



Bolton Parks & Recreation Commission

Meeting Minutes

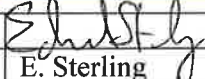
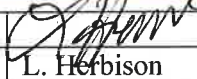


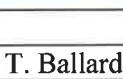
Date:	Thursday, July 9, 2019
Time/Location	7:00 p.m. Houghton Building
Commissioners Present:	Laura Roberts, Linda Herbison, Lauren Cilley, Ed Sterling
Guests:	None
Next Meeting:	Thursday, August 13, 7:00 p.m.

Agenda Items

	Agenda Item	Action
1.	Approve Minutes from June <ul style="list-style-type: none"> Minutes were approved 	
2.	Basketball Court Repaving Murphy Insurance is agreeing to pay \$5000 towards repaving the Memorial Field basketball court. Since the original job quote, the actual cost has increased to \$7500 for a better paving job designed to last 10 years. We agreed to add \$2500 from our FY2020 budget to cover the total cost.	
3.	Memorial Field Basketball Court Lighting Vandalism It has been discovered that the basketball court lighting timer was vandalized. The control box was broken into, and destroyed, by unknown persons who wanted to play beyond the normal hours. This is an \$800 loss. The electricity has thus been turned off. We will investigate a more substantial control box and timer system, possibly located inside the Memorial stone house. The Police Chief wants a sign to indicate the hours of play and the rules of the basketball court. We discussed the content of the sign: Hours are 8AM to 10PM; no profanity; no littering.	Laura will contact DPW about the sign and a new timer system.
4.	Trinity Church Requesting Extra Trash Barrel Trinity Church asked that a trash barrel be installed at the path between Memorial Field and the church parking lot. Trinity is finding a lot of trash on that pathway because people are too lazy to use other existing trash cans at Memorial Field. Approved to acquire a 55 gallon trash barrel painted "TRASH" on the sides.	Laura will ask DPW to provide a new trash barrel at the connecting path.
5.	Town Beach Accidental Closing Due to Wrong eColi Reading Town Beach was accidentally closed due to an incorrect reading of the eColi report from the Board of Health. The limit of 235 was <u>not</u> reached. Rain can increase the amount of eColi temporarily, but a single digit reading is typical. Rain triggered a retest in 24 hours, but the report was misread. The Board of Health does the water testing.	From now on, only the Board of Health will act to close the Town Beach. Laura will post the readings on our webpage.
6.	Resident wants swimming lesson refund A resident requested a refund of the fee they paid for swim lessons, claiming the closure of the Town Beach due to the eColi reading, and the sight of some dead fish, made her feel the water was unsafe. As noted above, the closing of the Town Beach was an error. A few dead fish is not that uncommon. Our written refund policy is clear, that no refunds are made after June 4 th . It was agreed that the date of the lesson could be switched, as a concession.	Linda will contact the resident about the decision.

7.	Field Requests <ul style="list-style-type: none"> Over The Hill Gang soccer group requested use of Derby Field. There was discussion about turning Derby Field 90 degrees south into the woods. OTH will stick to 9:00am Sundays in the Fall. Field Hockey: Discussion lead to thoughts of using the old "Sheep Show Field" which today is the large field beyond Sawyer School with the windowless steel pump house. Bolton Youth Soccer 	Derby: A wetlands survey would be needed first. Laura to ask DPW about sports team use of that field.
8.	Updates from Commissioners <ul style="list-style-type: none"> Event Updates <ul style="list-style-type: none"> Summer Concerts underway on weekends. Sunday at 6:00pm. Very well attended. Some discussion about competing ice cream trucks onsite. Other Items <ul style="list-style-type: none"> Storage chest at town beach being replaced. No picnic tables at Town Common presently. Not clear if Bolton Cons. Trust has any plans. Port-A-Potty from COVE now at Persons Park old garage. We will not be responsible to check it's condition. The cost of moving the Persons Park sign will cost \$100. This has not been budgeted. Perhaps Friends of Persons Park? Ed found that "Railroad Park" is not possible currently. The tax taking only involves a lien, not an acquisition of land by the Town. Town Beach swim lesson payments not being recorded properly at Town Hall. Money is taken, but no forms are associated with it. Library is recording payments and names properly. We need to send a memo to the Selectmen about Halloween plans soon. There will not be a parade. No rain date planned, will be held indoors. Parks and Rec coordinator position remains open. Two persons applied but withdrew to take jobs elsewhere. 	Linda working with DPW Ed will ask Boy Scouts and BCT (D. Gaffney) Linda to discuss with Linda Day and Jenny Laura re-advertised it, Town website and MMA news.
9.	Meeting ended at 8:05pm. Next Meeting: August 13 at 7:00 pm, Houghton Building, 2nd Floor	

Approved Meeting Minutes

Initials					
Commissioner	E. Sterling	L. Cilley	L. Herbison	L. Roberts	T. Ballard



Bolton Parks & Recreation Commission

Meeting Minutes

Date:	Thursday, August 13, 2019
Time/Location	7:00 p.m. Houghton Building
Commissioners Present:	Laura Roberts, Linda Herbison, Ed Sterling
Guests:	Ali Webb
Next Meeting:	Thursday, September 10, 7:00 p.m.

Agenda Items

	Agenda Item	Action
1.	Approve Minutes from July <ul style="list-style-type: none"> Minutes were verbally approved. 	
2.	Hiring Recreation Coordinator Town Meeting approved a part time recreation coordinator. The Commission advertised for a part time coordinator, and Ali Webb responded. Ali has a B.A. degree in Art and Design. She has a high school aged child, and has experience with Nashoba Youth Hockey League. The hours of proposed work are between 10 and 12 hours per month <i>week</i> . Linda moved to approve the hire, Ed seconded. Unanimous approval.	Ali will work at Town Hall, and will meet with Don Lowe to establish a work area and filing system. The Commission will provide her with a list of priorities to address.
3.	Persons Park parking Anonymous complaint made to Selectman J. Keep about parking problems down at the Persons Park dock. Vehicles parking right at the dock, blocking access. Children swimming off the dock. We should review signage down there about parking and swimming, with a plan to add more signs in the Spring. Question was asked about DPW plowing the Persons Park driveway in the winter; we will need to ask DPW.	Ed will check on any current signage by the Persons Park dock and report back with suggestions. Will also ask DPW about plowing
4.	Field Requests <ul style="list-style-type: none"> Bolton Youth Software is finding their field very wet, "swampy." The problem is caused by blocked culverts under Wattaquodack Hill Road with overgrown vegetation and incorrect pitch. Field Hockey is also unhappy with their field. Possibly change the orientation of Derby Field 90 degrees, to create a separate playing field, in an effort to reduce the wear and tear on the playing field. 	DPW met with Mike Gorr and repairs are underway but will take 12 months. Laura, Ali and DPW met onsite to review the Derby area

5.	Updates from Commissioners <ul style="list-style-type: none"> • Event Updates <ul style="list-style-type: none"> ○ Halloween Planning for Oct. 26th event to be discussed next meeting. We need to send a memo to the Selectmen about Halloween plans soon. There will not be a parade. No rain date planned, will be held indoors. ○ • Other Items <ul style="list-style-type: none"> ○ New picnic table arrived at Town Beach. ○ No picnic tables at Town Common presently. Ed spoke with Eliz. Schoepke of the Trust. They are working with a Boy Scout to build several picnic tables for the Common pavilion. ○ Ed spoke with Martha Remington. Current Persons Park sign is OK at present location. New small sign on the road is needed saying PERSONS PARK to identify the park entrance. ○ Some Town Beach swim lesson payments are not being recorded properly at Town Hall. Money is taken, but no forms are associated with it. Parks and Rec personnel at the Library are recording payments and names properly. 	Ed will meet with Martha.
9.	Meeting ended at 8:10pm. Next Meeting: Sept. 10 at 7:00 pm, Houghton Building, 2nd Floor	

Approved Meeting Minutes

Initials					
Commissioner	E. Sterling	L. Cilley	L. Herbison	L. Roberts	

Town of Bolton
Parks and Recreation Commission

Bolton Town Hall
663 Main Street, Bolton, MA 01740
P: 978-779-2297 F: 978-779-5461
www.townofbolton.com

Athletic Field/Facilities Application

Deadline

Applications must be received thirty (30) days
prior to the sports season commencing.

ORGANIZATION INFORMATION

Name	Lindsay Lyda	Organization	Nashoba Girls Youth Lacrosse
Position/Title	President	Website	nashobagirlslacrosse.org
Address	PO Box 194 Stow, MA 01775		
Home Phone	978 298 5205	Cell Phone	207 652 2908
Secondary Contact Name		Email Address	nashobagirls1ax@gmail.com

TYPE OF USAGE/ADDITIONAL SERVICE

Org. Type	<input checked="" type="checkbox"/> Youth	<input type="checkbox"/> Adult	<input type="checkbox"/> Neighborhood	<input type="checkbox"/> Other
Field/Facility	Horse Ring Field			
Activity	Lacrosse Season Practice			

No. of Participants	30	No. of Spectators		No. of Buses	
Additional Portable Units Needed (Y/N)		Dates Requested		Location (site number)	

FIELD REQUEST

Day of the Week	Field/Facility	Start Date	End Date	Times	No. of Users	Game/Practice
Monday						
Tuesday						
Wednesday	Horse Ring	Sept 2019	Oct 2019	5:30-6:30	22	Practice
Thursday						Practice
Friday						
Saturday						
Sunday						

The Athletic Field Use Application can be emailed to: parks@townofbolton.com, or brought, faxed or mailed to the Bolton Town Hall.
Please attach the following to the Field Use Application:

- Participation Roster, if applicable (must include breakdown of Bolton resident vs. non-resident players)
- Certificate of Insurance with the Town of Bolton listed as additional Insured or signed Liability Waiver.
- Fee schedule can be found on the Parks and Recreation web site

Rules and Regulations Agreement

By signing below, I certify the following:

- I have read, understand and agree to uphold the Parks and Recreation rules and regulations for field, facility and park use in the Town of Bolton.
- This acceptance is on behalf of all persons in the group with me. If the guidelines are violated, I may be charged additional fees and future permission to use public areas may be refused to me or the group.

Signature Lindsay Lyda

Date Aug 29 2019

FOR DEPARTMENT USE ONLY

Date Received:

Approved by Bolton Parks and Recreation Commission

Date 9/17/19 Profit/Non-Profit

Fee

Town of Bolton
Parks and Recreation Commission

Bolton Town Hall
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Special Event Application

Deadline

Applications must be received thirty (30) days
prior to the requested event date.

CONTACT INFORMATION

Name	Yvette Monstad	Organization (if applicable)	Bolton & Harvard Open Studios	Profit/Non-Profit	Non-profit
Position/Title	Co-chair	Website	www.boltonharvard.openartstudios.org		
Address	218 Sugar Rd, Bolton MA 01740				
Home Phone	612-817-4843	Cell Phone	same	Email Address	yvette@babacoolyvette.com
Secondary Contact Name	Ann Gillespie	Phone		Email Address	

TYPE OF USAGE

Event Type	Art Fair / Scouts camping for "security"				
Location Requested	Bolton Common				
Event Date	Sept. 28 & 29	Event Time	10-4 on 9/28 - Scouts sleepovers after		
No. of Participants	11-15 tents	No. of Spectators	UK	No. of Cars/Buses	12-4 on 9/29 / UK

Entertainment	Yes	<input checked="" type="radio"/> No	Fundraiser	Yes	<input checked="" type="radio"/> No
Electricity Needed	Yes	<input checked="" type="radio"/> No	Concession for Sale	Yes	<input checked="" type="radio"/> No
Water Needed	Yes	<input checked="" type="radio"/> No	Fee Charged for Event	Yes	<input checked="" type="radio"/> No

Additional Portable Units Needed (Y/N)

Dates Requested

Location

Additional Comments:

The Special Event Application can be emailed to: parks@townofbolton.com, or brought, faxed or mailed to the Bolton Town Hall. Please attach the following to the Special Events Application:

- Open Flame permit, parking plan, portable bathroom schedule, clean up/trash removal plan, police detail if applicable
- Breakdown of resident vs. non-resident participation, if applicable
- Certificate of Insurance with the Town of Bolton listed as an additional insured (mandatory with use of caterer or entertainment) or signed Liability Waiver (available online or at the Town Hall) —
- Fee schedule can be found on the Parks and Recreation website
- Non-profit/501c(3) certificate, if applicable (mandatory to receive reduced fee)

Rules and Regulations Agreement

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Signature

Yvette Monstad

Date

9/9/19

FOR DEPARTMENT USE ONLY

Date

Received:

Webb

Approved by Bolton Parks and Recreation Commission

Date 9/17/19 Profit/Non-Profit

Fee

Bolton Town Hall

663 Main Street, Bolton, MA 01740

P: 978-779-2297 F: 978-779-5461

www.townofbolton.com

Special Event Application

Deadline

Applications must be received thirty (30) days
prior to the requested event date.

CONTACT INFORMATION

Name: <u>Jamie Joyce</u>		Organization (if applicable): <u>Tinkergarten</u>	Profit/Non-Profit: <u>Profit (no charge event)</u>
Position/Title: <u>Leader / Independent Contractor</u>		Website: <u>www.tinkergarten.com</u>	
Address: <u>24 Harvard Rd Bolton, MA 01740</u>			
Home Phone:	Cell Phone: <u>508-614-5608</u>	Email Address: <u>jamie.joyce@mail.tinkergarten.co</u>	
Secondary Contact Name:	Phone:	Email Address:	
TYPE OF USAGE			
Event Type:	<u>Tinkergarten Lantern Walk - open to all to welcome end of</u>		
Location Requested:	<u>Bolton Town Common</u> <u>Daylight Savings</u>		
Event Date:	<u>Nov 3, 2019</u>	Event Time:	<u>4:30 pm - 5:30 pm</u>
No. of Participants: <u>max 20 kids + parents</u>		No. of Spectators:	No. of Cars/Buses:

Entertainment	Yes	<input checked="" type="radio"/> No	Fundraiser	Yes	<input checked="" type="radio"/> No
Electricity Needed	Yes	<input checked="" type="radio"/> No	Concession for Sale	Yes	<input checked="" type="radio"/> No
Water Needed	Yes	<input checked="" type="radio"/> No	Fee Charged for Event	Yes	<input checked="" type="radio"/> No

Additional Portable Units Needed (Y/N)	Dates Requested	Location
Additional Comments: <u>I already use the Common for classes for Tinkergarten (with permission previously granted) - this event is a 7-year tradition to welcome the dark and end of daylight savings</u>		

The Special Event Application can be emailed to: parks@townofbolton.com, or brought, faxed or mailed to the Bolton Town Hall. **Please attach the following to the Special Events Application:**

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- Breakdown of resident vs. non-resident participation, if applicable
- Certificate of Insurance with the Town of Bolton listed as an additional insured (mandatory with use of caterer or entertainment) or signed Liability Waiver (available online or at the Town Hall)
- Fee schedule can be found on the Parks and Recreation website
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Signature

Jamie Joyce

Date 9/4/19

FOR DEPARTMENT USE ONLY

Date

Received:

Approved by Bolton Parks and Recreation Commission

Date 9/17/19 Profit/Non-Profit

Fee

Town of Bolton
Parks and Recreation Commission

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Athletic Field/Facilities Application

Deadline

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prior to the sports season commencing.

ORGANIZATION INFORMATION

Name Jason Reese	Organization Nashoba Youth Lacrosse (Boys)	
Position/Title VP	Website nashobalaxcrosse.org	
Address 20 Eliot Drive Stow ma 01775		
Home Phone	Cell Phone 6178235769	Email Address nashobayouthlacrosse@gmail.com
Secondary Contact Name	Phone	Email Address

TYPE OF USAGE/ADDITIONAL SERVICE

Org. Type	<input checked="" type="checkbox"/> Youth	<input type="checkbox"/> Adult	<input type="checkbox"/> Neighborhood	<input type="checkbox"/> Other
Field/Facility	Horse Rink/Derby/ and Tower			
Activity	Lacrosse Practices			
<20	<20	0		
No. of Participants	No. of Spectators	No. of Buses		
Additional Portable Units Needed (Y/N)		Dates Requested	Location (site number)	

FIELD REQUEST

Day of the Week	Field/Facility	Start Date	End Date	Times	No. of Users	Game/Practice
Monday						
Tuesday						
Wednesday	Horse Rink	9/11	10/23	5:30 - 6:30	10	P
Thursday	Horse Rink	9/5	10/24	5:30 - 6:30	18	p
Friday						
Saturday	Derby	9/7	10/26	1 - 3	28	p
Sunday						

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Signature

Date 9/3/19

FOR DEPARTMENT USE ONLY

Date Received:

Approved by Bolton Parks and Recreation Commission

Date 9/17/19 Profit/Non-Profit

Fee