



# Bolton Parks & Recreation Commission

## Meeting Minutes

<b>Date:</b>	Thursday, November 1, 2018
<b>Time/Location</b>	7:00 p.m. Houghton Building
<b>Commissioners Present:</b>	Laura Roberts, Linda Herbison, Lauren Cilley
<b>Guests:</b>	Pat Bensettler
<b>Next Meeting:</b>	Thursday, December 6, 7:00 p.m., Houghton Building

### Agenda Items

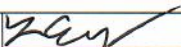



	Agenda Item	Action
1.	<b>Approve Minutes from October 4, 2018 Minutes</b> <ul style="list-style-type: none"> <li>Minutes were approved</li> </ul>	
2.	<b>Field Requests</b> <ul style="list-style-type: none"> <li>None</li> </ul>	
3.	<b>Halloween Recap</b> <ul style="list-style-type: none"> <li>Pat reported that 145 pounds of food were collected for WHEAT, including candy from some of the children. She said that having 2 strong helpers was important for moving the full boxes out of the way.</li> <li>Supplies cost \$652. No candy was purchased this year, and there was sufficient candy. There are enough cups and napkins left over to supply us for the Easter Egg Hunt. Lauren purchased 8 bags of pretzels and 10 bags of popcorn, and only a little bit was left over. Several gallons of cider were returned – the suggestion was 16 gallons of cider next year. Many small toys were left over for next year.</li> <li>\$220 was donated towards this event, including \$200 from Murphy Insurance.</li> <li>Releasing the youngest children to Trick or Treat Lane first didn't work well. The little ones moved slowly. If we do this indoors again, either the oldest kids should be sent in first or the kids should enter all together.</li> <li>Bathroom should have signs so people can find them more easily.</li> <li>Trick or treat stations were alternated across the hallway, and the suggestion was made to put them all on the same side to help traffic flow.</li> <li>Putting opposing political candidates right next to each other should be avoided in the future.</li> <li>Collecting candy donations worked especially well at the library, and fairly well at the schools and Town Hall. Bolton Bean only produced one donation, so we can skip that next year. Possibly investigate a donation bin at the Post Office?</li> <li>Professor Paddywack and the jazz band were both well received. Perhaps the jazz band could do a concert on the Common in June?</li> <li>Judging costumes went well, but next year more effort will be put into collecting last names.</li> <li>The prizes were 5 Below gift cards, which were well received.</li> <li>If it rains in the future, should we move the parade inside or postpone to a rain date? Laura will survey Trick or Treat Lane participants for their opinion.</li> <li>Tammy is working on getting a thank you letter together to send to participants.</li> </ul>	Laura will do a survey about future rain plans. Tammy will get a thank you letter together

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4.	<b>Finances</b> <ul style="list-style-type: none"> <li>Tammy and Laura submitted a grant to the Cultural Council for \$1,000 for summer concerts, specifically for a diverse performer</li> <li>Laura has started the budget request process. The budget is due November 21. We need numbers from the town for our Parks &amp; Rec coordinator position. Lauren will work with her on this.</li> <li>Linda will get Laura the hours for lifeguards and swim teachers. The town has requested that we not include raises and the town will put them in. However, last year the lifeguards and swim teachers did not get the COLA raise that everyone else did. We need to be sure this happens this year.</li> </ul>	Linda will get beach numbers to Laura for use in preparing the budget. Laura and Lauren will continue preparing the budget.
	<b>Parks &amp; Rec Coordinator</b> <ul style="list-style-type: none"> <li>The position was submitted to Bolton HR Director and Town Accountant. We are waiting on the official grade so we will know the pay rate and can estimate the number of hours for the budget request. This position will shoulder the administrative aspects of P&amp;R so that the Commissioners can work on more strategic activities like long range property management plans, fundraising, and collaboration with other groups.</li> </ul>	Laura will finalize this request.



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6.	<p><b>Other Parks &amp; Rec Business</b></p> <ul style="list-style-type: none"> <li>There is a group of bikers who meet on Wednesday evenings to ride on the trails and on the Horse Ring field. The field has been damaged by bikes, but it is unclear whether this was the Pan Mass Challenge or the biker group or both. After much discussion, it was determined that the field use guidelines should be updated to ban wheels on the field to protect the playing surface. The group is welcome to continue to use the trails for their training.</li> <li>Joe Lynch from DPW is going to get us a quote on resurfacing the Murphy Court, which Murphy Insurance has offered to pay for.</li> <li>The natural play area is making progress. Designers are working on a design. This is expected to cost about \$100,000. The playground will be ADA compliant and accessible to everyone.</li> <li>The musical instruments being created by an Eagle Scout are planned for the same area, so it was agreed that these should not be installed until the plans are finalized. We hope that this will all come together next spring so that the town can start enjoying this gift.</li> <li>Cabelas is donation decorations for the Common such as Christmas lights. Laura will ask Tammy to be a liaison for this project.</li> <li>Laura will have the port-a-potties removed within the next few days.</li> <li>The boys' lacrosse team would like a storage shed, the field regraded and reseeded, and a new fence to separate the field from 117. Laura will work with this group to have them do some or all of these projects in lieu of payment for using the fields.</li> <li>Laura will work with all of the teams to arrange compensation for field use, preferably in the form of field improvements.</li> <li>Pond Park will be flooded this year for skating.</li> <li>Lauren will look into kayaking programs in Persons Park.</li> <li>Lauren will look into groups that might rent snow shoes. A night snow shoeing event at the Common was suggested, preferably on a full moon such as January 21, February 19, or March 20.</li> <li>A cardboard box sledding derby was suggested. Laura is in discussions with the Boy Scouts about this.</li> <li>Joe Lynch says that moving the Persons Park sign closer to the road will cost \$150 for materials. Laura will contact Martha Remington from the Friends of Person Park to arrange payment. Once funding is arranged, Laura will make this request to the Selectmen. The Bolton police chief has approved this change.</li> <li>The annual report needs to be written. This is a narrative about what Parks &amp; Rec has accomplished during the calendar year 2018. Laura will ask Tammy if she is willing to do this.</li> <li>A camp fair is being held on Saturday, March 16. We will hold swim lesson signups at this event to take advantage of all the people who will be there for other reasons. This will be held at the school, which has more parking.</li> <li>The Easter Egg Hunt is tentatively scheduled for Saturday, April 20. This is also the first day of Little League season. Laura will discuss this with the Little League people.</li> <li>Laura can't meet on Thursdays for the spring semester, so we agreed to meet on the second Tuesday of each month beginning Tuesday, January 8.</li> </ul>	<p>Laura will amend the field use regulations to ban wheels.</p> <p>Lauren will look into kayaking and snow shoe rentals.</p> <p>Laura will continue working with Joe and Murphy Insurance on the court resurfacing.</p> <p>Lauren and Laura will continue to communicate with the Bolton Conservation Trust about the natural playground.</p> <p>Tammy (?) will work with Cabelas on donations.</p> <p>Laura will work with the teams on plans for next season.</p> <p>Laura will discuss April 20 with the Little League leadership.</p>

### Approved Meeting Minutes

Initials					
Commissioner	K. Regan	L. Cilley	L. Herbison	L. Roberts	T. Ballard