



Bolton Parks & Recreation Commission

Meeting Minutes

Date:	February 8, 2018		
Time:	7:00 p.m.	[Duration: 1 hour]	
Location:	Houghton Building		
Next Meeting:	Wednesday, March 28, 2018		

Invitees / Attendees

* In Attendance	# Unexpected Absence	@ Expected Absence	+ Visitor
* Karen Regan			
* Joyce Sidopoulos			
* Linda Herbison			
* Laura Roberts			
+ Ann Hurd, Advisory			
+ Brian Boyle, Advisor			

Decisions

Decision Description	Approved By
Motion to approve revised documents (Fee Schedule, Special Event Application, Field Application, Rules and Regulations, Permit and Process. <i>Motion Proposed by:</i> Roberts <i>Seconded by:</i> Herbison	Regan, Sidopoulos, Herbison, Roberts
Motion to approve minutes from January 9, 2018 meeting. <i>Motion Proposed by:</i> Herbison <i>Seconded by:</i> Sidopoulos	Regan, Sidopoulos, Herbison, Roberts

Action Items

Action	Owner	Due Date
Create field/property improvement plan template	Regan	3/28/18
Create shareable Property Inventory Doc so all committee members can update in real time	Roberts	2/14/18
Add size and valuation data to property inventory	Roberts	3/28/18
Add activities, usage, and structures to property inventory	Sidopoulos	3/28/18
Add description of costs and annual maintenance information to property inventory	Sidopoulos	3/28/18
Add description of costs and annual maintenance information for Town Beach to property inventory	Herbison	3/28/18

Approved Meeting Minutes

Initials					
Commissioner	K. Regan	J. Sidopoulos	L. Herbison	L. Roberts	N/A

LIST OF TOPICS / AGENDA

1. Meeting with Brian Boyle & Ann Hurd from Advisory Committee to discuss:

- a. Property inventory and capital planning
- b. Staffing needs

Joyce described the agreements we have with town sports organizations who maintain them. Baseball, soccer, field hockey (tri town). P&R has a donations account. Is there a way to quantify how much field maintenance costs at the various properties? Joyce can follow up with town sports groups to ask their budget for field maintenance/mowing, etc. Basketball court: nets and resealing

Friends of persons park – focused on renovating the cabin P&R wanted to create pavilion at Persons park and the historical commission put a stop to it because of historical significance (2013).

Staffing needs – can the P&R coordinator position be shared by other town committees or another local town? Hurd stressed the need to find synergies with other committees and collaborate to justify the staffing of a coordinator position. Mentioned that the committees in town seem like they may be siloed/not communicating and creating duplication of services in town. Hurd stressed the need to make the case, have a clear vision and articulate the need for Kids/Senior program. Council on aging has a paid position that is 8 hours a week but it does a whole lot of good for the programing that she is bringing in. Regan mentioned ability to explore grants if we have a paid person. Possibility to put request in for FY19 because it is under a certain \$ amount.

Next Steps: Hurd/Boyle to return to continue conversation on property/capital planning when we have documents to share and review progress. Boyle to follow up with Don Lowe to determine who is responsible for field improvements at Derby.

2. Other P&R Business:

Updates on Persons Park, Pond Park, Horse Ring Field and Derby Field Projects: Regan gave update on status of these projects and the need for each committee member to take ownership of an aspect of the planning for future projects.

Next Steps:

1. Karen to put together property plan/field improvement plan template, get DPW to help with estimates, create survey to gain community input
2. Laura to create google doc for Property inventory so all committee members can update
3. Laura to add size and valuation information to property inventory
4. Joyce to add activities/usage/structures to property inventory
5. Joyce to add description of costs and annual maintenance information to property inventory
6. Linda to add description of costs and annual maintenance information for town beach

Review and finalize Fee Schedule, Field Application, Special Event Application, Rules and Regulations, and Permit and Documents. Karen to make updates to documents and post on P&R Website. Karen will add calendar to P&R website. Laura will be responsible for updating reserved dates on the calendar as they are confirmed. Laura made a motion to approve the revised document (Fee Schedule, Special Event Application, Field Application, Rules and Regulations, Permit and Process). Linda Seconded. Motion passed unanimously.

Discuss Tasks and Responsibilities for Updated Job Description for Proposed P&R Commission Coordinator. Commissioners will send list of tasks and responsibilities to Karen. Karen will compile and meet with Human Resources Director.

Town Common: Shakespeare May 18/19 – approval pending. Bolton Local Town Wide Yard Sale – Laura to send updated forms to Bolton Local.

Easter Egg Hunt: Laura to take the lead on Easter Egg Hunt this year. Event will be March 31st. Karen will send punch list and documents to Laura. ASAP – contact Art Teacher for backdrop for bunny photos, email Joel Bates to reserve gym with tables and ask if he will MC, Check Emerson Closet in Extended day for Easter Stuff. Joyce to take care of food (donuts, coffee, punch, cups) and get high school volunteers.

Learn to Swim Registration: Linda reported that Registration will be April 3rd at 6:30 PM at the Library. Laura reported that BEST Soccer, Adventure Day Camp, Tom Denney and Tennis Camp will also attend. A fitness instructor has expressed interest in doing a workout class while swim lessons are going on.

Horse Ring and Sheep Field Request – Joyce reported on field request for dog competition training.

Minutes from last meeting. Linda made a motion to approve the minutes from the last meeting. Joyce Seconded. Passed unanimously.