

Town of Groton

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Park Commissioners

Kenneth Bushnell, Chair
Evan Boucher, Vice Chair
Anna Eliot
Timothy Siok

Meeting Minutes

Date: November 13, 2018
Time: 7 p.m.
Location: Town Hall Second Floor Meeting Room
Commissioners Present: Kenneth Bushnell, Evan Boucher, Anna Eliot, Timothy Siok
Commissioners Absent: None
Others present: Laurie Smigelski, Hazel Grove

Chair Kenneth Bushnell, called the meeting to order at 7:02 pm.

1. Field Use Applications

Anna Eliot made a motion to approve the field use request submitted by Groton Celebrations and Commemorations to use Town Field on January 5, 2019, with snow date of January 12, 2019 for the Annual Christmas Tree Bonfire. Tim Siok seconded the motion. Motion carried 4 to 0.

2. Carol Wheeler Park

The tree removal discussion with the Conservation Commission will take place on December 27, 2018. Tonight's meeting with Conservation Commission was cancelled. Tim Siok will continue to be the Park Commission's contact for the Conservation Commission.

3. Town Field and Cutler Field Basketball Court Signs

Park Commission signs stating the park use policies were installed at Town Field and Cutler Field basketball courts. A sign was also been installed at Woitowicz. Kenny Bushnell installed the signs. There are three remaining signs that will be stored in the Highway shed to be used in the future.

4. Town Field Fence

The new post and rail fence has been installed at Town Field. The cleanup has been done and the invoice has been received and paid. The fence will be complete after the rails are painted. Kenny Bushnell made a request for the Commissioner to approve hiring Glen Thompkins Painting to paint the rails at the cost of \$800.

Anna Eliot made a motion to approve hiring Glen Thompkins to paint the Town Field fence in "Groton Green" at the cost of \$800. Tim Siok seconded the motion. Motion carried 4 to 0.

5. Open Commissioner Seat

James Gaffney submitted a letter of resignation addressed to the Park Commission, Town Clerk and Select Board dated November 7, 2018. His resignation is effective immediately. The Park Commission will work with the Select Board on the process of appointing a new Park Commissioner. Mr. Gaffney's term expires in 2020. Maureen will contact the Select Board about the open seat and communicate next steps to fill the open seat.

6. Budget 2020 discussion

The Park Commission is scheduled to meet with Town Manager, Mark Haddad on November 28, 2018 at 11:30am to discuss the FY2020 operating budget. The Commissioners reviewed the invoices paid to date and operating balance. The monies spent thus far are on track for the fiscal year and likely will remain on track. The Commission does not foresee an increase in operating expenses for FY2020, therefore will

request level funding of \$65,759, no change from FY2019. The Commission, also determined that the Commemorations & Celebrations will request a \$500 operating budget, level funding, no change from FY2019. Maureen will inform Town Manager's office regarding the budget decision and attend the November 28, 2018 budget meeting.

7. Capital Projects

The Commission has spent down its Special Article funds with the completion of two capital projects, the Town Field Fence (not including the painting of the rails) and Park Property Signs. The Commission confirmed that the Cow Pond Brook Walking Track is not an active project. Other capital projects will be discussed in the near future.

8. CPA Application

The Forge Village, CPC application was submitted on October 25, 2018. Commissioner Anna Eliot and Evan Boucher will attend the November 26, 2018 CPC meeting to present/discuss the merits of the application. The Commission will set up a meeting with the Forge Village neighborhood to determine the best use of the tennis courts/park property. The meeting will be an advertised public hearing, abutters will be notified of the meeting. all Groton residents are welcome. Target date for the meeting is January 2019. Maureen will work on meeting location, advertising and abutter notifications. The details will be confirmed at the December Park Commission meeting,

9. Commission Member Updates/Input

Anna Eliot invited Laurie Smigelski, Hazel Grove to the meeting to discuss a collaboration between Hazel Grove and the Park Commission to remove trees, rooting and brush in and around the Hazel Grove Horse Track. Ms. Smigelski represented the Commission with an estimate from Mead Tree & Landscape stating the scope of work as *Removal of 9 pine trees, removal of small trees around horse track, removal of 3 oak trees and brush near shed. Pine wood will be cut to lengths for the horse track.*, The quote for the work is \$5,100.

Kenny Bushnell made a motion to pay for the tree removal and other quoted work from Mead Tree & Landscaping to be done at Hazel Grove Horse Track with the understanding work and payment to done within the current fiscal year, and not to be more than the estimate quote of \$5,100. Tim Siok seconded the motion. Motion carried 4 to 0.

Ms. Smigelski told the Commission that there is a brick lined well in the infield that she would like to fill in. The well is not in use, there is no need to keep it. It is about 5ft wide. There is a part of the old hand pump that would need to be removed.

Kenny Bushnell made a motion to approve the remove and fill in of the not in use well at Hazel Grove. Anna Eliot seconded the motion. Motion carried 4 to 0.

Anna Eliot asked for the Park Commission to pursue discussions field use groups. She would like to evaluate the cost to maintain the fields and have the field users contribute to the up keep and maintenance of the fields. Anna would like to have the field use organizations be invited to a meeting in 2019. Maureen will draft a letter inviting the organizations/user groups to a Park Commission to discuss the partnership. The Commission will review letter at December meeting. The target date for the user group meeting is February 2019.

Evan Boucher proposed the benefits of changing the Park Property lights to LEDS bulbs. He will pursue a quote from Town electrician Tim MacGregor for the work.

Anna Eliot reported a post at Minute Field, need the church door needs to be replace. She stated it is likely that the post was hit by a snow plow. It has become unsafe. Kenny Bushnell will have the individual who worked on the Town Field

10. Admin Updates

- a) 2019 meeting dates and locations confirmed
- b) Letter for Town referee sent
- c) Winterizing of Park Properties began
- d) POW flag changed for Veterans Day
- e) Tennis court lights inquiry – inquiry made by a Dunstable resident
- f) Town Report is started – Field Use Permits total will be added this year

11. Invoices

Commission reviewed the pending invoices.

Kenneth Bushnell made a motion to approve and pay pending invoices. Tim Siok seconded. Motion carried 4 to 0.

12. Minutes

Tim Siok made a motion to accept the minutes of September 11, 2018 and October 2, 2018. Anna Eliot seconded the motion. Motion carried 4 to 0.

Adjourn

Kenny Bushnell made a motion to adjourn the meeting at 8:48 pm. Evan Boucher seconded the motion. Motion carried 4 to 0.

Next meeting: Tuesday, December 4, 2018
Tuesday, January 8, 2019