



Bolton Parks & Recreation Commission

Meeting Minutes


Date:	Thursday, September 6, 2018
Time/Location	7:00 p.m. Houghton Building
Commissioners Present:	Laura Roberts, Linda Herbison, Lauren Cilley, Tammy Ballard
Guests:	Pat Bensettler, Bolton's WHEAT representative, Katie Weiser, Liz Cammilleri, Carla Zils, Teresa Sauer, Bolton Agricultural Commission chairman
Next Meeting:	Thursday, Sept. 20 @ 7:30 pm, Thursday, October 4, 2018 @ 7 pm

Agenda Items

	Agenda Item	Action
1.	Approve Minutes from August 2, 2018 Minutes <ul style="list-style-type: none">Minutes were approved	
2.	Field Requests <ul style="list-style-type: none">Field requests were approved for Nashoba Boys and Girls Lacrosse and the FSS SoccerThe Lions AAU team was approved to use the Murphy Court for 3 nights. They plan to replace the basketball nets for us.The commissioners agreed that in the future Laura could handle routine field requests without us voting on each one	
3.	Bolton COA Walk <ul style="list-style-type: none">It was agreed that we didn't have enough events planned to warrant sitting at a table at this event to provide informationLaura will prepare a flyer about our Halloween event to be given out at this walk	Laura will provide the COA with a flyer about our Halloween event

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4.	Halloween Planning <ul style="list-style-type: none"> The library has agreed to split the cost of a performer to open our Halloween celebration. The performance will be on the Town Common. Parks & Rec has money left from the Murphy grant to pay for our half of this. The parade will go from the Common, down Main Street, and into the school property. Laura has obtained Selectman approval for this. Liz offered to contact volunteers and vendors. We agreed that shortening the volunteer part of trick or treat lane and purchasing less candy is a good goal. Linda offered to contact politicians We discussed having a charity aspect to our celebration, and agreed to encourage people to bring a food donation for WHEAT. Pat agreed to head up this effort. We discussed who to ask to be judges Bolton Conservation Trust will be holding a field day type event the day before the parade from 3:00 pm to 5:00 pm Carla agreed to look into getting the Nashoba band to play at our event. Katie agreed to work on getting candy donation bins to FSS Emerson Town Hall, the Bolton Bean, and the Library. She will contact Karen to get the bins. Laura will work on social media and Nextdoor posts. Lauren will purchase pretzels and snacks for the party in the Emerson gym Laura reported that Steve Schneider offered to set up the inflatables We agreed to set up files online so that we can work together on communicating and getting things done. Because a good deal more work is necessary, we agreed to hold a special Parks & Rec meeting on Thursday September 20 at 7:30 p.m. for Halloween planning. Laura will post this. 	<p>Do tasks and share progress with the group</p> <p>Meet again in 2 weeks</p>
5.	Property Updates <ul style="list-style-type: none"> The pavilion kit will arrive at the common on September 18 A committee is meeting to work on getting a natural play area added to the Common. Steve Schneider Michelle Tuck, and Liz Shepke are working on this. Lauren and Tammy are both interested in helping with this effort. We discussed setting up a permit system for reserving the pavilion, a fee schedule, and a liability waiver. Laura distributed a list of what other nearby towns charge for their pavilion. We thought Stow's policy of \$20/hour with a 2 hour minimum sounded reasonable. We agreed that non-residents should pay more. We will work on rules and deposit policies. We discussed liability waivers for groups using the Common such as EDC's farmers' market and Bolton Local's yard sales. Teresa described how other local farmers markets handle these issues. Laura has emailed Don asking about this and not received a response. Laura will ask Don Lowe if the Town Counsel can join us at our next regular meeting (October 4) to help us understand the legal implications of having groups use our Common and other properties. 	<p>Lauren and Tammy will investigate meeting with the natural playground team</p> <p>Laura will ask Don Lowe to have Town Counsel join us at our next meeting.</p>
6.	Other Parks & Rec Business <ul style="list-style-type: none"> Laura distributed a spending analysis for Parks & Rec over the last 6 years We believe that the Cemetery Commission manages the Veterans' Day breakfast. Our next regular meeting will be Thursday, October 4 at 7:00 .m. but we will also have a Halloween planning meeting on Thursday, September 20 at 7:30 pm 	

Approved Meeting Minutes Se

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