



Boylston Parks and Recreation Commission Meeting Minutes



Meeting Minutes of the Parks & Recreation Commission

Tuesday, December 6, 2022

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

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

- I. Call to Order – 6:30pm by Chairperson, Eric Hoffses
 - a. Members Present: Eric Hoffses, Claudine Underwood, Arielle Strzelewicz
 - b. Coordinator: Pam Frechette
 - c. Public: Jeffrey Turgeon (Worcester Sports Foundation), Elaine Jones, Mark Anttila
 - d. Commissioners Absent: Alison LeBlanc, Steve Nason

II. Approval of Meeting Minutes – November 1, 2022

Vote: Claudine made a motion to accept the minutes from the November 1st meeting. Arielle seconded. All in favor. Motion carried.

III. Disc Golf Update

Eric invited Jeffrey Turgeon of the Worcester Sports Foundation to the front to discuss the latest Disc Golf Updates. Eric asked if the group had gone before the Board of Selectmen the night before and it was confirmed. Jeffrey handed out an updated presentation and said he'd like to give an update and then ask the Commission if they would like to decide to take the final steps to move forward, pending final review by the state.

Since previous meeting, the course was revisited, especially as it relates to the Gough House. Considering feedback to leave the open field in front of the Gough House clear, work has been done to reroute the course Jeffrey said there will be a bit more work with brushwork, but it made a better flow and better meets overall what the area would support.

Jeffrey said the group (Jeffrey, Claudine, Pam, and Arielle) met with the Town's Historical Commission and they offered support for the project. Some concerns were talked through,

like parking, usage, trash, etc. and the Parks and Recreation Commission can look at the finer points, but some great feedback came from the process.

The Board of Selectmen (at the meeting the night before) gave official approval for the Parks and Recreation Department to move forward at the discretion of the Commission.

The current layout will require approval of the DEP and the MA Historical Commission review, so we're waiting on that.

Jeffrey said noted one potential change, taking into consideration feedback from Mr. Nason and the proximity to the walking trail in one spot. He said he was thinking that the upper field in back can be used for much longer hole and the start/end can be changed there, making use of the upper lot parking. It would make for a better sight line, too. If the shift was made, the new hole area is not in the protected or historical zones. Jeffrey said another nice element to this change is there's more room for signage and a practice basket can even be installed. Eric agreed that it makes sense. Jeffrey said the Udisc application shows people where to park and the upper lot can be designated for that and noted the change would be better for the course, parking, and flow of people. He wanted to make sure the Commissioners would be fine with it. Eric said he loves the new design pushing the parking out back to a designated area and changing the start/end. This design doesn't interfere with parking for the Gough House or town business, so that need is met and it feels like we're not impeding on anyone.

Jeffrey said the Commissioners voted a long time ago on the old design and not any other newer shifts. He put in the DEP application and dropped off the payment, which would take a few weeks for approval. He's not sure how long the MA Historical Commission would take to review, but Pam added it should be about 30 days. Jeffrey said he'd like to start recruiting volunteers and start a small brush path where needed to start bringing potential donors up to walk the land and maybe even making a highlight video to drum up support. And then start fundraising. He also noticed a trail grant that the state is offering and he was talking to one of the MA trails staff people about the opportunity to apply for a dual purpose walking and disc golf trail with a story loop. The staff member said it sounded like an innovative idea. Jeffrey said the grants go up to \$400,000.00, so if we were going for a small amount, we may have a chance. He noted we could even go for more and make the idea bigger, adding signage and such. Jeffrey said he would leave it up to the Commissioners to figure out if they wanted the Worcester Sports Foundation to apply for it, or the Town, since the Town may hold more weight with the state. Jeffrey said he's willing to do the research and write it but wanted to make sure it didn't interfere with any other Town projects or grants. Arielle said she would love that for Camp Harrington. Jeffrey said he doesn't believe it has to be for just one location. He'll research it and share what he finds out. He said he will understand if it needs to be one or the other, that Camp

Harrington has priority. The application deadline is February 1st. The grant is offered by Mass Trails.

Jeffrey said when all the approvals come through, he will work with Pam to set up meeting with the Historical Commission and see how they want to approach the signage as far as doing a story loop. Do they want to look at naming stuff? All along we've been proposing that idea in good faith, but at the end of the day it's up to them. Upon State approvals that might be one of the first meetings we should have. Claudine said she does feel they want to be involved.

Eric said Park and Recreation approval would be for the new layout and pending state approvals. Eric asked the other Commissioners if there were any other questions for Jeffrey before voting. There were none.

Elaine Jones, a member of the public had a question from the floor. She said she went to Udisc.com and was looking at Newton Hill, the free course in Worcester. She said there are two leagues there, close to 200 people, and they have league fees of \$6.00 each week, with \$4.00 to pay out, \$1.00 to PDGA, and \$1.00 to an ace pot. She wondered what that was? Jeffrey said the course is free, but it costs money to play in a league. There's a volunteer group in Worcester called the Friends of Newton Hill that manages that park on behalf of the city. The ace pot if used if someone gets a hole-in-one, they receive that money. Jeffrey said the night before (at the Selectmen's meeting), they talked about opportunities for Parks and Recreation to bring some revenue in, and inviting leagues is a way to do that. Each player contributes money weekly. Mark Anttila said there's a payout. Elaine asked what that means. It was explained that there would be a "payout" to the winners. Jeffrey said you could do something like that and keep some. Arielle confirmed that it would be Parks and Recreation making that choice. Elaine asked if the Worcester Sports Foundation would be done once the course is set up, and Jeffrey said at that point their members would be considered town volunteers.

There were no further questions.

Vote: Arielle made a motion to approve the new layout, Claudine seconded. All in favor. Motion carried.

IV. Camp Harrington Update

Eric said that he and Pam met with Town Administrator, April Steward before Thanksgiving. Paul, the Town Planner, has resigned and April has jumped in to help move the project along. Eric said three companies provided quotes, but they didn't all quote the same things so we will need to go back to them.

Mark Anttila said Camp Harrington was discussed at the (Selectmen's meeting) last night. Elaine Jones said they discussed using ARPA money for Camp Harrington and Matt Mecum felt it wasn't an emergency. Elaine said that the discussion turned to wondering if we would lose just a portion (\$9,000) or the whole grant (\$91,000) if not complete and if there was a possibility of an extension. She said she's pretty sure Paul said the whole thing needs to be done by June 1st. They were going to have April look into it. Eric said all three companies that bid said the deadline is not a problem.

Elaine said the other question they had was what is going to be done. Eric said it's a phase I of the (larger) project, so the major points are to get an entry way and some kind of defined pathway to the water. There's only about \$9,000.00 from the state and it has to be done by June 1st. Eric said originally there was some confusion by Paul that the bid needed to be completed by June 1st, but then found out the whole thing needed to be done by then.

Elaine said another question that came up was if the driveway is part of the land the Town owns. The original footprint of the lot was extended when they were doing work (previously). Eric said that was something that was discussed with April and we might have to have it surveyed.

Claudine asked when it would be going out to bid. Pam said that April will help look at the information before it gets sent back out.

It was noted that additional funding might be an issue since there was reluctance about using ARPA funds and the timing of Town Meeting (in May).

V. Coordinator Report

Mark asked to discuss Pickleball. He said a couple quick things: increasing the rate to \$4 for non-residents and keeping it \$3 for residents on January 1st, which is well within range of what's going on in the region. The other idea is 7:00-9:00am on Sunday mornings, and maybe a night after 8:30pm. He wants to know if it's always busy until 8:30pm? Eric said that basketball is pretty consistent using the gym right up until 8:30pm. Mark said once the academy time slows down, they will be collecting more money. He reported that year-to-date they're over \$10,000, almost \$11,000 for a one-year period. Mark said he's officially a USA Pickleball Ambassador. He wants to try and promote it more within the community and schools. He took a referee course, too. Mark said he'll post new dates as tentative and open them a week before. He also reiterated that he's not present at all sessions. Pam said she has a meeting with the Town Treasurer and the bank later in December and may know more about the Pickleball payment system.

Meetings:

- November 2nd Pam met Alison Leblanc at Center Court regarding her vision and then reached out to the Highway Department for vendor recommendations. There might be an opportunity for collaboration with the Highway Department. Pam is following up.
- Camp Harrington next steps with April and Eric.
- MRPA meeting on November 9th.
- Walk through of the Disc Golf course with Jeffrey and Arielle
- On November 14th Pam and Matt Davidian inspected the boards for the skate rink on the Matt went to Center Court after with a laser level and noted the grade is only 2" off, so the 12" boards we have will work well, accommodating a 36'x84'. A liner needs to be ordered.
- Principal Ayles on the 17th about working together.
- Attended the Historical Commission meeting regarding Disc Golf.
- Reached out to West Boylston P&R about their budget categories and they keep their budget a completely different way.

All porta-potties have been picked up.

The vending license has been submitted to the Board of Selectmen.

Pam mentioned the lighting problems in her office – the lights are hardwired with School Department upstairs, so if a switch is turned off upstairs, the lights don't work in the Park and Recreation office, and one of the fixtures for the overhead lights needs to be rebuilt. So it's dark in the evenings. Bob found extra lamps.

April added the fee waiver for the Town House for Parks and Recreation to the January meeting agenda.

Pam showed a draft of a certificate that can be sent to supporters that was discussed in a previous meeting.

Pam mentioned that she's unsure what her discretionary spending limits are, or if approvals are needed before ordering items. Eric said that it's probably best to discuss when Alison is present. Pam mentioned that Pickleball had asked for new balls. They are \$127.99 on Amazon, which is the cheapest price.

Vote: Claudine made a motion for Pam to purchase pickleballs for the league up to \$150.00. Arielle seconded. All in favor. Motion carried.

Eric said they should also do that for the rink liner, rather than wait until January, and find a budget line item to take it from.

Vote: Claudine made a motion for Pam to order a liner for the skating rink at Center Courts for an amount up to \$350.00. Arielle seconded. All in favor. Motion carried.

Eric said that Matt Davidian heard backboards were needed since Mr. Nason mentioned there might be a recall on them in a meeting and they are generally old and in rough shape. Matt asked Eric if he could make a gift meant for backboards.

VI. Porta-potties – Invoice resolution & Football

Pam went back to United about invoicing issues. The current invoices have been reduced from a total of \$3,915.00 is now \$2,950.00. The invoices for Center Court have been cleared up and ready for Eric to sign off. The remaining ones are for football, and there may still be one outstanding. For football, there are three invoices totaling \$2610.00, reflecting the credits. Claudine asked if football returned their field use agreement, Pam said they have not. Eric said he'd take the information home and look at it. Claudine said the if the Commission plans to pay these things for them, they need to do equal participation that other sports do. Pam said she thinks they used to pay their own porta-potties before but were invoiced by Parks and Recreation or sent a copy of the invoices. Eric confirmed that was the case. Pam reminded the board there might be another invoice outstanding, probably close to \$800.00 after credits. Eric said the bill is large and there's no budget for it this year. Pam said it's for two potties, cleaned two times a week. Pam asked for clarification if Parks and Recreation will pay and then invoice football? Eric responded no. Claudine said to ask them in the future that if they need more cleanings, they should help with that cost. Eric also suggested they should use the same vendor. Pam asked if she should forward the invoices to them? Pam said in the past, the former coordinator would copy the invoices and send them to football. Eric said that's probably what we should do this year. And then tell them we can allocate funds in the budget to help next year, but we will need the field agreement on time and require them to use our vendor. Arielle said Parks and Recreation should order them next year.

VII. Budget Report

Handout – no discussion.

VIII. 2024 Budget Requests & Annual Report Information

Pam said Alison mentioned budget numbers are due soon to Fin Com. Eric said it's usually in January. Eric said the coordinator does most of the work to determine the budget based on past numbers, and the Chairperson reviews it. Arielle mentioned the Alison wanted to add maintenance/repairs for the Parks. Everyone agreed that was a good idea, since there's currently no line item for that.

Pam asked about the annual report that's due the third week in January. Pam said she'll just need help with what happened before she started. That she will write it, but will just need a Commissioner to review and add as needed.

IX. Citizens' Comments

(Out of agenda order)

Elaine Jones asked for permission to speak. She commented that the bylaw for the Community Preservation Committee is on the special town meeting and encouraged members to attend. Once the bylaw is approved, all the 5 committees named will have to appoint someone to the Community Preservation Committee. She thinks by January they will be looking for people to be appointed to the committee. There will be nine total members, one each from: Parks & Recreation, Planning, the Historic Commission, Conservation Commission and Affordable Housing. Then four at large members appointed from the community. Claudine added that the Master Plan Steering Committee is done, so her commitment is over.

(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)

XI. Adjournment

Vote: Arielle made a motion to end the meeting. Claudine seconded. All in favor. Motion carried. Meeting adjourned 7:25pm.

Meeting Materials:

Agenda	On file in the Parks and Recreation Office
Public Attendance Sheet	On file in the Parks and Recreation Office
Disc Golf Presentation Proposal dated 12/06	On file in the Parks and Recreation Office
Budget Sheet	On file in the Parks and Recreation Office

Respectfully submitted by: Pamela Frechette, Parks and Recreation Coordinator