



## Bolton Parks & Recreation Commission

### Meeting Minutes

<b>Date:</b>	December 10th 2019
<b>Time/Location</b>	7:00 p.m.
<b>Commissioners Present:</b>	Laura Roberts, Lauren Cilley, Linda Herbison, Greg Kabachinski (Ali Webb P&R Coordinator)
<b>Guests:</b>	
<b>Next Meeting:</b>	January 14th 2020

#### Agenda Items

Agenda Item	Action
<b>Approve Minutes from October &amp; November 2019 Minutes</b> <ul style="list-style-type: none"><li>Minutes were approved</li></ul>	
<b>Property Update</b> <b>Memorial</b> - Light field damage discussed. Thoughts on working with project organizers, and DPW on future field projects, to manage work schedules with weather/field conditions. <b>Person's Park</b> Continue to wait for signage quote	
<b>Review Revised Field Use Policies and Fees</b> All work currently being done to policies and fee structure, will come into action in July 2020. Maintenance season plan to be requested including chemical record form. See attached. Private events - town residents fees, Ali to look into other towns fee structure on this, also get confirmation on Donation only use of Town Common.	
<b>Amendment on Lifeguard and Swim Instructor hourly rate.</b> Following the past meeting, it was highlighted the process was not followed correctly, so we can't increase the wages this year. Next year we would need to start the process earlier.	
<b>2020 Calendar</b> Easter Parade and Egg Hunt 4/11 Memorial Day 5/25 Summer Concerts 7/5, 7/12, 7/19 & 7/26 Halloween 10/31 Holiday Celebration 12/5	
<b>Commissioner Roles 2020</b> Ed to be vice chair while Laura is in Morocco To be discussed at the January meeting again. We are looking for each commissioner to take ownership for different areas of the workload. Property management/events/publicity/treasurer.	

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	<b>Communication</b> Emails - Please cc Ali in to commission emails. Social Media - town hall are reviewing social media policies. We would really like all commission info to come from our facebook page and website, then be shared out to community groups. Look to improve press releases to local papers.	
	<b>Town Common Tree Lighting &amp; Menorah Debrief</b> Discussion on the Holiday Tree and the Menorah. Religion and State. BCT to be invited to discuss at February Meeting.	
	<b>2020 Spring Field Use</b> All spring field use applications will be approved at the March 10th meeting.	
	<b>Review yearly maintenance of Playgrounds</b> Playground Inspection last actioned in April 2018, Five Season's Sports & Recreation. Ali to check inspection rules.	
	<b>Annual Report</b> Ali to review, and meet with Laura.	
	<b>Snowman Competition</b> The Rotary Club Cabin Fever has a snowman decoration competition. Does the commission wish to participate? No commissioners had the time to take this on.	
	<b>Items for next agenda</b> <ul style="list-style-type: none"> <li>• Approve Annual Report</li> <li>• Revolving Account</li> <li>• Commissions Roles</li> </ul>	
	<b>Next Meeting: Tuesday Jan 14th, 7:00 pm</b>	

#### Approved Meeting Minutes

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

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