

## Parks & Rec Meeting

February 7, 2022

Virtual Meeting called to order 7:35 pm by Bob O'Shea

Members present: Bob O'Shea, Keith Bilafer, Mark Morin, Marisa Steele, Jack Babcock, Amanda LaRiviere, Michele Lauria, Kevin Mitrano

Public Session Minutes of December 20, 2021: No changes. Motion to approve: Bilafer; 2<sup>nd</sup>: Steele; Approved: 4-0 (Lauria not present)

Executive Session Minutes of December 20, 2021: No changes. Motion to approve: Bilafer; 2<sup>nd</sup>: Steele; Approved: 4-0 (Lauria not present)

Eagle Scout Project – Jack Babcock – Presented a slide deck of the new storage benches now present at Upper Depot including the cost breakdown.

### PUBLIC COMMUNICATIONS

1. SUBCOMMITTEES: none
2. LIAISONS: Dan unable to attend, but OSC gave an update to the Selectboard last week before the final report. Bob was going to attend their meeting on Thursday.
3. GENERAL PUBLIC: none
4. General Communications: none

Town Report was sent into Julie.

Wednesday morning, Bob and Marisa will meet with Tim Kilhart and Ben to clarify what areas will be weed whacked by DPW and what will be done by our outside contractor.

The finance committee learned from Tim Kilhart that the weed whacking done by DPW doesn't have a defined scope, while Parks & Rec had defined a scope to our outside contractor that included areas that DPW has never done, including the Beach and the trails behind Harvard Park.

Wednesday night, Bob and Kevin will be attending the budget review meeting.

Decided to get rid of the ACH option for payment. People can still drop off checks in person to Kevin.

## PROGRAM UPDATES

1. BEACH OPERATIONS (Lauria/ Mitrano)
  - a. The Beach Director position has been advertised on School Spring, Town Website and MRPA website.
  - b. Created a seasonal document with all the forms needed to get employed working with Town Hall.
  - c. Put in a Notice in the Harvard Press for the Beach Director position.
  - d. Reached out to the Littleton Beach Director for new ideas.
  - e. Need to consider if there's an admin/transaction fee on Beach things to pay for the Program Director like we do on the Field side.
2. FIELDS (Bilafer/ O'Shea)
  - a. Keith to work with Kevin to determine the admin/transaction fee for the fields.
  - b. Need to progress with the MOU with the Schools and the Bromfield Trust.
  - c. Decided to keep Upper Depot closed for at least part, if not all the Spring.
  - d. Want to use Devens for the Spring.
  - e. We should have budgeted money to renovate a field since DPW can't/won't do it.
  - f. Kevin to enter in the School's Spring Sports' Schedule
3. TRACK, OTHER (Steele/ O'Shea)
  - a. Finance committee made a vote for emergency funds for the slide and the suspension cable covering. However, Marisa's unable to get Jerod to respond to her.
  - b. The CPC grant only partially funded some of the improvements.
  - c. Still need to figure out how to come up with the money for the mulch which is still a code violation.
  - d. Marisa and Kevin to meet with Marie to determine if they meet to Tim Bragan to find the source of funding for the mulch to come into compliance.

EVENT REQUESTS and NEW BUSINESS: None

ADJOURN: 9:23pm Motion- Morin; 2<sup>nd</sup> – Bilafer. Approved: 5-0

Next Meeting: February 23, 2022