



Boylston Parks and Recreation Commission Meeting Minutes



Tuesday, November 7, 2023

6:30 p.m. in the Nicholas Ward Meeting Room

Boylston Town Hall, 221 Main Street, Boylston, MA 01505

I. Call to Order by Eric Hoffses at 6:35pm

- a. Commissioners Present: Eric Hoffses, Alison Leblanc, and Arielle Strzelewicz
- b. Commissioners Absent: Steve Nason, Claudine Underwood
- c. Coordinator: Present (Pam Frechette)
- d. Public Present: Mark Anttila

II. Approval of Meeting Minutes – 10/03/2023

***Vote:** Alison made a motion to accept meeting minutes from 10/03/2023. Arielle seconded. All present in favor. Motion carried.*

**Agenda items taken out of order. Quicker items addressed first to save discussion time for the grant/park information.*

III. Regionalization Update (if any)

No discussion

IV. Disc Golf Update

Eric reported the course is 90% complete. There is a meeting at the Other Place Pub on Wednesday evening (next night). They were hoping to have a grand opening in the fall, however now they are planning for the spring. Some U-disc statistics for the month of September: 288 rounds were scored, 517 hours were spent and 128 players used the course for the first time. That only includes people using U-disc.

V. Coordinator Report

- Mat installation complete 10/30 and final invoice received.
- 4 programming grants submitted to the Boylston Cultural Council.
- 11/10 Irrigation scheduled to be shut off.
- Tahanto reached out about participating in shadow days and internships for students. Arielle advocated to participate, knowing how difficult it can be for students under 18 to get internship opportunities. Pam will find out more.
- Upcoming meeting with Tower Hill about programming.
- Reached out to other towns about gym/field rental pricing to see how we compare (as part of the facility rental form update project).
- Change to revolving account article for Town Meeting - wording would be worked out by Town Administrator/Town Counsel, but definition of what fees go in/out would be defined by Parks & Recreation. See sample.
- Board of Selectmen approved Claudine's appointment to Master Plan Implementation Committee.

- New office space updates: no date, needs flooring and painting, still some files stored there.
- If the piece of mat is still in the locker room, Mark offered to get rid of it and save some of the vinyl for patches.

Programming Review:

- Stargazing went well, two amateur astronomers/photographers joined with their equipment, too.
- Scarecrow Contest had 8 participants – fees were used for prizes.
- Bemis Farms Pumpkin Arrangements went well with 12 participants, mostly from West Boylston.
- Trick-or-Treating for children under 6 went well – Library, Historical Society, Historical Commission, Hillside Preservation Group, Town Clerks Office, Fire Department, and Police Department participated. There is interest from other departments to participate next year.
- Candy Bar Bingo was fun with a parade and costume prizes. The kids want to do it again.

Programming Upcoming:

- Evolution Baseball Clinics on the 10th and 24th of November. 5 sign-ups for one session already.
- Fused Glass workshop pushed to spring due to no sign-ups.
- Santa letters begin on the Nov. 14th.
- Dec. 2nd WINGMASTER Birds of Prey with Native American artifacts.
- Dec. 9th Tree lighting helping Historical Commission with craft – Commissioners okay with venue.
- Dec. 14th Holiday Centerpieces again, went well last year.
- Offering EVO Baseball camp over break.
- Home lighting contest. Alison is working on lights for Common with the Garden Club. She was contacted by some people to ask who does lighting on Common and if Parks & Recreation could help. Board was fine spending proceeds from house lighting contest on lighting on common.

VI. Grant Discussion for Parks – Matrix, Priorities, & Timelines

- a. Parks – Manor and Harrington Updates
- b. Timelines – including deadline for town meeting
- c. Discuss scope of work
- d. Any other Parks Discussion

Pam gave the Commissioners a matrix that shows the grants previously discussed. Eric asked Arielle if she would like to work on grant information for Camp Harrington and said that Paul sent some possible grants for the property. Arielle said yes. There is an upcoming Mass Trails Grant workshop that she will attend. The trails grant is due 2/01. Pam said some of the work that Paul did on the PARC grant could be used on the Trails Grant, since it's the same property. Pam said the Land and Conservation Fund could also be used for Camp Harrington.

For Manor, Pam said she thought they discussed using the CPC money and PARC grant. Alison suggested for CPC to go for the fullest amount. Mark said to go for \$250,000.00 to cover the project. Mark explained the split on the CPC money, so he said there might be \$90,000.00 total available if they spend all they can on this one project. Alison said the application is ready except for the amount of funds requested because we don't have quotes yet. She said she'll use the \$250,000.00 and send it in tonight. Mark said the deadline

is next Tuesday. Alison confirmed the quotes are due in January. Mark said fencing and accessible walkways might be separate quotes. Mark will help Alison with the process.

Alison asked if the Commission will be working on all the grants? Mark explained that for the PARC grant, it has to go to Town Meeting for approval. The first item on the warrant would be approval of CPC money, then immediately after it would approve the funding for the PARC grant in relation to Manor. Pam said that the (Camp) Harrington Park grants would also need approval at Town Meeting because they're reimbursement grants.

Mark said he will continue to work on the quotes for the courts at Manor. Alison said Premier did the basketball courts. Mark thinks he contacted them and they recommended Lazaro. She said she thinks they only seal coated the courts. Mark said the courts at Manor were already fixed once, so he doesn't think that can be done again and asked if the projects can be worked on outside of meetings. Alison said they just can't be a quorum with three Commissioners to avoid an open meeting violation. Eric asked if Lazaro gave a quote and Mark explained they won't give budget pricing.

Alison said there's a lot of work to do if we're going to do all of them (grants). Arielle asked if it would confuse people if we do all of it at Town Meeting. Alison said it would have to be split up by project. Arielle said she will go to the virtual training on the Trials Grant and will try and go to the Land and Water Conservation Funds. Pam said the LWCF is 50% reimbursement, which may be tough.

Mark asked if the Town can accept money if people want to donate. Alison said we can't solicit, but we can accept. Arielle said Mark could solicit as 'Friends of the Park for Manor Field'. Mark said he can send an alert through playtimescheduler.com notifying players they can donate. Alison said she like the leaf idea. Pam asked if there's benches for when people wait out – that could be an idea? Alison said even plaques like they have at Manor and since there will be a fence, that could be an option. She asked if Mark wanted to go to the Land and Water Conservation Fund and noted that for the AARP grant, maybe applying for an accessible path to the courts would be a good idea for that grant?

Eric asked if there were any more questions. There were none, so he reiterated that Alison will work on Manor, Arielle on Harrington Park, and he will help with both.

VII. CPC Update

Covered under grant discussion above.

VIII. Budget Report

No report. Budget information for next year, even with a switch to a departmental revolving account, will not account for maintenance expenses for Harrington Park or Center Court because the same revenue rules apply. Mark said he may plan some Pickleball clinic at Center Court in the spring. Arielle asked if we could host something at Harrington Park. Pam said she tried sketching and got no sign-ups, but may host bird watching/native plant identification workshop in the spring. Alison suggested foraging.

Mark requested money for Pickleball to replace parts and maintenance.

***Note:** Alison made a motion to allocate an amount not to exceed \$800.00 for Pickleball maintenance. Arielle seconded. All in favor.*

General Discussion:

Eric asked if there are enough icepacks. There’s some in the gym closet and on top of the AED in the hall. Pam has some in the office as well.

Arielle offered to paint a mural in the new office.

Alison said she talked to someone who wanted to recommend a design for plants that can be put at the beginning at Harrington Park. Alison said it looked like a lot of natives were coming up, but it was mowed, so a quote for phased in approach to plant can be used for the grant.

Mark said on weeks where there’s not a lot going on in the gym, there could theoretically be 30 pickleball sessions. Pam said so many people are coming for Pickleball cards. Mark said for the clinics he is set up as a coach so he can see rosters.

Pam said the Town has chosen a new website vendor and we’ll still have to keep our registration software, as all the vendors would only redirect.

Mark asked Eric about the new website that basketball is using. Eric said he’ll send Mark a link when they post the new schedule. Games start the first weekend in December, but there’s a scrimmage day on November 18th. Mark said he likes to schedule sessions a week ahead of time, so he’ll touch base Eric weekly.

IX. Citizens’ Comments

(Except in unforeseen or emergency circumstances, any matter presented for consideration of the Commission by a member of the public shall neither be acted upon, nor a decision made the night of the presentation. A scheduled time on a future agenda may be necessary, at the Commission’s discretion.)

X. Future Agenda Items (topics to be proposed for discussion at future meetings)

Budget items and requesting a meeting with Fin Comm – discuss at next meeting

XI. Adjournment

Vote: Arielle made a motion to end the meeting. Alison seconded. All in favor. Motion carried. Meeting adjourned at

Meeting Materials:

Agenda	On File in the Parks and Recreation Office
Minutes	On File in the Parks and Recreation Office
Public Attendance Sheet	On File in the Parks and Recreation Office
Grant Matrix	On File in the Parks and Recreation Office
Manor Park Drawing	On File in the Parks and Recreation Office
Sample wording for departmental revolving	On File in the Parks and Recreation Office

Respectfully submitted by: Pamela Frechette, Parks and Recreation Coordinator