 program information into both the brochure and website. The current tract puts the brochure in "proof read" form by February 14, with all program being entered into the web tool by Feb 21, brochure distribution by Feb 28th and online registration to begin on Tues Mar. 5.
- Goodwill Park will begin one week later this year due to low enrollment during Jul 4th week last year. Ms. Laurie Leavitt will return this summer to oversee that program.

- Junior and Senior Patoma will be run in one week sessions. Ms. Diane Comstock, a former program supervisor will be returning this year to oversee Junior Patoma.
- Beach costs, dates, etc are TBA as Ms. Hedrick is looking for a beach director. Beach stickers will be advertised in the outgoing tax bills and perhaps be purchased online through Uni-Bank the Town's online provider.
- Ms. Hedrick stated she is not planning to run the annual July 4th event this year, as it was too much. Mr. Healy expressed concern that the residents may become accustomed to having the 4th event at the lake. Ms. Hedrick stated she will instead provide an event to residents in the middle of June, possibly with music, similar to the event on July 4th. Ms. Daniels stated she is comfortable with having the event on another day as long as it still happens. There was discussion about the electricity problem at the pavilion. Mr. Chipman stated a box should be placed over the outlets there. Mr. Chipman stated he will take a look at it.
- Ms. Hedrick stated she would like to hire Ms. Susan Woodrow to provide transcription of the park minutes. Mr. Healy stated he does not feel this is a necessary expense. Ms. Hedrick stated transcription of the minutes is too time consuming and the office is becoming too busy to have hours taken away from focus on more important tasks. Mr. Healy stated the Commission should take turns doing minutes. Mr. Chipman said no. Mr. Healy stated "assist with transcription of minutes" is in the Recreation Administrator's job description. Ms. Korson stated it is much less time consuming when the task is shared between each position's agenda items. Ms. Kaspersn stated she would like to see help with the minutes during the busy season which begins in March and ends in August.

Ms. Kaspersn made a motion to hire a person to take over transcription of Park Commission meeting minutes from the period of March through August. Mr. Chipman seconded. Ms Kaspersn- AYE, Ms. Daniels -AYE, Mr. Chipman—AYE , Mr. Healy—NO. Motion passes.

- Ms. Hedrick reviewed a testimonial composed for Simply Safer. She stated she had been advised by Ms. Minihan of the Selectmen's Office that it was ok to provide this as long as the Park Commissioners agreed. There was much discussion on the wording, with the result being: Holliston is a small town with 14,000 residents and approximately 26 acres of athletic fields. We have a thriving and growing athletic community that utilizes all of our fields to capacity. This high volume creates a lot of wear and tear each year that we not only wanted to fix but prevent from happening each season. We brought in Simply Safer and they presented us with a multi step turf care program for our fields that we implemented for the first time in 2002. Since then, our fields have become stronger and more resilient each year. In striving to be environmentally friendly, we moved to using their all organic turf care system in 2005, and have been very happy with the outcome to date. Simply Safer is flexible, affordable and easy to work with.
- Ms. Hedrick stated she had attended the Community Center Task Force meeting again this week and had positive feelings about the direction the committee was taking.

Goodwill Park Tennis Courts

Ms. Kaspersn met with the Community Preservation Commission last week and updated them on the findings of the bore testing. Beals & Thomas recommended raising the courts about 15 inches because the ground water is so high, which is causing all the drainage issues. Melissa informed them that the project may cost more than what was initially estimated. The Park Commission would have to go before the CPC if additional funds would be required. Then we would have to go before Town meeting for approval. The deadline for spring requests is March 15th. Mr. Chipman asked if Beals & Thomas would be able to come into a meeting to go over the options, Ms. Hedrick will contact David and set that meeting up.

Evaluations

Kristen Hedrick's evaluation was discussed with Kristen. Ms Hedrick will sign & return it to Town Hall on Thursday.

Next meeting will be Wednesday February 27, 2013.

Ms. Kaspern motions to adjourn at 9:48 pm, Mr. Chipman seconds, ALL IN FAVOR