



Boylston Parks and Recreation Commission Meeting Minutes



Tuesday, March 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 6:31pm
 - a. Commissioners Present: Eric Hoffses, Claudine Underwood, Alison Leblanc, Arielle Strzelewicz (arrived 5 minutes late)
 - b. Commissioners Absent: Steve Nason
 - c. Coordinator: Present (Pam Frechette)
 - d. Public Present: Sarah Barrette representing the Board of Health, Mark Anttila, and Elaine Jones.

II. Approval of Meeting Minutes from 2/7/2023

Vote: *Alison made a motion to approve meeting minutes from 2/7/2022 as written. Claudine seconded. Eric, Alison, Claudine all voted in favor (Arielle not yet present). Motion carried.*

III. Board of Health – Sunscreen Dispenser Program Update with Sarah Barrette

Sarah Barrette thanked the Commissioners for having her back. She had handouts for the Commissioners.

She said Isabella is the Greater Bouroughs Partnership for Health epidemiologist and she works on the Impact Melanoma program. Isabella sent out solicitation template to larger businesses in Boylston and didn't get a response. Sarah suggested smaller businesses share sponsorships on dispensers. Two or three logos may fit.

Sarah got a list of the ingredients in the sunscreen. She said that one ingredient in powder form can be carcinogenic, but if it's added as an ingredient in a lotion form, it is not.

She said the Board of Health did not yet vote on any amount of money toward the program.

The total cost for Boylston for dispensers with the sun design, no poles or battery, would be a little over \$2,000.00 for three parks. (It's \$4144.00 for six.)

There's a plate in back for mounting. Highway Dept. may need to place mounts. Someone will need to take them down in the fall, that will need to be worked out (not Highway Dept.).

It is okay for the dispensers to be in the sun. It's better if it's not full sun, but still okay.

Batteries are needed because it's a motion sensor dispenser. It was brought up that placement should probably be near where adults will be able to help monitor the sunscreen usage. Discussion about placement ensued. Alison asked if parents sit near the pavilion during soccer. Eric said they do, and Alison suggested the pavilion for placement because it's shaded, Claudine suggested near the snack shack for

Manor Park. Alison said there's a sign pole at Center Court that can be cemented in (with the sign of rules at the playground) that can be used to mount the sunscreen.

The Board of Health will have the part-time nurse set up a 6ft table with sunscreen, color changing temperature bands, lip balm, and pamphlets at the Memorial Day Program. She'll set up near Parks and Recreation by the trees.

Sarah said she has a zoom scheduled the next morning with the Greater Boroughs, and she will also ask some smaller businesses to sponsor. The program is a two-year program, and the sponsors can have their logos on the dispensers for the duration. At the end of two years, the decision can be made to continue or not.

Sarah said the Board of Health will meet again on 3/27 and hopefully she will know then what kind of investment they will make. Alison suggested Clinton Bank as a sponsor. Arielle suggested if sponsors aren't obtained by Memorial Day, maybe something could be put out for sponsorships during the event. She said people that have a personal connection might donate. Alison suggested reaching out to the sports team. Claudine said she has contacts from past fundraisers. Eric said he would reach out to baseball, softball and soccer. Sarah said if three logos fit on one, then \$250.00 might be okay for the lower donation amount. And one would be \$1000.00. Claudine suggested sunscreen manufacturers or places that sell sunscreen, like Walmart, might donate or have grants. Sarah said Isabella has done a ton of research and she hasn't had any luck.

Sarah said she will keep the group updated.

IV. CPA Representative Vote

Elaine Jones said the first meeting of the CPA group (Community Preservation Committee) is next Tuesday (3/14) via zoom and after that, they will meet in person. The last day allowed for zoom meetings is 3/31. Eric said the Select Board has selected 4 members at large and the Conservation Commission appointed a member. Elaine said the Planning Board has also appointed a member the previous night.

Vote: *Alison made a motion to nominate Eric (to the Community Preservation Committee). Arielle seconded. Arielle, Alison, and Claudine voted in favor (Eric abstained). Motion carried.*

V. Disc Golf Update

Eric will be meeting with Jeff Turgeon and Steve Mero to go over mowing a small portion of the course and ask if Steve's crew will be able to help with it once a month.

Pam said that she and Jeff Turgeon met with the Historical Commission to see if they wanted to take part in doing the historical information for the signs. They are and have appointed someone to help. The Hillside Preservation Group is also interested and has a representative to help.

Eric said the disc golf volunteers are an enthusiastic group of go-getters. Arielle agreed. Pam said there are Boylston residents that joined the group.

VI. Harrington Park Update –

a. May vote on contractor/vendor for property

Pam said Paul began working with three vendors and those same three contractors were contacted to quote on the project in a letter on January 2nd which included: Cleaning up parking, grading if necessary to meet trail head, an ADA compliant trail to the water and a kiosk sign at the entry. Terramor, LEI, and Conservation Works were the vendors. Conservation Works didn't quote, but the other two did. We are compliant with procurement law because we did ask three vendors to quote. Terramor included their engineering charge in the quote, LEI did not – so it's two pages. The plans are to be professionally certified. A plan is easier for the Conservation Commission to approve if professionally certified. LEI's trail is 18 feet wide. Terramor's plan is 5 feet wide.

Arielle said 18ft seems so wide, but would allow for emergency vehicle access. Alison said it also might encourage people to drive down to the water as well. Alison asked how much money there is for the project. Pam said she believes there's \$9,000.00 left in the grant and that Paul submitted a budget of work in the grant allowing for \$2500.00 for signs, \$5,000.00 for building removal, and \$30,000.00 for the trail, but we will not get that. Pam said using ARPA money was discussed with the Selectmen, but that has not been approved. Alison pointed out that they are voting on something, and don't know where the money is coming from.

It was discussed that LEI issued their quote the afternoon before the meeting. The other vendor had sent information to an inactive email on the due date. Pam explained that whichever vendor is chosen, there is urgency to file in the Conservation office the next morning to get on the agenda for the next Conservation Committee meeting.

Eric said with procurement law, you aren't supposed to accept a higher bid unless there's an exceptionally good reason for it and pointed out that there's roughly a \$6,000 difference between the two bids. Alison said the only reason to make a good argument going for the higher cost plan is they are in Boylston. Mark said maybe it could be considered a safety issue and Arielle questioned if it's actually a safety issue. Arielle said she feels Terramor submitted a better constructed plan, and she understands where the money is going; their ADA acknowledgement is a little cleaner too. Eric said LEI submitted the same bid and got it in at 3:00pm just before the meeting because their engineer dropped off the job. Claudine pointed out the quote for LEI was dated in November. Eric said they resubmitted the same bid and that Terramor's bid is a lot more specific about what they are doing.

Arielle said she likes that LEI is local and she kind of sees the argument for a wider trail. Claudine said she prefers the wider trail, thinking about groups of kids walking together with slower walkers. Arielle said she's seen what happens when you need to get an ambulance down to a waterfront and it's nice to know that you can do it when you need to.

Mark asked what would be on the edges of the trail? Eric replied that it would be grass. It was noted that a vehicle could drive over if needed. Mark said he'd be more concerned about access and walkers if it was going to be lined with railroad ties, but if it's going to be graded a little higher than the grass it should be okay.

Elaine asked if there will be a boat ramp eventually. Arielle said if that's the plan you'd have to have it groomed to that width. Claudine said you also have to take into consideration how often the path will be groomed, especially if the commitment from the highway department can only be once a month.

Arielle asked how everyone feels about boats down there. Eric said he can't see anyone using anything bigger than a canoe. Alison said one plan is enhancing the road with woodchips on the side, and the other is for an actual trail. Arielle said she doesn't mind not having access for boats.

Alison said she thinks it will still be accessible for emergency vehicles. Elaine asked if the slope would change. Alison said both plans address that. Elaine asked if the huge pile of mulch will be removed. Alison said it will be used along the sides.

Alison said she knows which way she's leaning. Arielle said she does too. Eric said he also has a preference. Eric said basically their decision is to consider the amount with Terramor being cheaper and with a more detailed plan. The positives of LEI are they are local and have a quote for an 18ft path versus a 5ft path - if you consider that a positive - which is up for debate. Alison said she prefers the Terramor plan because we're getting more distance and it allows people to start using a trail. Eric said budget wise one plan is \$6,000.00+ cheaper. Arielle said it's more clear what they would be getting from Terramor. Claudine said she likes LEI and they're in town and have been generous with town stuff, but the limited budget is a problem. She feels bad not giving them a chance. Alison said if they were neck-and-neck it might be an easier choice. Eric said if they were within \$1,000.00 of each other he may have given them the nod. Claudine said she worries that there will be extra fees since Terramor is in Montague being so far away. She feels torn.

Mark asked based on procurement law, if there enough justification to use LEI for \$6,000.00 more. Eric said he'd almost have to run that past April, but his first thought is to say no because while \$6,000.00 isn't a huge amount, it's about 25% more of the budget. Arielle said they're not really showing the content to justify the \$6,000.00 difference, other than the width of the trail. Eric said from an audit standpoint, if you show someone the quote with all the details and then the other quote for \$6,000.00 more that could raise some flags. Alison said it's comparing the terms, too. Both say pricing is not guaranteed. But Terramor's says as long as the scope isn't changed, the price should stay the same. Where LIE mentions a possible increase for grading.

Vote: *Claudine put forward a motion to vote on the proposal to create a scaled stamped landscape design for Harrington Park for which is Terramor LLC versus LEI Corp. Arielle seconded the motion.*

Roll call vote: Alison voted for Terramor LLC, Arielle voted for Terramor LLC, Claudine votes for Terramor LLC, Eric votes for Terramor LLC. Terramor LLC. The motion to contract with Terramor LLC carried.

Arielle said there will be more projects going forward to consider in LEI and other vendors in the future. (Arielle had to leave the meeting)

VII. Coordinator Report

We don't need to keep a Amazon Prime account going forward because the Town has one and we can use that. It's free shipping, but not Prime, so we just have to plan ahead. It will save us the Prime subscription fee.

Bench for Center Court Park is being repainted. Mass Cor will advise on shipping.

Participated in Narcan Training and will participate in Town's ALICE training as well.

Received partial check from Football for porta-potties.

Parks and Rec sign on door will be replaced.

Grange event in May with Town groups. It's the same night as Parks & Rec meeting, but Pam will go over after.

Pam was approached by the PTO to do the egg hunt and is considering it. The Friends of the Library and PTO is no longer hosting it. The initial look at a budget looks like \$500-\$600 to host. Alison suggested maybe doing something smaller scale, like maybe hiding eggs along trail because the event has a huge turnout. Pam said the money is in the budget, but it's a matter of volunteers. Pam said she'd contact Erica at the library because she has an excess of volunteers. Pam was also thinking of the Council on Aging to help fill eggs. Elaine asked about high school student volunteers. Claudine said to check with youth groups, the Leo's Club and the First Congregational and St. Mary's youth groups; she will send contact information.

Event Updates:

Cake decorating got cancelled due to lack of enrollment,

Yoga is coming up on Sunday mornings beginning on April 16th (wrongly said April 17 in the meeting)

Movie Theater rental isn't going to happen on 3/17 because they just got back to her and it's too short a lead-time to be successful, but it could be something for the future.

Shared some DCR events on our site, a Nature Journaling event with DCR on the Hillside trails on 5/6.

Pam has scheduled the programs she received grants for: 4/14 Dinosaur Event with Animal Adventures, 7/28 – Science of Superheroes coming soon. Still waiting on date for Stargazing.

4/21 Earth Day Celebration with the Library and Parks and Recreation

4/29 & 4/30 Clean up Day

Memorial Day Program – looked into bounce house rental, will secure one, not two. Mike's can't provide employees.

Working on CPR for adults – probably just a \$25. Looking into a stay-at-home readiness program.

VIII. Budget Report

Hand out. No discussion.

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.)

Mark Anttila wanted to update about Pickleball items and Gym floor.

He's working with Pam on Punch card system for Pickleball. He said they collected about \$2500.00 for February. They are up to 18 sessions a week for the next three weeks and then it's going to start slowing down. He's hoping that people will still want to play in the gym during the better weather.

Mark said he'd like to get another fan. They are about \$250.00. He said there's still money left from what the board approved and the one in the gym needs to be replaced. He also needs some more balls.

50 sessions of Pickleball ran in the gym in February.

Mark asked Eric if evening basketball will continue. Eric said after the next week it's pretty much done. Pam said Guardian Lacrosse added some rentals.

Mark said he's cancelling the Saturday introductory clinic because he doesn't have time.

He said he looked at the gym floor and it appears to be 1" maple on top of stringers. He said it looks like they are 13-14" on center. He doesn't know if the dead spots are because the 1" boards aren't attached to the 2" or if the 2" boards are floating. Eric said he reached out three times to one company, and he hasn't gotten a response. Pam said Central Mass Hardwood is willing to quote. Eric said to give them a call.

Mark said the floor is not in really bad shape, so they could keep the lines that are there now and add permanent pickleball lines where they have the tape now, and then just refinish over the top. They did that in Clinton. They took all the wax off and put lines down and it cost about \$5000.00. Mark said St. Johns in Clinton won't let them play Pickleball there because they won't let them put tape down on the newly finished floors – they didn't put Pickleball lines down. It's, disappointing because just three years ago the Pickleball group spent \$5000 to put the lines down, then the floors were redone.

Mark said he has another request for a certificate to go out for Franklin. Mark said with the paddles from different companies, he's had a few people buy from the manufacturers after trying them.

He would like to know when the cabinets will be available. Pam said she'd reach out to the Police Department for an update.

Mark said the ball machine is working out well, but they need more balls.

Discussion ensued about when a vote is necessary for spending money. Alison asked if something is general maintenance, like replacing the fan, does the commission need to vote? Eric said something we already have and we're replacing because it's old and it's only \$200.00, that's reasonable to buy. He doesn't know what the magic number is. Alison said she thought there was a vote that authorized the employee to spend up to \$10,000.00. It got voted up and never voted back down. Claudine said she thought it was \$1,000.00. Eric said maybe we should discuss and vote on that at a future meeting.

Mark suggesting getting the floor done before money has to turnover to the Town. He asked if there's a mechanism to put excess aside for larger projects. Alison said with CPA the town can accumulate, but there's no mechanism to transfer it from Parks & Rec. Eric said he would ask Ninotchka what the process is for keeping money and going to Town meeting for a vote. Alison said she wondered if she could make a proposal for Town meeting to keep ½ of the money. She said the only account that she knows that can be carried over is the gift account. Eric said maybe we could also look into grants. Pam said other Parks & Recreation departments have donate now buttons on their website.

Mark said they could charge more for clinics, but as an ambassador he can't get paid. He thought of setting up a second jar outside the gym for donations. Eric said maybe we should think about raising the rental rates. Pam said when she goes to an MRPA meeting she can ask what everyone charges for fees. Alison said adding a donate now to button to the website would be good. Claudine said may a QR code to scan. Pam said we wouldn't be able to add a scan code because it would need to be attached to a Town account and she doesn't think that would be allowed. Pam said she wonders if a 'donate now' button on the myrec.com software would work. She'll ask.

X. Future Agenda Items (topics to be proposed for discussion at future meetings)
No discussion

XI. Adjournment
Vote: *Claudine made a motion to adjourn at 7:50pm. Alison seconded. All in favor. Motion carried.*

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
Board of Health/Sunscreen Handouts	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