



## Boylston Parks and Recreation Commission Meeting Minutes



**Tuesday, September 5, 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 6:30pm**

- a. Commissioners Present: Eric Hoffses, Claudine Underwood, and Alison Leblanc
- b. Commissioners Absent: Arielle Strzelewicz, Steve Nason
- c. Coordinator: Present (Pam Frechette)
- d. Public Present: April Steward - Boylston Town Administrator, Jennifer Warren-Dymant - West Boylston Town Administrator, Jim Pedone – Town of West Boylston Parks Commissioner/Chair, Emily Lehman – Town of West Boylston Parks Commissioner, Mark Anttila

### **II. Discussion with West Boylston Parks Commission representatives about possible regionalization**

Eric invited West Boylston representatives Jennifer Warren-Dymant, Jim Pedone and Emily Lehman to the table for discussion.

Jim Pedone opened the conversation with a background about the West Boylston Recreation Director Position. They recently had a Recreation Director resign. Some recreational programs were well attended and some not. The resignation prompted a discussion about how to proceed.

In the past, they had a Recreation Director that worked very successfully for a long time and when she left, they didn't find the right fit, so they stopped the search. Then town residents made it clear they wanted programming, so they allotted money for the position. The person most recently hired held the position for two years. At this point, Jim said he doesn't feel they have the money for a start up again. Before the previous two coordinators, there was a co-op that was very successful between Boylston and West Boylston. In learning that Boylston's current coordinator is a West Boylston resident, they decided to see how Boylston would feel about doing a co-op again. Jim explained there's no true long-term expectations, but let's just see what we can do if Boylston is interested in doing something jointly. They can figure out ways to compensate the coordinator. Jim explained his initial thought was maybe not doing anything specific for West Boylston but open up Boylston activities to West Boylston residents, and maybe run a program every so often in West Boylston – again open to residents of both towns and doing everything jointly. He'd like to hear feedback, concerns, thoughts and see how to go forward.

Eric said he's not opposed to Boylston's coordinator doing work for West Boylston, but he thinks they would have to figure out things financially. He doesn't want to pay to be doing things for West Boylston. That part would have to be worked out.

Claudine asked about benefits and such. Jim said there were none. Claudine pointed out that Boylston has benefits, so that would have to be taken into consideration.

Jennifer said there are intermunicipal agreements for shared positions and that's usually factored into the overall compensation package between the two communities. The position in West Boylston was not benefited. Adding that West Boylston has an agreement for a 50% facilities person with the Town of Sterling and pays the Town of Sterling - part of that is to cover the percentage of benefits. In that example, because it's 50/50, they split evenly. Her suggestion would be to start on a trial basis and see if it gains legs.

Emily said that was her thought; that they could do a pilot; identify a scope for a pilot to see if it's actually a mutually beneficial arrangement. And then set a time frame for that and move to make adjustments.

Alison said her understanding is that programs running now aren't exclusively for Boylston residents, and hopefully West Boylston residents are already benefiting. She also suggested maybe there's a way to share that to a page.

Pam explained the software she uses can show resident and non-resident sign-ups and during the recent soccer camp three West Boylston residents attended. Alison mentioned the towns are already co-op in terms of town sports. Jim agreed that a lot of the youth sports are, but they're not necessarily run through recreation. Alison said to her it makes sense to have West Boylston participate, especially in those types of activities, like soccer camp since the children already play together. Pam added that good participation helps with reservations for the following year.

Emily said this is also something they would want to more formally launch in West Boylston, so they can help (the coordinator) with the marketing on multiple fronts so town residents understand that they are exploring this as an option. Residents are aware they don't have a recreation director, and so they are looking for creative solutions that make sense for West Boylston and Boylston as well. Adding they are looking to work (with the coordinator) for what the needs are in terms of numbers and things like that, and how they can help with recruitment of West Boylston residents and supplement the coordinator to build out programming for West Boylston that then they can do the flipside for Boylston - that would be smaller scale than what Boylston has going on. And if we go into this and feel like there's a benefit for both communities then that's when we can explore something.

Alison asked how many Parks Commissioners West Boylston has. Jim answered 5. Alison asked in the past when they were a co-op if all 10 members met for board meetings – or did the two towns still hold their meetings separately? Jim said he wasn't on the board when it was joint before, so he doesn't know, but from a Parks Commission standpoint, since each town has control over their own fields/parks they would be separate, but from a recreation standpoint, they're only looking for an update of what's going on, they don't drive the programs – but can make suggestions. Jim said they're not looking for the same level of involvement that Boylston's coordinator has with the Boylston board – they have someone that does minutes, bills, etc. Claudine asked if that person would be interested in taking on more roles and duties. Jim said probably not.

Jim said he doesn't know what the rest of the board would think, but he's not sure Pam would have to show up and if she did it could be 15 minutes with an update. Alison said Pam gives a comprehensive coordinator report once a month. If she attended Boylston meetings and emailed West Boylston a report that would simplify things. Jennifer said that just sending the report to the West Boylston Parks

Commission would be sufficient in terms of the commission having just the update of upcoming events or after action with counts and numbers for the events.

Eric asked what the number talked about on the call was, 4 or 6. It was reiterated 6 events/year.

Alison asked that it would be additional time on top of the 26 hours. Eric said yes, as Boylston would not pay. Claudine asked if that's something Pam is even interested in? Pam said if it's strictly recreation she doesn't think it would be a lot of additional hours. Jim said he didn't necessarily think it would be more hours, but he doesn't know if it would take away from Boylston if there weren't more hours. He was looking at it more like launching this (like Emily said earlier) and if you only had three residents from West Boylston, why was that? And try to build up participation from West Boylston in some of what's already being done, versus putting in extra hours dedicated to West Boylston. He was thinking more about working it as one program.

Eric asked if the vision was to split coordinator duties 50/50, or if the plan would be to build things up and then West Boylston would hire someone. Where does West Boylston see this going?

Jim said as a long-term solution he's open to multiple things; he's open to it being run out of Boylston but including West Boylston, more like a regional type of program and if West Boylston has to give a certain percentage of money, that's what they do. And he only says this because Pam has been very successful, and West Boylston hasn't been very successful finding a coordinator. He said he doesn't want to set any expectation that it's temporary to help build them up and then they're on their own, he's trying to look at it long term. With two small communities he thinks they might benefit if they're bigger together, just like all other co-ops like they do for sports. Long term Jim feels like West Boylston would need that to be successful as in his opinion he doesn't feel that they can do that on their own. Outside of Pickleball, some things weren't well attended, others were well attended. Boylston has planned some very successful programs, maybe some things that Boylston has tried that didn't fly would work if West Boylston was more involved and vice versa. He's looking for a long-term relationship.

Jennifer said not to be pessimistic, but at the end of a trial period of whatever is determined, if it doesn't have legs and there's not more than the three from West Boylston that are coming, that's a message back that West Boylston doesn't have the need in the space. Jim said with Boylston's success, it would be easy to demonstrate that. Pam clarified that there are programs that do well, and some that don't. Jim said maybe the ones that don't work well, with another town to pull from it might be better.

Emily said that with any intermunicipal agreement, which they would have to enter into even for a pilot, needs to outline that it's an information gathering activity as well, to do a needs assessment across both communities to see how this partnership or co-op could potentially be beneficial in the long run term. She thinks that would be important to be explicit in the agreement and also acknowledge the thoughtfulness to do that would add additional time to Pam as she collaborates with West Boylston and Boylston to explore needs and do a cross benefit analysis across two communities.

Claudine expressed concern for Boylston residents participating in West Boylston, thinking that Boylston residents won't want to go over there. Emily said that Boylston programs would stay – using Pickleball as an example, but West Boylston programs could fill in gaps. Emily said she doesn't want to take programming away from Boylston, but rather the ask is to identify 4-6 programs in West Boylston that could be beneficial for both communities.

Jim said in West Boylston they have two sets of groups that try to reserve the courts for Pickleball and he would love to see that go through recreation. Mark Anttila added we already do that indirectly – unofficially, as they play indoors in Boylston and outdoors at West Boylston. Jim said it hasn't been formally run by recreation (in West Boylston). Some are beginners and some are advanced players, and there can be conflict. Mark Anttila shared what he knows about the groups that play there and how they are informally organized using different days for different levels.

Emily added that West Boylston doesn't have an online scheduling mechanism and they need someone with expertise to reexamine fee schedules and some of the ways they schedule things, so that again would be extra time. She added it would be helpful to see roles and responsibilities that Pam has to the Boylston Commission so they can compare it to what they have.

Mark asked why West Boylston hasn't been successful and why they don't provide benefits? Jim said it was a stipend position and they weren't paying a lot. The person prior to the last person was very successful but for all practical purposes was a volunteer. Other selectboard members, some of which are no longer on the board, used to have the opinion that the program needs to be self-funded. So essentially the \$30k over 2.5 years was supposed to be enough to build up the program, get momentum going and set up programs to continuously run to bring revenue in to cover the salary. It never got there. The only program that was ever successful that brought in money was Fall Fest. It was done two years in a row, but that's going away because in the past it was run by volunteers, and they don't want to pay a recreation director to run it.

Jennifer said to follow up on that, the last recreation director kind of operated in spaces that were occupied by long-standing, established programming or free programming, and part of the issue was not being able to identify the needs areas where there wasn't programming.

April Steward gave background on how Boylston's recreation position was once self-funded and how it evolved over the course of 10 years to be a salaried position.

Alison stated off the bat, what she hears about their goals are time consuming – setting things up on line and all of that takes hours and if they're only asking for only four programs, even that has to be compensated. Jennifer said she doesn't think it was ever contemplated that they would approach and not have a discussion around compensation.

Mark said as a resident, he doesn't want to lose any coordinator hours. It's one thing to invite West Boylston to attend programs, but the coordinator has also spent a lot of time working on grants and such.

Eric asked if the Boylston Commission had any more questions.

Alison said she has a comment. She knows from speaking to a former coordinator that it is frustrating to spend hours setting up programs that don't get enough attendance and to have to call and cancel. She said speaking on behalf of the position, she could see it to be a benefit to the Town if the programs run.

Jim asked if lack of attendance from West Boylston is due to perception, lack of communication, or because West Boylston had their own program that they never looked outside? Is there something that could be done to attract West Boylston to programs in Boylston that are already running.

Pam said for Boylston programs, even free ones, she requires registration. Information gets sent out once or twice a month with all of the programming to contacts in the database. So, people from West Boylston that have attended a Boylston program get that email. She also uses social media, and posts things to the sign at Rte. 70/140.

Claudine asked if West Boylston Parks and Recreation has social media presence? She thinks for the time being she doesn't think anyone minds if West Boylston Parks and Recreation shares Boylston events and states West Boylston residents can attend. Otherwise, they might look and think that it's Boylston and they aren't invited. Emily said there's things they can do on their end to say that it's a co-op or partnership, you're familiar with it from and football and other things, that's what's happening here and this is what we are exploring. She said people are interested in what's happening with the Recreation Director position. Claudine added that it might even help them fill the position if someone sees it, it might energize someone to take interest. The West Boylston Town Administrator currently handles their recreation social media site.

Emily said West Boylston has their clear goals. Boylston has things they want to protect and preserve, and goals as well. They have to contemplate if Pam has any extra time, and that answer could be no – so if West Boylston could clearly articulate their needs and goals are and then in terms next steps, a temporary municipal agreement for a year with very clear parameters and West Boylston funding additional time and whatever Boylston is comfortable with. Or, the flip side is if Boylston is not comfortable with it, West Boylston could maybe contract with someone that has expertise to come in and do an assessment of needs.

Eric said a lot has to do with Pam's time.

Jim said he'd like to see as an interim if they could agree not to consume any more of Pam's time doing any programs in West Boylston but try to really push West Boylston residents to attend existing programming. That would give them a good feel of the need for West Boylston to see if they want to go further – with Boylston's coordinator or someone else because it doesn't fit within the coordinator's time.

Eric said that makes sense. He said if it came to IMA, it might make more sense for his board to discuss it with Berlin first because they're closer in size and share a school system. He said it would make zero sense if he didn't talk with them first.

Claudine shared that if West Boylston's Board of Selectmen isn't making Parks and Recreation a priority, the Town's not going to make it a priority. Jennifer said it's a different board than when it came up initially. She said unlike Boylston, it's not a Finance Committee budget that goes to Town Meeting, but it's her budget and that is a bit of a difference. She said for a start the West Boylston Parks Commission can take a formal vote that they are actively going to partner to promote Boylston programming. She suggested an off-line conversation with Pam about time capacity. She said just about the IMA, any time one town pays another for services they have to do that. Claudine asked about West Boylston getting donations from businesses to help fund. Jennifer said they would have to set up a Friends group to do that. Mark asked if West Boylston sends out mass mailings. Jennifer said they use social media. She added that programming for youth gets traction, but not so much for adults.

Emily asked if it's possible to see the roles and responsibilities that were posted when the position was posted. She said it would be helpful for them to see that because she's not sure they posted the right scope. Eric said he could get that.

Alison asked if West Boylston's Parks and Recreation budgets are separate. Jennifer said some of the Parks maintenance budget is incorporated into the DPW budget. The Parks Commission doesn't have much of a budget; they get a couple thousand in the operating budget. Jim said they use a revolving account for user fees. They use money they collect around March when the other account runs out to supplement bills. They also use it for upgrades.

Alison asked if excess funds from participant registrations would be kept by Boylston or split if we do a cooperative situation – how would that work? Jennifer said that would be in an IMA, but her initial thought would be the excess would stay with the host town. Alison followed up asking if there would be enough going into West Boylston's revolving account for them to start dipping into it in March. Jim and Jennifer both clarified that there are two different revolving accounts and one is for recreation (one is for Parks). They are not using it currently because they don't have a recreation director. They have approximately \$5,000.00 left of \$30,000.00 that was put in as start-up money from a free cash appropriation for recreation, and then probably \$6,000.00 from previous Fall Fests in the recreation revolving account. Jennifer said there's not enough data to support putting recreation into the operational budget, so if they needed more to see if a pilot has legs, they would likely need to use free cash to get a good data set to either support or not support incorporated into the revolving fund. But the notion that it can be fully funded through user fees is erroneous and she doesn't think it would work- but it could be an offset. Jim said they need to be fiscally responsible and not fund the position unless it's going to be successful. Regarding the user fee question, he has no problem with Boylston keeping the money, especially in the initial phase of it. He truly wants to see how successful this can be for Boylston and West Boylston jointly and how many West Boylston residents attend. If we go through six months and you're still getting only 3 West Boylston residents and canceling programs because you're not getting any additional response, then we have some data that says we have a successful program, a successful coordinator running it, and was unable to get participants from West Boylston. Then they can say they tried and gave it a good effort, twice, and this is where we're at. If it becomes highly successful, then we have a discussion about IMA, hours, and funding, or having to spin off on their own; we can cross that bridge when we get there. Jim added he'd like to give it a go and see how successful it can be between the two towns. Is West Boylston unsuccessful because they don't want it? Are they too small? Emily added it might be other organizations providing; there's only so much space. They have the library providing very robust programming in that space, the senior center, and as Boylston does, they have all the town sports (boards).

Claudine asked if it's been put out to the public that they've been having these issues? Jim said it's hard to say. He said no one attends their meetings. He would ask for recommendations on what type of programming residents would like to see so he could pass that onto their recreation director but he would get no response. There was a petition of 100 signatures to get a recreation director, but they (residents) don't show up for programs. Emily said this is a good vehicle to gather good data on what folks are going to be responsive to. They're working on an open space recreation plan, so they'll be pushing the community survey out to get high rates of response on that. Between both, they'll start to get solid data on where the gaps are and what people are responsive to.

Eric said he likes West Boylston's next steps. From the Boylston side, they'll have to discuss it as a board further. He'll have to talk with Pam more about time. They can all plan to reconnect at a later date. In the meantime, someone mentioned using the West Boylston Parks social media to promote Boylston events to generate interest– he said by all means start sharing.

Emily asked if something can be generated for social media that's a clear invite for West Boylston residents to know that Boylston events are open to them. Claudine agreed that makes a lot of sense. Emily said she sees the Boylston programs coming through on various groups, but asked if we could add that Boylston invites West Boylston residents to come join them and suggested putting a message on the West Boylston sign saying to check out the Boylston page.

Jim said he would feel more comfortable if there was an official stance, whatever that is, temporarily, so if someone asks, what's West Boylston's recreation programs, they can say they've talked with Boylston and right now Boylston is opening up their current programs to West Boylston.

Eric thanked the West Boylston representatives for coming. The West Boylston representatives thanked the Boylston Commissioners and left the meeting.

### **III. Approval of Meeting Minutes – 08/01/2023**

**Vote:** *Claudine made a motion to accept meeting minutes from 08/01/2023. Alison seconded. All in favor. Motion carried.*

### **IV. CPC Update**

Eric said the CPC is making an application for people to submit their ideas for projects. That will be rolled out in September or October. Eric said they meet the next week and will hopefully approve a template.

Mark said there's a community wide presentation on CPC next week. Pam said Elaine shared there's a CPC Forum on 9/12 at 6:30pm for community input on how to spend CPA money. Claudine said she thinks it's important to share on the Parks & Recreation page. Pam offered to send an email blast. Alison asked if the forum is for boards or town residents and where it was taking place? Eric said it's Town wide and there will be different stations. He will be working the recreation table with someone else from the board to answer questions about what can be funded for recreation. It was noted the forum will take place in the Nicholas room at Town Hall. Pam said Elaine shared that there's information posted on the Town website and there's a draft plan that's posted. Questions can be directed to CPC members.

### **V. Disc Golf Update**

Eric said they are looking to open the course in October, it's about 80% complete. They've been encouraging people that regularly play to use the course and get feedback. Pam said in August 154 players tracked their play in U-disc and likely 50 more used the course. Eric in the next few weeks, they should have the donation kiosks up.

Pam said the 'Lost and Found' has been installed and she will need a key. Eric said Rick (DG volunteer) will get her one. Pam said she's heard positive feedback – Eric said the same.

### **VI. Harrington Park Update**

Eric said Steve Mero installed a lock at the Harrington Park gate. Eric and Pam will have the code. Eric said it's been shared with the Police Department, he will confirm that it's been shared with the Fire Department.

Pam added she was told that down by the water is becoming overgrown. Alison said they should get an architectural plan for what they want to put in because now there's no established plans. Eric said he will talk with Paul now that he's back and perhaps invite him to a future meeting.

## **VII. Sunscreen Program Update**

Pam said at the Board of Health meeting and they showed off the backs for the sunscreen dispensers and said the Highway Department had poles to install them on. Pam said she asked Sarah to confirm.

## **VIII. Coordinator Report**

### Pickleball

Mark and Julie are running a novice clinic on Wednesday evenings for 4 weeks. All 12 slots are filled with 2 on waitlist.

Two more clinics will be added on Thursdays for Novice and Intermediate.

Pam gave Mark a bag to add paddles and balls for the 'library of things.' The net will be able to be stored at the library, but we might want to consider storing the net at the courts in some sort of box and have them sign the key out from the library to help free up space. Alison asked if horseshoes could be added to the library of things and added if we had a shed people could borrow different things by getting the key from the library for access. Mark suggested Bocce. Pam said she would be concerned about horseshoes because of the posts. Alison said maybe they could be painted orange, if people still play.

### Center Court:

Pam said there was a bear sighting at Center Court. Claudine said the trash is sometimes overflowing, so maybe that could be why – and that it might not be a high priority for the HD because it's not regularly used all the time. She added that there's always been bear in the area. Pam got a call from Chase saying they received a call that a porta-potty was flooding or tipped – maybe that was at Center Court? No one called the office to report it. Chase was coming to clean that day anyway. Pam posted the National Park Service recommendations for what to do when you see a bear.

### Associate Member:

Pam said Mark cannot be an Associate Member because MGL allows only for 3-5 members on a Parks & Recreation Commission, and it's a board that doesn't allow for associate members. Pam said Claudine's motion pending due diligence, which is now done, makes the vote null and void. Claudine said she contacted the Town Clerk about commissioner's residency requirement and how many meetings can be missed before a member is considered gone. Mark said his whole goal was that he wanted to be an Associate to help officially, but now that Paul's back he has no issue not being an Associate. He can still go out and ask questions and help figure the grant information out. Mark said he talked to Paul and he's going to support the board, but the commission needs to get the Manor Park project going. Mark said he'll contact Groton and Berlin and ask if they have a package like Sterling had. Eric said he'll get the information from Berlin and invite Mark to his meeting with Paul. Alison said she doesn't think there should be any problem with a resident from town helping as a volunteer. Mark said he'll continue to seek information, he introduces himself as running the



pickleball program. Mark said that Sterling had all their information completed and laid out by the end of year so they could put it all on their warrant.

#### Continuation of West Boylston Regionalization Discussion:

Claudine asked when they are going to continue to discuss West Boylston. She asked if they should wait until Arielle is present and if they should have a discussion with residents. Alison and Eric agreed it should be on the next agenda. Eric felt West Boylston had to be more together about what they want – indicating he felt they were asking different things. Alison said she was hoping for something in writing indicating a scope of what they want to do. Eric said he was hoping for something more formal – the money situation is still very unclear. Claudine said there's so many things that have to be looked at.

Eric heard sports being brought up a lot, but they do more sports with Berlin than West Boylston and reiterated that he told West Boylston his first call for regionalization would be with Berlin because the towns are similar in size and budget, they share the school system, and sports. Mark asked if Berlin has a Park & Rec Department? Eric said they do, they have a board, but don't have a coordinator. Currently Eric said he thinks they might pay their director to do paperwork. Mark said it sounds like a conflict of interest and Eric said he doesn't think their director wants to be doing it.

Claudine said she's at the point where she's okay that we are posting programs that welcome West Boylston residents. Eric said West Boylston needs to get on the same page and pitch a singular idea. Claudine said if they contact Pam, she should let them know the board was confused about the ultimate goal, since all three representatives seemed to have different ideas. Mark suggested something in writing – Eric agreed. Alison said that way they can review it. Mark said he thought they were asking us to do that. Eric said that's how the phone call went, they didn't have a pitch but were just asking for help. Eric said he's happy to help, but they need to run with it more. Claudine said it was very open and not focusing on what they would like and getting a plan together. Alison was unclear who their chair was? Eric said it was the gentleman present. Alison said that unlike when Boylston didn't have a coordinator and Eric stepped in, it sounds like he didn't step into that...that their Town Administrator did. Eric agreed and said he's going to need to do that.

#### Coordinator Report (continued) 9/05/23

- Reminder to board to do Conflict of Interest training by end of September
- Attended Town Hall Tuesday Talks
- Attended two meetings re: new Town website since last meeting. There will be one more meeting. So far, neither integrate Parks & Rec, rather they link to our site
- Meeting tomorrow with Tower Hill on offering programs through Parks & Recreation
- Worked with Evolution Baseball on offering programs through them – 15% on all registrations
- Contacted Clinton Parks & Recreation to get information on what movie screen they bought. Will purchase similar. Theirs has held up for 3 seasons so far.
- Mat installation – delivery on 9/11 – need to break down and bring mats into gym. Install to begin that afternoon. Academy off site. Should be done by end of day on the 12<sup>th</sup> if all goes well. Eric asked if there was a timeframe for it. Pam said she will confirm but hoping for an 8am delivery. Eric said he might be able to get some basketball volunteers to help. Pam said that would be great because there is almost 70 mounted mats and she's hoping it doesn't rain.
- Does the Commission have a list of acceptable activities/formal activities allowed on trails? Someone talked to Pam about almost getting hit by a bike while walking on the path. Answer: There are no formal

rules. Claudine suggested posting to social media about awareness and watching for pedestrians. – groups of people on some disc golf holes

- Revolving account change? Getting ready. – Update: Pam talked with April and emailed with Ninotchka
- Probably no winter Town meeting, but the change would need to be done at a regular Town Meeting anyway. We should have a solid idea in December at budget time what we want to do and have information submitted for Town Counsel review by February. We could change from a Parks & Recreation revolving account to a regular departmental revolving – same rules apply, but with a cap set for spending at Town Meeting. April expressed to Pam that the Parks & Rec account is not intended to necessarily accumulate funds. Pam said they do make money on rentals and fields, so some money does accumulate. Eric pointed out that without a budget, that's the only way to afford stuff. Pam said even with that, there are some things the department can't, so April suggested to Pam to keep a list of needs that are unbudgeted and make a better case for getting maintenance items added to the budget for the next year. Alison added that safety things have to be addressed. Eric asked when that would be addressed with Fin Comm because he remembers just adding items to the budget and getting a sheet back. Claudine suggested making a request to go before them. Eric said he remembers going before them for a formal meeting, but that didn't happen this year. Pam gave the commissioners a hand out with the differences in the two revolving accounts and said she needs to check with the Town Accountant on how the spending cap gets set at Town Meeting - who sets the cap and how much it can be, etc. Mark said another reason it might be important is that CPA money can't be used on some things for recreation, Eric agreed that CPA funds can't be used on any indoor recreation items like the gym. Pam added that CPA money can be used in conjunction with Parks & Recreation money for things like Manor Park. Pam reminded the board they need to know definitively how they wish to proceed by December. Cancel Amazon – can still order, just won't get prime shipping. Last year the total saved in Shipping was \$68. Prime cost \$179.00.
- A couple birthday parties have been booked. Claudine asked what happens at parties now. Pam said it's just rentals of the pavilion, Pam is not running the parties.
- Requested to get on BOS agenda end of September for waiver change and acceptance of umbrella/stand at Center Court Park.
- Still in process of updating gym signs – want to include guidelines that were on the facility use form – not sure that gets communicated to actual users.

## **Programming:**

### August

- Best Soccer Clinic – went well – 25 sign ups, two pre-camp injuries – 23 total attended. Positive feedback from survey. Requested a week next year. Made a little money for P&R - \$460.00
- 5th yard sale – 11 sign ups (\$100) down from last year which was 20. Pam didn't charge the Hillside Preservation Group, as they were raising money for the Gough House.
- 12th women's self-defense class at Arteca studio in West Boylston – 14 sign ups, two no shows. Got some items for the food pantry donated and \$30 for Abby's House. Positive feedback from survey. Will do again.

### September

- Gnome walk on Trials with Town Clerk still in progress
- Tinkergarten – k-8yr exploration of nature – instructor can't do September, later fall, TBD, move to later in the fall.
- 7 evening – Neurographic Sketching at Harrington Park – cancelled – no sign ups
- 16<sup>th</sup> Movie Night with Christos Food Truck

- 24<sup>th</sup> Free outdoor Karate class with Arteca at Hillside – bring a non-perishable for food pantry
- 28<sup>th</sup> – Felting class with Artist Lyn Slade
- 30<sup>th</sup> – Boylston Fall Festival – will attend with craft

## October

- When is BES PTO event? Want to plan an event that doesn't conflict. If the board is okay with them borrowing the movie equipment, they might like to do that.
- 6<sup>th</sup> Stargazing
- 15<sup>th</sup> install scarecrows – charging this year to get competition going.
- 12<sup>th</sup> – Pumpkin/Dried flower arrangement with Bemis Farms
- 21<sup>st</sup> – Birds of Prey Program (grant) RESCHEDULE – think on Dec. 2<sup>nd</sup> at Town Hall – so not to interfere with wreath sale. Alison said they are done on Sunday and could we do it on Sunday or downstairs? Pam said the tables in the basement are heavy and it might be easier to do it in Town Hall.
- 24<sup>th</sup> – Trick or Treat at Hillside for younger kids – Town Clerks, PD, FD, Library – invited COA and the Hillside Preservation Group.

## November

- 2<sup>nd</sup> Diachronic (fused) glass pendant or magnet workshop (in works)

Working on Archery – maybe Saturday or Sunday – one in October, one in November.

Working on event with Hillside Preservation/Gough House group – maybe something in December

Mark asked when Parks & Recreation is moving to town hall. Pam said that's been delayed a bit. Mark also expressed concern about screwing mats into the wall in the gym where the window used to be. Eric said we'll see what they say.

## **IX. Budget Report**

Pam explained the community events line item went down from the previous month because there's a new account for grant revenue and expenses. Rather than taking from the budget account and depositing the reimbursement into the revolving, this account will be used and can go negative. Pam will add the grant account to the next sheet.

Eric asked what will happen when the Disc Golf group writes a check to Boylston Parks & Recreation as donations come in. Pam asked if the money is specifically going to be used for Disc Golf? Eric said ideally a lot of the money would go to that, but it doesn't have to be. Mark asked if it was said before that because if money is collected in one area it can be spent somewhere else. Eric affirmed, but added he would like to see what expenses will be for Disc Golf.

## **X. 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.)

None

## **XI. Future Agenda Items (topics to be proposed for discussion at future meetings)**

Continue regionalization discussion

**XII.** Adjournment

**Vote:** *Claudine made a motion to adjourn. 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
Budget Sheet	On File in the Parks and Recreation Office
Revolving Account Definitions	On File in the Parks and Recreation Office

Respectfully submitted by: Pamela Frechette, Parks and Recreation Coordinator

\*These minutes are not a transcript.\*