



Bolton Parks & Recreation Commission

Meeting Minutes

Date:	Wednesday, May 23, 2018
Time/Location	7:00 p.m. Houghton Building
Commissioners Present:	Laura Roberts, Linda Herbison, Lauren Cilley
Guests:	Bob Czekanski
Next Meeting:	Thursday, June 28, 2018 @ 7 pm

Agenda Items

	Agenda Item	Action
1.	Parks & Recreation Open House <ul style="list-style-type: none"> 10 people attended the Open House to learn more about the Parks & Recreation Commission. Attendees expressed interest in assisting with various things such as a mailer, events, concerts, derby field improvements, and even long term projects such as a community center and assessible walking trails. 	L. Roberts will follow up with interested attendees by 6/1/18
2.	Introductions and New Roles <ul style="list-style-type: none"> Linda Herbison made a motion to elect Laura Roberts as Commission Chair, Lauren Cilley seconded the nomination. Laura Roberts accepted the nomination and the Commission voted unanimously in favor. Commissioners agreed to decide on additional roles of treasurer, secretary, field coordinator, etc. at next meeting. 	
3.	Budget Review and Year End purchase updates <ul style="list-style-type: none"> L. Roberts updated the Commission on the purchase of the swing seat approved at the last meeting. Karen Regan is working on Memorial Fieldhouse and Pond Park projects approved at last meeting Linda Herbison made a motion to use leftover funds to upgrade the remaining swings at Memorial field, seconded by Lauren Cilley, Unanimously in favor 	Regan to work with DPW on Memorial Field house and Pond Park. Roberts to purchase swings.
4.	Town Beach Annual Maintenance Update <ul style="list-style-type: none"> Linda Herbison updated the Commission on new sand, rope installation, and clean up activities at the town beach. 	
5.	Swim Program and Lifeguard Update <ul style="list-style-type: none"> Linda Herbison informed the Commission that there is still space available in swim lesson program for this summer. Lifeguards and supplies are secured. 	
6.	Memorial Day Planning <ul style="list-style-type: none"> Linda Herbison volunteered to pick up Dunkin for Memorial Day Laura Roberts will bring plates, napkins, cups Karen Regan will email the Commission with additional details before the weekend. Commissioners should arrive at Memorial Field House at 10:15 am on Memorial Day 	

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<p>7. Field and Event Requests</p> <ul style="list-style-type: none"> Judith McMichael of Charles River Wheelers request the use of Forbush Fields Parking Lot on Sunday, July 15, 2018 from 9 am – 5 pm. Linda Herbison made a motion to approve the request pending submission of a field request form, Seconded by Lauren Cilley, unanimously passed Yvette Monstad of Open Art Studios requests the use of the Town Common September 15-16, 2018 for artist to set up tents. Lauren Cilley made a motion to approve the event request pending submission of a field request form, seconded by Linda Herbison, unanimously passed. Meg O'Leary of Bolton Conservation Trust requests the use of the Town Common for the UnCommon Apples art display and fundraiser from September 1 – October 31, 2018. Lauren Cilley made a motion to approve the event request, seconded by Linda Herbison, unanimously passed. Meg O'Leary of Bolton Conservation Trust requests the use of the Town Common for a Festival on October 26, 2018 from 1-5 pm. Lauren Cilley made a motion to approve the event request, seconded by Linda Herbison, unanimously passed. Meg O'Leary of Bolton Conservation Trust requested to post a sign for the Trust Gala/Auction at the Town Common. Lauren Cilley made a motion to approve the request, seconded by Linda Herbison, unanimously passed. Meg O'Leary of Bolton Conservation Trust requested the Commission's permission to auction of naming rights for 4-6 picnic tables at the BCT Auction. The Commission deferred to the Selectman as this is a gift to the town. Linda Herbison informed the Commission that Trinity Church will begin renovating their parking lot next week. During the renovation, the Church parking lot cannot be used for overflow parking. Laura Roberts will contact Bolton Youth Baseball and Softball to let them know about this change. 	<p>Laura Roberts will follow up on requests.</p>
<p>8. Hometown Heroes Update</p> <ul style="list-style-type: none"> Karen Regan, via Laura Roberts, provided a brief update on the fundraising towards Hometown Heroes banners. Karen and DPW will be testing the first banner on Friday, May 27th 	
<p>9. New Common Scheduling Update</p> <p>Laura Roberts updated the Commission on the Selectman's meeting from May 10th and the reason the Commission was asked to attend the next Selectman's meeting on May 17th.</p>	
<p>10. Approve Meeting Minutes</p> <ul style="list-style-type: none"> A printed copy of the minutes was not available for Commissioners to sign 	<p>L. Roberts will bring a hardcopy of all outstanding minutes to the next meeting for approval.</p>
<p>11. Set June Meeting Date</p> <ul style="list-style-type: none"> Next meeting will be Thursday, June 28th at 7 pm The Commission agreed that it would be useful to have a standing meeting day/time. The Commission agreed to meet on the 1st Thursday of every month beginning in August. 	<p>L. Roberts will book Houghton building for future meetings</p>

Approved Meeting Minutes

Initials					
Commissioner	K. Regan	L. Cilley	L. Herbison	L. Roberts	N/A