

**Parks and Recreation Board Meeting**

**Date of Meeting:** Tuesday December 4th, 2018

**Location:** Nicholas Ward Meeting Room, 221 Main Street, Boylston MA)

**Time:** 6.30pm – 8.11pm

**Members Present:** Bonnie Johnson, Kevin Prendergast, Drew LeBlanc, Ali LeBlanc, Claudine Underwood board members, Rich Lamoury Program Coordinator Guests: Shawn Goulet (Soccer Club) Joel Goulet (Soccer Club), Eric Rubinow (Soccer Club), Gary McMeekin, Art Brand (Lacrosse), Christi Stille.

The meeting commenced at 6.30pm

There were a couple of Typos in the previous months minutes which Rich would amend

Bonnie made a motion to approve the minutes from November 6th, all in favor.

Claudine brought to the boards attention some confusion with regards to the Agenda procedures and puts in a motion to restructure the board of the Park and Recreation commission seconded by Ali.

Kevin asks that this should be put on Januarys Agenda and doesn’t feel the need to restructure the board.

Claudine says that since she has joined the board there has been too much arguing going on and it would be in the best interest for it to be restructured. The motion is on the table and is seconded by Ali, yes from Drew and No from Bonnie and Kevin.

Claudine puts in a motion that we elect Drew Leblanc as Chair if he accepts. Drew accepts. Seconded by Ali. Bonnie in favor No Kevin.

Ali motioned to nominate Claudine as Vice Chair which Claudine accepts seconded by Drew. No by Kevin, No by Bonnie.

**Pavilion and Facilities Usage for the Scouts**

Bonnie suggests that we offer the scouts 5 hours of free time for the use of the Pavilion or Field as a Thank you for volunteering for us with the Trails.

Christi Stille from the audience asked that it be also offered to the cub scouts and Venture scout groups and requests that it be overnight as the groups do run overnight camps.

Ali suggests that it should be offered also to other Non-profit groups that are in the Town.

Drew amended Bonnie’s motion that non-profit groups come before the board to request waiver for volunteer services rendered. Seconded by Claudine, All in favor.

**Coordinators Report**

**Indoor Futsal/Soccer Update** – We had 11 participants which is great

**Letters to Santa -** I Believe Santa has currently done approx 17, the closing date is Friday 14th December.

**Golf Lessons (March) –** We have 3 registered with plenty of time to do so.

**Joy of Music Classes** – Just waiting to hear back from the Director to re-schedule a meeting

**Beasties Creative Art Classes –** We have a total of 3 registered for the Creative Art Classes run by Ray. The feedback is fantastic

**Native American Culture Classes –** We currently have 1 registered for this class

The School was sending out Marketing Materials 4th December to help promote the classes.

**Pet Spring Festival**

Ali brought to the board an idea of running a Pet festival, potentially combining the finished work from the Trails courtesy of the Jack Stilles Eagle Scout Project with local pet owners.

The day could include raffle prizes, baked goods table, groomers, pet food booth.

Ali will set the ground work even though Jacks project might not be finished in time. Jack will be following up with the board in February.

**Meeting/Agenda Procedures**

P&R Board Meetings will be scheduled at the time of the prior meeting(s) and given to the Town Clerk for Posting. As of this date, we are generally meeting on the ﬁrst Tuesday of the month.

All Board Members are welcome to submit agenda items and documentation to the Program Coordinator in writing in accordance with the following schedule.

The Program Coordinator will send out an email the Monday before the scheduled meeting. The Board will have until noon on the Wednesday of the meeting date to add to the Agenda. The Program Coordinator will submit the Agenda to the Town Clerk about noon on that Wednesday. This will be the ﬁnal agenda for the Board meeting.

The Town Clerk will be instructed that the Program Coordinator’s Agenda submittal will be the ﬁnal agenda for the upcoming meeting.

Program Coordinator will copy the Board on the ﬁnal agenda he/she has submitted.

If the Program Coordinator is unavailable for any reason, the current Chair of the P&R Board or his/her appointee, will send out the Agenda in compliance with above procedures.

No other P&R Board meetings will be scheduled without written notice to all Board members with at least one-week notice to include a purpose. Exceptions would be if we have a snow storm and the building is closed and we need to reschedule the meeting.

If for some reason a scheduled Board meeting is cancelled, the Program Coordinator will send out an email ASAP and suggest dates to reschedule - giving the Board members two days to respond about the new date. If no response from Board Members, it will be deemed acceptable to the Board and the Program Coordinator will reschedule in accordance with those date(s).

The Program Coordinator will be responsible for all of the above including booking the room for the meeting. If the Nicholas Ward conference room for the Board Meeting is booked (or we are bumped), we will cancel the meeting. The Program Coordinator will ensure that the scheduled meeting places are updated with the Town Clerk, the Board (via email) and the website.

Bonnie makes a motion to accept these procedures as amended, seconded by Claudine. All in favor.

**Field Maintenance – Local Organizations/Town Sports Boards**

Claudine welcomed the local organizations (Soccer and Lacrosse) for attending the Board meeting to discuss their current maintenance costs for the use of the fields.

Claudine has already discussed with Football and Softball/Baseball and they were happy with how things were currently being run.

Christi Stille addressed the board by asking about the Tahanto High School being scheduled for Spring Lacrosse on the Hillside Fields and James Frongillo asked if there was any Safety research conducted with having three organizations using the Hillside Fields in a season.

Bonnie mentions that the Park and Recreation has not given the go ahead for Tahanto Laccrosse to use the Hillside fields in the 2019 Spring Season.

Rich told the board that the Athletics Director had followed up and that they wanted to be included in January 8ths Meeting with regards to the use of the Hillside fields for Lacrosse.

**Capital Expenditure & Budget Sheets**

Ali motioned to table the seventh item of the Agenda, Budget Sheets and Capital Expenditure and revisit this on Tuesday December 11th at 6.30pm, seconded by Claudine, No Bonnie, No Kevin.

The meeting was adjourned at 8.11pm

Respectfully submitted,

Rich Lamoury