



## Boylston Parks and Recreation Commission Meeting Minutes



### Meeting Minutes of the Parks & Recreation Commission

**Tuesday, January 3, 2022**

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

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

#### **I. Call to Order – 6:30 by Chairperson, Eric Hoffses**

- a. Members Present: Eric Hoffses, Claudine Underwood, Alison Leblanc, Arielle Strzelewicz
- b. Members Absent: Steve Nason
- c. Coordinator: Pam Frechette
- d. Public: Mark Anttila, Cam Johnston

#### **II. Approval of Meeting Minutes**

*Vote: Alison makes a motion to accept November minutes. Claudine seconds. All in favor. Motion carried.*

*Vote: Arielle makes a motion to accept December minutes. Claudine seconds. Eric, Claudine, and Arielle vote to accept. Alison abstains because she was absent for that meeting. Motion carried.*

#### **III. Meeting Schedule**

Arielle expressed the Tuesday meetings work well for her. The entire board agreed. No vote, as there was no change.

#### **IV. Gifts & Acknowledgements**

Eric gave a shout out to Matt Davidian of MD Landscape Construction for the check of more than \$8,000.00 to replace the backboards in the gym. And said that work will start once the season is over. We'll also give a shout out on our Facebook page.

Pam added that Christopher Brown of Christos Hot Dog gave a donation of \$200.00 to be used on something for the children. Since discussion at one point centered around equipment at Manor Park, that might be a good use of the money. Alison said it might be good to use on tether ball.

Following procedure, both Matt Davidian and Christopher Brown's donations were accepted by the Board of Selectmen.

Pam let the Commissioners know that Matt Davidian set up the whole skating rink – from start to finish: determining how big it could be, getting the boards up to the park, leveling it, setting it up, putting rebar in place, and installing the liner Pam purchased. The Fire Department filled it.

Eric asked the status of the bench that was purchased with money donated from Keep Boylston Beautiful. Pam said she followed up on status the end of December and they said they were running behind, but it should be delivered soon.

## **V. Disc Golf**

Pam gave the update. Pam said she will be meeting with Jeffrey on Thursday to discuss the trail grant. She called the Massachusetts Historical Commission to check on the status of determination. They are also running behind and asked to give them a bit more time. Jeffrey heard back from the filing with the DEP and the project was approved.

Arielle asked if the grant could be used for multi-purposes. Pam she will find out and let her know.

## **VI. Camp Harrington**

Pam reported there is a lot going. She has been keeping Eric in the loop. Letters were sent out to the three vendors originally contacted by the Town Planner, asking them to quote the same project. Letters were sent out via email and hard copy. It was requested that quotes be returned by January 12.

Pam said information from the state does include taking down the buildings on site. It was previously discussed that the Fire Department will be burning it. Pam said Steve Mero has been a help. Once the burn happens, there will be debris that needs to be removed. Steve will see if there are vendors he can suggest to do that. It's unsure who will have to pay for that. He said dumpsters will also need to be rented.

Another component of the grant includes an interpretive series of signs describing the flora and fauna on the site in the context of a changing climate. April suggested to reach out to Elaine Jones for her work on the Open Space Committee. She had a contact she was able to refer Pam to.

Arielle asked for clarification on the signs. Pam said the grant requires a series of interpretive signs along the trail be installed, in conjunction with the one at the trailhead with verbiage given by the grantor.

Alison suggested reaching out to Tower Hill for help identifying the plants. They may also have information on where to get signs. Pam will do that. April Steward, Town Administrator, also suggested vocational schools may be able to help with the signs. Pam said she is just not sure where to get the scientific write-ups. Eric asked if it's a state requirement. Pam indicated that April reached out to the person at the state, and it is. Alison said there are signs on the Hillside trails, probably back to when it was owned by digital. Arielle said they can be used as reference.

Mark said he's not sure the Fire Department would burn the house down, but rather use it for practicing in smoke. He also questioned if it would be less expensive to take the building down as is. Arielle noted that dumpsters are incredibly expensive and volumetrically a burned building would require fewer. Mark also pointed out that hazardous materials could potentially be present.

Mark asked where the money would be coming from and when it has to be done. Eric said this is just the first phase we are completing. Mark asked if the deadline is June 1<sup>st</sup>. Eric answered for phase 1. Additional work will probably come from grants.

Arielle said she drove by the property and the cord was down. Mark said people were in there cutting wood. It was discussed there are three trees down because of the storm. There's been work in there removing the wood. Arielle said she'll go by and see if the wire is still down.

Claudine mentioned putting up a sign about using the pond with boats. Eric suggested talking to legal counsel. Pam said one of the vendors spelled out creating a boat launch pad. Pam said it was explained to her that if you add one, the town assumes liability for any issues. If there isn't one, but someone chooses to launch a boat, they assume liability. Claudine suggested adding a sign with approved verbiage stating user assumes risk and liability to legally cover the Town. Arielle asked if interpretive signage meant educational signage. Pam read the emailed requirements from the state. Arielle suggested combining at risk information with an interpretive sign about the pond so it's all included on one. Arielle suggested a technical school with environmental science classes that could write the verbiage. Alison suggested maybe Clark, and maybe get ideas from Audubon.

## **VII. Coordinator Report**

Pam was contacted by the Board of Health about putting sunscreen dispensers at the Town parks. She invited them to the meeting to discuss the idea. Pam said her understanding is that the project could cost \$6,000.00. Claudine asked if it's something that a couple Commissioners can learn about with a conference call. Pam said as she

understands it, they are looking for funding to help offset the cost. Claudine asked about maintenance and Pam said that's a piece she also doesn't know.

Mark said he doesn't remember the BOH was going to seek money from Parks and Recreation, Pam said she thought they were, so that needs to be clarified. Arielle said she likes the idea, but budget-wise could be an issue. Pam said who would pick up the cost, maintenance, filling, etc. leaves a lot of questions. Pam said she told them she would float the idea, but since she doesn't have a lot of information, she can't confidently present it. Mark said the next BOH meeting is the 23<sup>rd</sup> at 6pm. Claudine and Arielle may try and make the meeting. Alison said it might be something to put on a priorities list, since there's so many things ongoing.

Pam said she met with Uni-pay and online pickleball payments can start now that information that was pending has been received.

#### **VIII. Porta-potties – Football IX.**

During the budget report, Pam said she is still awaiting a response/payment from football for the porta-potties.

#### **IX. 2024 Budget and Annual Report Information Budget Report (taken out of agenda order, discussed before regular Budget Report)**

Eric said Alison's suggestion to add maintenance to the budget was taken and line items were added. She asked if there was a meeting with Fin Com. Eric stated that would be later. Pam said budgets were due to April on December 29<sup>th</sup> and she worked with Eric to build the budget. A level budget was requested, but money was requested for maintenance for the Parks and Gym, which were new items.

Pam said April is hosting meetings with department heads. When that cycle is done, it will go before Fin Com. Eric said they will call him in the spring. Claudine said she understands they don't want increases, but since Parks and Recreation is taking on Camp Harrington, an increase is understandable. Alison said it's also not safe to have no budget for repairs. Arielle asked if we were reallocating money or asking for an increase. Eric answered increase because we added line items. Pam said the office supply budget was doubled, myrec.com software was added back in, and then porta-potty pricing added. Alison asked if porta-potties were level, and it was explained that we are adding more service, but at a reduced cost, so they are almost level – the line item increased, but not a lot.

Mark asked where the Hillside money comes into play in the budget. Eric explained the difference between the budget account and revolving account. Mark asked if there's a budget for the revolving account to plan ahead and should there be a strategy for that -

using the gym floor as an example? Mark asked if it could be saved for something like that. Eric explained how the revolving account is used to make improvements to facilities, stating the board likes to be fiscally conservative.

Conversation turned to refinishing the gym floors. Mark said that the quote to refinish flooring was done a while back. Eric said he would work on getting updated quotes. Arielle said Tahanto might have a contractor that has done that type of work. Mark mentioned that it would need to be determined if there's enough wood to even refinish it and that Bob Bourassa would be a good resource because he quoted previously and knows how the previous work was done. Mark also pointed out that grants will be opening by Crest soon.

**X. Budget Report (taken out of agenda order, discussed after 2024 budget discussion)**

Pam gave the Commissioners a budget update sheet and explained deposits and withdrawals still pending. She said she's still waiting for football porta-potty payments. Eric mentioned that basketball will be billed soon that will increase the account in revolving.

Pam said she gets monthly reconciliation reports on the budget account and will request one from the Town Accountant on the revolving account just to be sure everything matches.

Mark asked how much is collected annually into the revolving account. Eric said it's tough to say and there's still money from winter 2023 that will be going into the fund.

Mark asked if the fee for Berlin residents to play pickleball could also be \$3.00, like Boylston and West Boylston residents. He said it's been really busy. Eric commented that it's amazing how Mark built the program up.

Alison asked if revolving account money could be used to build a pickleball court at Center Court Park, since money is not currently being made from Center Court. After discussion, it was determined it would probably be okay since we collect money from the pickleball program, but clarification could be obtained from the Town Accountant. Alison said putting an ADA path at Center Court was always the plan, and if that could be combined with a pickleball court for a grant, some of the revolving funds would need to be used as well. Mark mentioned there is wheelchair pickleball. Arielle said that a grant might be available for an ADA accessible court if there's a need and there aren't any around; that would make for a strong grant application. Mark said some local towns are using CPA funds for courts. There's different ways, CPA money, grants, etc. He doesn't know if any of the other towns are ADA accessible, he's just never heard them promoting the courts that way.

Mark said as an ambassador, he's been contacting suppliers for donations of paddles and supplies. He said he got some paddles free from Franklin. He said engage, one of the best vendors out there, is \$10/paddle. He would like the board to say he can get some. He wanted to know if that's okay before he proceeded. Eric said yes, sure. Mark said information is in one of the emails he sent.

#### **XI. Citizen Commentary**

(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.)

None

#### **XII. Future Agenda Items**

(topics to be proposed for discussion at future meetings)

No discussion

#### **XIII. Adjournment**

*Vote: Motion to adjourn by Claudine. Seconded by Arielle . All in favor. Motion carried.  
Meeting adjourned at 7:18pm.*

#### **Meeting Materials:**

Agenda	On File in the Parks and Recreation Office
Public Attendance Sheet	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