



Parks and Recreation Board Meeting

Date of Meeting: Tuesday February 5th, 2019

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

Time: 6:30pm – 9:16pm

Members Present: Bonnie Johnson, Drew LeBlanc, Claudine Underwood, Ali Leblanc (Via Telephone Link) - Board Members, Rich Lamoury Program Coordinator, Guests: Christi Stille, Jack Stille (Eagle Scout Project), Matt Porcaro (Tahanto Athletics Director)

The meeting commenced at 6:30pm

Review and vote to approve minutes from meeting held on 8th January 2019

A motion was made by Claudine to approve the minutes, seconded by Bonnie, Yes Drew

Eagle Scout Project Update – Jack Stille

Jack Stille updated the board with his downgraded plan as he wanted to make it more engaging. The new project would consist of bushwhacking the trails, clean the path and fill in areas with gravel. Jack also mentioned that they would put in new trail signs (Cemented into the ground) Jack has the Highway Department on board, who plan on assisting him with some small projects. Jack is also planning to solicit places in Town for financial backing which means that Park and Recreation won't be hit with any costs. Jack hopes to start the project at the beginning of April, but this would be dependent on the Winter weather.

High School Lacrosse Needs – invited Shawn Goulet, Matt Rice & Matt Porcaro

Matt Porcaro (Athletics Director) addressed the board with his High School Lacrosse plans. The plan would be for Matt to follow up with Matt Rice for the use of the Football Field for the Spring. He had mentioned that both Matts had discussed the possibility and that they were going to finalize it.

Rich will email Matt (Athletics Director) a Facility Use Form to fill out so that Rich can pass onto the board for further review and Bonnie mentioned that future School needs should be put through the School Committee

Field use Agreement Draft Open for Board Review (Drew LeBlanc)

Drew compiled a Field Use Agreement form for the board's approval. Motions by Bonnie, seconded by Claudine to accept the Field Use Agreement as amended, Yes Drew, Ali, Claudine and Bonnie No None, Abstain None. Drew will send a copy of the agreement to Rich for him to send out to the Primary users.

Annual Report (Drew LeBlanc)

Drew provided the board with a draft of the Annual Report and was looking for feedback before it was passed on to the Town Administrators Assistant.

Claudine asked if the report had to list the previous Board Members at the start like past years.

Drew said that it wasn't necessary, and it was up to the board to decide how the report would be formatted.

Claudine motioned to accept the Annual Report, seconded by Drew, Yes Claudine, Drew, Bonnie, Ali. No None, Abstain None

Coordinator Report –

- **Coaches Clinic (March/August)** – I am looking to partner up with the Boylston Soccer Club and run a Coaching Clinic prior to the start of their Spring Soccer season with a view to run one each Spring and Fall.
- **Office Hours – (Flexible)**
 - Monday – 12pm – 8pm
 - Tuesday – 6.30am – 2.30pm
 - Wednesday 6.30am – 2.30pm
 - Thursday – 1 hour from Home
 - Friday – 1 Hour from Home

Rich will post hours which will be open to the public on our Website and the Towns Website.

The Hours will be: -

Monday - 6pm – 8pm

Tuesday – 8am – 10am

Wednesday – 12pm – 2pm

- **Ice Rink Update** – Rich has found out the procedures we need to follow to set up the Ice Rink in the future.
Bonnie mentioned the reason we didn't run it Winter 2018 was because there was damage to the Rink on a regular basis and after following up with the Highway Department, it wasn't worth the time/money.
Drew suggests we try the Scar Hill Field to see if that would be more beneficial.
Ali wants to postpone the discussion until the Fall so that we can see if the public can attend.
- **Color Run Date Change** – From August 24th - Rich will email the Board to see if they are available on Labor Day.

Marketing Ad for the Lions Club \$100 Quarter Page

Rich asked if we could purchase a quarter page advert which will be placed in the Boylston 2019-2020 Town Telephone Directory. The cost would be \$100 and purchased from the Lions Club.

Bonnie makes a motion to approve the \$100 for the quarter page advert, seconded by Claudine
Yes Drew, Ali.

Soccer usage of Gym

Rich suggests that we have an inclement weather policy for Primary users of the Gym. (The Primary users would be Boylston Youth Soccer, Boylston Youth Baseball/Softball, Boylston Football/Cheer and Guardians Lacrosse)

If there is any inclement weather prior to the start of their practices they can reach out to Rich to see if the Gym is free for that night or a future night. If so they can use the Gym for a fee of \$15 per hour.

Drew mentions that Guardians Lacrosse is not a Primary user as they rent the fields from the Town.

Ali and Bonnie both agree that the current policy of \$25 per hour should stay in place for all users.

Feb/Spring Break Drop In Basketball

Rich will follow up with Dawn (Clerks Office) and plan the Feb/April vacation drop in Basketball sessions.

Confirm April 27th Pet Clinic (Ali LeBlanc)

Ali mentioned to the board the opportunity of running a Pet Clinic on April 27th. Ali said that there was an increase of people that were not getting shots for their dogs and that for Park and Recreation to be offering this service at a fee of \$10 would really help low income families.

Once Ali finalizes the information Rich will set it up on our Park and Recreation software and assist families who may struggle to complete the online registrations via the phone.

Ali will add it to the March Agenda.

Approve Grant Application Letter (Ali LeBlanc)

Ali explained to the board that Tufts needed us to send a Grant Application Letter which would allow Tufts to acquire a Grant.

Claudine made a motion to approve the Grant Letter seconded by Bonnie. Yes Drew, Ali.

Hillside Gym and Shoes (Bonnie Johnson)

Bonnie mentioned about putting down a Fin Rib Rubber Runner Mat next to the benches in the Gym so that foot traffic doesn't damage the Gym floor during the Winter months.

Bonnie will follow up with Ericka Humphrey (Boylston Youth Basketball) and Bob Bourassa (Building Maintenance) to see if this is an option.

Claudine motions for Rich/Bonnie to reach out to Boylston Youth Basketball and Bob Bourassa to see if they can purchase the Matts not exceeding \$650 for the Gym floor. Seconded by Ali, Yes Drew, Bonnie.

Finance Committee Update (Bonnie Johnson)

Drew explains to the board that both he and Rich met with the Financial Committee on Monday 4th February (Kevin was also present) and no decisions were made regarding our Budget.

Drew also mentioned that the deadline for “Free Cash Request” which was denied in the Fall is March 11th and we can follow up in the Spring.

Update on Meetings during the month (Bonnie Johnson)

Drew suggests that Rich forwards any future meetings to the Board Members.

Open meeting Laws (Bonnie Johnson)

Bonnie wanted to make sure that the board were aware of copying other board members into emails and responding to emails that could be classed as “Discussion”

Bonnie also said that if two people discuss something and then one of them discusses it with a different board member it is a violation of Open Meeting Law, it is called “Chaining Conversation”

Set Next Meeting Dates

March 5th – 6:30pm

April 2nd – 6:30pm

May 7th – 6:30pm

June 4th – 6:30pm

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

The meeting adjourned at 9.16pm

Respectfully submitted,
Rich Lamoury