

Boylston Parks and Recreation

Meeting Minutes

Tuesday, December 12th, 2017

- Tuesday, Dec 12th, 2017 6:30pm - Conference room - Municipal Office Building
- Board Attendees: Bonnie Johnson, Kevin Prendergast, Ali LeBlanc, Jim Spencer, Maple Stolecki
- Call to Order at 6:30 pm
- Approve Minutes of Nov 21st meetings – Jim motion to approve Kevin seconded – all approved.
- **Old Business Follow-Up**
- Letters to Santa – closing on 15th = volunteers handwritten last year – this year we will make a template and have two kinds – print on the paper and sign Santa. Maple on for finding a template
- Lights - Manor and Center Courts – no answers - fu
- Tree trimming at Manor – next meeting
- Security at Manor – talk about security with Chief
- Vending Machine – motion is made to sign a contract with the Fit 4 U Vending. Kevin made Ali Seconded approved by all
- Trail Mapping – due for spring

RFP for Concept Plan for Parks – Much discussion about the process of sending out the RFP and Maple and Ali were wishing we had not included the price of what we had.

Ali and Maple expressed concern about how we should not have revealed the money on the RFP, Jim suggested that in the future we appoint a sub committee to do things such as create an RFP.

Ali and Maple kept much discourse wanting a “charette” which we had voted to put in the RFP, it was in the RFP using different words and they were called Stakeholders in the bid. This was thoroughly discussed.

Ali talked about a bid (maybe Rodriguez) she had received that afternoon, went through what type of parks they had done, their projects, etc. and finally revealed that the first part of the 3 part bid was for \$12K which is more than we had and that money only covered one part. Bid was dismissed.

Bonnie passed out the bid we had received from BSC Group which was under \$10K and provided all the needed specs.

Maple makes a motion that we go with the BSC Group to give us design services for the two parks – the manor and Center. Jim Seconded. Unanimous approval.

Moving forward that we are very clear when we make motions that we are all clear about what will happen.

Survey results for Manor - Much discussion about this and what we actually wanted and when to have it done. Finally decided we wanted “meets and bounds” bid for the 12.3? acre section of the Manor. Jim spoke up and said he thinks we should do the survey. More discussion about the survey.

Decision: We call at least three companies and get three written quotes to survey the meets and bounds of the property at the Manor – Map 3 Lot 199. Maple to second. All in favor.

Maple makes a motion that Bonnie, Jim and Ali meet in a Survey subcommittee to look at three quotes and pick one of them and hire them – not to exceed \$4,000. Seconded by Jim – All in favor. Suggested but not limited to: Thompson Liston, Jarvis and BSC and get survey results. Must be prevailing wage. Meets and Bounds survey. WPI does it for free in September in future for municipalities. MGL must have 3 written quotes for this.

Gym fee update. Bonnie updated Board about using best last practices in allowing an out of town employee the same in resident rate they had received the prior year.

Ali spoke about how this was could be construed as an ethical violation, how she talked with the Attorney General's office, how we need to enforce our policies; how someone in town may be using their position to gain an advantage; we must apply things in an even handed way regardless of the organization or person. Discussion continued for a long time. Many points of view including that the Board and individual was Acting on past practice. No intent or malice because it was past practice. Ali spoke that this is contrary to what she heard. It was again reiterated that because we do not have an employee and therefore we are acting on past practice and this is fine. We can move on and build on this. This discussion should have been made within the board before going to the AG, Selectmen, etc. As a Board we should be a unified body. Ali “I wanted to protect my own interest”, an attender who is a Selectmen and School Cte told her that as a Board she are fully protected and does not have any exposure because you are acting on the people's behalf. Who can make decisions discussion continued.

Make a motion to: interim policy going forward for town employees will be given a reduced rate of \$25 similar to the in town resident rate as per our policy. made by Maple. Kevin seconded this. All in favor.

Discussion continued about job descriptions of the Board Chair. Nothing changed.

Memorial Day race –Program Coordinator to look into this.

Liability Forms –Bonnie to send out copies to people – we'll discuss next meeting

Fin Com meeting scheduled

- P&R minutes – Motion to have Program Coordinator take the minutes at the next meeting made by me. Jim to second. All in favor.
- Jobs for Seniors to gain a tax credit – Bonnie has the authority to look, talk and put in ideas. Maple makes a motion that Bonnie is authorized to pursue the jobs for seniors and submit to tax accessor office. Jim seconded. All approved.
- Discuss reviews for Program Coordinator – Attender said we need to be sure we are not outside of what the rest of the town is doing for other employees. Jim Spencer made a motion that Program Coordinator will have quarterly updates based on previously set goals. Maple seconded. All in favor.

Goals/Priority List for Program Coordinator –

Getting ahold of the budget

Processes in place to increase our visibility – website enhancement – public exposure

Gym and fields calendars – scheduling, invoicing etc.

Costs for the field, gym, etc.

Office appearance

Memorial Day

Set up Jan 9th or 16th meeting date – call BSC and see when they can come

Adjourn Motion to adjourn by Maple, seconded by Ali and all favor

- Submitted by Bonnie Johnson