



## **Parks and Recreation Board Meeting**

**Date of Meeting:** Tuesday May 7<sup>th</sup>, 2019

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

**Time:** 6:30pm – 7:22pm

**Members Present:** Drew LeBlanc, Claudine Underwood, Ali LeBlanc Board Members,  
The meeting commenced at 6:30pm

Review and vote to approve minutes from meetings held on 2<sup>nd</sup> April 2019

**A motion was made by Ali to approve the 2<sup>nd</sup> April minutes with amendments, seconded by  
Claudine, Yes – Ali, Claudine, Drew. Abstain – None, No – None**

### **Program Coordinator Ad and Hiring Process**

The previously-run ad for a program coordinator was reviewed and revised. Drew felt it was important to add “strong administrative and computer skills are required”. Claudine would like to add “self-motivated” as well. All members are in agreement about the wording of the ad with those revisions. Drew will follow up with the town Administrator to see how long the applications should be accepted and repeat whatever timeline was used last time through the hiring process. All members agreed that once the qualified candidates are identified by the town administrator, Drew and Claudine, the chair and vice-chair, will interview the applicants and report their findings to the board.

### **Pet Event**

Ali said the pet event was successful due to the volunteer efforts of Dr. McCobb and her team of veterinary students, the student volunteers from Tahanto PAWS, the Library Boylsteens, and the Girl Scouts of America. The assistant clerk, Dawn Porter, and Boylston’s Animal Control Officer Steve Golas lent their efforts to keep it running smoothly and to license the dogs.

Claudine said we learned that the pavilion is too windy and that it was more successful when all

the activities were nearby the office. Ali said it was tricky for some residents to sign up and that some thought they had registered but had not. In all we had around 30 pets and all who were in attendance received the care they needed. Claudine suggests having people bring a receipt next year. Ali said the My Rec 'time slot' function is new and hopefully the kinks will be worked out the next time we need to use it.

#### **April Vacation Drop In Basketball – (April 16<sup>th</sup>)**

No one came to the older group session as the weather was very nice. Drew suggests having the event only during colder months. The younger children did have a great time and their leader, Erin, wishes to have a regular evening drop-in for that age group starting in the fall. Our new coordinator should follow up.

**Multi-Sports Clinic** – Currently one sign up. Starting July 8<sup>th</sup> (Ages 5/11) half day and full day options. Also, a Parent & Me Evening Clinic (Ages 2/3) and a Squirts Clinic (Ages 3/5). We will distribute fliers at Memorial Day and at the Elementary School. Will be cancelled one week in advance if necessary.

#### **Memorial Day Planning**

We need to order the supplies from a local source and pick it up. Amazon has been unable to send the order. Ali will send the itemized list to April and ask her to place the order on our behalf. We need popcorn, oil, salt, slushee mix, and tickets. We will ask April to place an order for 250 clear cups with lids and straws and a logo in black, screen printed on one side, from discountmugs.com.

Drew will follow up on the number of bounce houses available from Mikes Moonwalk. We have an order for one house already placed.

Claudine will seek youth volunteers from the Leo's Club. Ali will reach out to the volunteers from the Pet Event. We need about 10 in 2 groups (from 9-11 and from 12-2). We the board members will handle the money.

Drew motioned to oversee the clean up of the Center Court himself because there are ruts and wood chips left over from the tree work. He will hire a company with an amount not to exceed

\$1500 should we need to seek outside help. Claudine seconded. Yes-Ali Drew Claudine, No-none, Abstain-none

**Lion's Club Request for Waiver of Fee Field at 140/70**

Ali motions to waive the fees for the event bags tournament event the Lions Club wishes to use the field at 140/70 for. Drew seconded. Yes- Ali Claudine Drew, No-None, Abstain-None

Ali made a motion to adjourn the meeting, seconded by Claudine, All in favor

The meeting adjourned at 7:22pm

Respectfully submitted,  
Ali LeBlanc