

## Clinton Parks & Recreation Commission

(Board Meeting began @ 5:30pm. 7/18/16)

**Present:** Ed V., Carly C. and Yoanna O. – (Emily E. and Kaylee G.)

**Minutes from 5/24/16** – Carly motioned to accept; Yoanna 2<sup>nd</sup>, all in favor, 3-0

### **ADMINISTRATIVE BUSINESS:**

**Donation Monies ~ Allocation Ideas** - Donation from Lancaster Mills (\$23,000). Signage outside P&R office: (Digital Message Board) Works great for communication since Facebook is the only instant update source we have right now.

Fast Signs in Worcester – will work within our budget. Singarama will submit a quote as well (will check with Bob Gibbons about this since it could be a conflict of interest issue); 3x6, 2x4 or 2x5 (high enough to avoid tampering by passers-by). Need to be certain of rules concerning signage as well.

### **Capital Improvement** –

New truck for department – need a new silver one (2001 Ford 150). Customization of vehicle includes messaging on truck as well. Estimated between \$35,000-42,000 complete with plow, tool kit and bed liner. Ed suggested that the truck would be our priority to be squared away. Emily pointed out that we have a year and a half before the plowing function would be needed

### **Salary Related Issues** –

- Office person after maternity leave
- Office Hours- Emily/Kaylee – Hours are getting trickier. Emily asked the board to do a 4-day office work week and work from home the 5<sup>th</sup> day. Hours would be made up throughout the week at events and coming in early/staying late. Kaylee asked the board to adjust hours to 8:30am-4pm to get home in time for end of daycare. No one had objections as long as work was covered. Department is trying to Get approval for a year-round part-time office person to cover the balance of the day. Office open currently 9am-5pm. Both ladies have work cell phones and one laptop computer.
- Obama Rule – salary law; town must pay time and a half for overtime if someone makes under \$48K Carly motioned to modify individual office hours (coverage) and hiring a permanent, part-time office help year round who will also function during Summer Playground. Ed 2<sup>nd</sup>, all in favor, 3-0.

**Facilities Director Progress** – Job description finalized and mini-board will be interviewing near end of August.

**Commission Structuring** – For the August Board Meeting, we need to establish and vote for internal board responsibilities.

### **RECREATION:**

**Summer Playground** – No time to cover content

**Town Wide Yard Sale** – (Recap) June 11<sup>th</sup> (same as above)

## **PARKS:**

### **Central Park:**

- ***Tree in Central Park*** - Ed will be acquiring a tree quote including installation with Mike Gamache this week to replace the one removed by the fountain and to plant a second one for visual balance. (Bigelow Nurseries in Northborough).
- ***Fountain Work*** – Modifications will be required since the original quote was made when it wasn't operating. Will be decided in August once all the details are in.
- ***Recycle Bins in the Park*** – We WON a grant for this feature (nationally competitive), Yoanna motioned to accept the grant and it's media requirements; Carly 2<sup>nd</sup>, all in favor, 3-0.

### **Savage Field:**

**Recap of meeting with Peter from GALE** – GALE needs our blessing on the details before going to the building committee or permitting process. The goal is to get the bid out for January ~ perfect timeline. From permit plans to construction plans is very quick (type of equipment and pavilion doesn't concern the ConsCom so much; drainage and irrigation are more critical). Emily brought up the need for additional signage which addresses overflow parking on the road. It must be addressed with the Traffic Committee before executing.

Ed inquired about additional electrical outlets to be strategically placed throughout the property for ease of use. Might be as simple as laying conduit for later wiring. Hose water is not potable at present, but Ed would like to see a water line provided so a couple of fountains can be installed.

*Phase One* - Permitting everything up front. Starting with the parking lot, an accessible walkway from the lot to the fields and other elements in the between (i.e., playground & pavilion). The driveways have regular pavement and are pitched to drain onto the pervious pavement areas. Absolutely **NO SAND** can be used in treating for snow removal because it effectively “clogs” the matrix. An operations & maintenance plan needs to be submitted and approved (our blessing required initially).

Vendor lists are tapped into to save money and follow the proper due process. Our department will provide the actual playground entity for the installer. ADA accessibility is also an issue (certified woodchips are needed vs. a paved pathway which will take valuable space away from the planned elements).

Carly wondered how the design details would be decided going forward. The Building Committee ultimately has the final say even though it won't stray far from the desires of the board overall. Their expertise will guide the proper choices. There will be a 4 foot high fence surrounding the playground perimeter (black chain link most likely). Basketball court will remain untouched except when the lighting is updated – two poles exist now but conduit and lights don't. Timers on the poles located in the electrical shed will be the logical way to manage them.

Site lighting at the parking lot will also be included, also run by sensors. Currently the lighting on the ballfields is operated with a switch from inside the shed requiring a key and someone in authority.

Skateboard Park needs to be disassembled which may face breakage when moving. (Emily will take

some pictures of the anchoring system in place to determine how hard it will be to remove these pieces). We will try to save some of these elements until the new park is erected, as the renovation time may be awhile. More skate parks are not fenced these days and leave it an open area. The current one is rusted and warped which should be removed. Will we separately place a dumpster for trash? Fenced and chained?

Walking trail near the Little League Field will dovetail with the sidewalk that the State is installing now. Carly asked about winter hazards damaging the path if it runs along the hill perimeter. Possibility to outline the walkpath with a timber guardrail on the street side.

### **On-going Projects Update** –

**Volunteer group for work** – developments??

**Building Committee** – Has jurisdiction over the dispersion of funds to various contractors (input on electrical outlets and irrigation systems), and will interface directly with GALE Associates on those details. GALE needs to present to the building committee directly as a formality. GALE will document their input and go forward with permitting. Members: Mike Ward, Chris McGown, Tim O'Toole, Chris Magliozzi and one more (name?).

### **Carlisle Park:**

**Tree Trimming at Carlisle Park** – We will be covering the balance of this cost after exhausting the money allocated by the town this past spring. Mike Gamache has identified five trees that are dying due to the ants.

### **Duffy Park:**

Fireworks were great from there. LOTS of people showed up there; Ed suggested our department actually sell some popcorn next year or some other group could do so!

**Adjourned meeting @ 7:30pm.** - Yoanna motioned to adjourn; Carly 2<sup>nd</sup>, all in favor, 3-0. Next meeting will most likely be scheduled for **August 8<sup>th</sup>, 2016 @ 5:30pm.**