



Parks and Recreation Board Meeting

Date of Meeting: Tuesday, August 6th, 2018
Location: Town Hall, 221 Main Street
Time: 6:30 PM – 8:12 PM
Members Present: Chairman Bonnie Johnson; Board Members Kevin Prendergast, Drew and Alison LeBlanc; Parks and Rec Coordinator Rich Lamoury, Volunteers Claudine Underwood, Ray LaChance and Administrative Assistant to BOS Alison Mack

The meeting commenced at 6:30 PM.

P&R Coordinators Report:

- **My Rec Software** – Currently at 88 accounts, which equates to 164 members. This will increase once we add the basketball members/Color Run participants and future programs. Keep spreading the word. Went up 49 accounts.
- **Boylston Bright and Bold Color Fun Run Update** – We have the trail marked out to 5k; Bob took me around today for a tour. They needed a bit of a mow which will be done, plus we are looking to mark out the areas in orange paint and signs. Claudine is going to follow up about volunteers in the community and generate donations from local businesses. I will be purchasing the Color and Sunglasses next week, then we will do a walk through on the week of August 21st.
 - Looking for volunteers for the race. Needed to main registration and tables/throwing color
 - Color Run Marketing – Lions Signs/Clinton Savings Bank follow up, Facebook, Email Blasts to organizations and current members. Claudine mentioned she had other people she was reaching out to and waiting to hear back from more.
 - Bonnie Questions:
 - Fire Dept Hose: Claudine has not spoken to them yet but will look in it
 - Moonwalk: would they set up an obstacle course moon walk for them
 - Music: Claudine has been in touch with Keith's Music House; DJ is sponsorship
 - Need people to register instead of just saying on Facebook that they are attending
 - Sporting Teams from Tahanto
 - Food Truck/Popcorn/Snow Cones – Permits?
 - Could give out coupons
 - Volunteers: Leos (over 16)
 - Age Groups:
 - Rich: Didn't tend to have anyone below 5
 - Dependent on the numbers we get from this year to determine
 - Group people going out at different times
 - Link on website: Helpful to people with questions
 - Is the Powder Harmful?
 - Handout done by Rich will have information on it
 - Unable to Fundraise: need to become a 501-C3
 - Claudine mentioned that this is something we should really look into
 - Ali LeBlanc mentioned that the process is more like a 5 year plan
- **Basketball League Update** – Tomorrow is the deadline for teams entering, I will follow up with Shawn who is assisting me with the schedule/Payments/References etc.
 - 13 men's teams, 6 high school teams
 - Follow up with scheduling and referees – not final date to start yet but will be soon

- **Octoberfest Update** – Follow up with Drew, Fran will meet us August 20th Week. They are looking to partner up and do something small for this year and build on it for next year.
 - DO some type of smaller event to get a gathering started to build it for next year; Beer Tent/Music
- **PDD Days/Elementary School Program Update** – Had a meeting last week to see what they needed and what they currently ran. A great way to introduce Ray.
 - Vendors: Need to get vendors in however it might be too soon. Looking at maybe running a mini program to start with and then build on it for next year.
 - Beastie Drawings with Ray LaChance
 - 6 week program; 4 days a week, 20 kids in the class
 - Teaches children how to start something and finish it. Object cartoon characters
- Met with superintendent regarding usage of high school and elementary school gyms
- **Basketball Court Fee** – there have been requests to use the courts so they are looking into seeing if they should start to charge money for groups to use the courts for tournaments and other things

Center Court: See Handout of BSC Group – Pricing structure along with recommendations to Center Court

- Discussion of pricing for Center Courts – See BCS Group Opinion of Probable Cost and Chairman Bonnie Johnson's Report
- Trees:
 - Need to take down some trees; need to determine exactly which ones need to be taken down and which ones they can leave alone
 - Big Sugar Maple will be the most difficult to remove and most likely the most expensive
 - Carl Nelson is going to be asked to make a memorial for Center Courts
 - Could hold off on some trees but it's better to put them in now and try to get it done rather than later because it will end up being more money later on.
 - Some trees are in better shape than others; some are not able to be fixed and this would be the time to take them down
 - Do we need to get in touch with the historical society since that Maple Tree is extremely old?
 - No significant danger because of trees however it would be best to get them out now.
- Swing set:
 - ON HOLD for now. Need to figure out some other things before they can determine the placement of the swing set and how much it is going to cost.
 - May be able to steal some fill from the swing set that we could use in the space where there is a gap and fill it in.
- Lighting:
 - Kevin is spearheading and will keep us updated
- Fence:
 - Preliminary Estimate
- Tennis Courts/Basketball Courts
 - Resurfacing. 3 half courts
 - Additional Cost to install tennis nets...etc.
- Trash and Parking Lot
 - 4K can be redone
- Monuments
 - Do we keep them there or move them?
- Savings:
 - By saving the fence and saving it, it has saved us 84K
 - Comparing BSCs proposal to fixing some things up and being creative is going to save a lot of money
- Looking into seeing what projects can get done around the same time so that we aren't going back and spending more money. Make sure we do things in correct order to be as efficient as possible.
- Bonnie: Need to put out bid request for tree work

- Have RFP's.
- Under 10K

Bonnie Motioned to prune up to 10 trees at Center Courts; trees to be designated with plastic survey tape and diagram attached. Kevin seconded, Voted All in Favor.

Bonnie Motioned to get a request for a proposal to grind up 10 tree stumps. Drew seconded, Voted All in Favor.

Bonnie Motioned to get a request for proposal for 6-10 trees along eastern right side of the court and designated taped off by plastic and diagram. Drew seconded; Voted All in Favor.

Bonnie Motioned to get a request for proposal/bid estimate to remove 2-4 trees along the left-hand side including the Norway Maple in front; designated by plastic tape and diagram. Drew seconded, Voted All in Favor.

Deadline date: Friday 10th, 2018 for bids.

Drew and Bonnie decided upon 7AM meeting at Center Courts to figure out a few last-minute details. Rich will be in tomorrow from 8-12. Bonnie is requesting bids from a few tree companies in surrounding areas. Kevin mentioned starting off with the trees and then going down the project to see what comes next.

Alison Questioned: Can we vote tonight on a number not to exceed so Rich can sign off on them?

Ally motioned to vote to approve an expenditure not to exceed 24K on tree work at Center Court Park and for Rich to sign off. Bonnie seconded, All in Favor.

Warrant Opens on the 13th

- Claudine and Ray will be in attendance; appointed to the board

Warrant closes on the 17th

- Would like to pick a number to present to BOS
- Can amend it next meeting if needed

Discussion on amount of money to present to board.

Bonnie motioned to see if the Town will voted to transfer from available funds and appropriate funds not to exceed \$115,000 for the purpose of completing phases 1 and 2 at Center Court. Alison seconded; Voted All in Favor.

Volunteers for Office

- Caroline Cass has been a major help; cleaning bathrooms, helping with Santa letters. Plan to have her help organize minutes. Looking for other volunteers; Color Run...etc.
- Kevin suggested tapping into the seniors in the town
- Claudine mentioned Church youth groups
- Bonnie mentioned she believed Leo's are the best option
- Alison mentioned the honor society and jr honor society (always looking for volunteer work)

Social Media:

- May need to change some policies
- May be able to connect Facebook to Parks and Rec; may not
- Claudine suggested writing a message somewhere on the Facebook page letting people know to reach out to the Parks and Rec board directly and not contact them via Facebook since that is not the main place they respond to requests

At 8:12 PM Alison LeBlanc motioned to adjourn; Bonnie seconded; voted all in favor.

The meeting was adjourned at 8:12 PM.

Respectfully submitted,
Alison Mack, Assistant to the Board of Selectmen

Meeting Materials

Agenda	On file in Board of Selectmen's Office
P&R Coordinator Report	On file in Board of Selectmen's Office
BCS Group – Opinion of probable cost	On file in Board of Selectmen's Office
Chairman Bonnie Johnson Report	On file in Board of Selectmen's Office