

Town of Groton

173 Main Street
Groton, MA 01450
Tel: 978-732-1893



Meeting Minutes

Date: September 17, 2019
Time: 7 p.m.
Location: Town Hall First Floor Meeting Room
Commissioners Present: Tim Siok, Donald Black, Anna Eliot, Jon Strauss
Commissioners Absent: Ken Bushnell
Others Present: Kevin Kennedy, Chris Russell, Jon Taylor, Adam Burnett, Maureen Adema, Admin. Asst.

7:00pm Chair Tim Siok called the September 17, 2019 Park Commission Meeting to order

7:00pm

Cow Pond Field – Troop 1 West Groton Popcorn Fundraiser

Kevin Kennedy, Assistant Scout Master was present to discuss the use of Cow Pond Field for the GD Scouts Popcorn Fundraiser. The Boys Scouts have been selling popcorn as their major fundraiser for decades. The locations in Groton where the fundraising has normally taken place are no longer available. As in the case of Donelan's closing and allowable slots becoming limited, as in the case of Shaw's.

Mr. Kennedy is looking for locations in Town with foot traffic on the weekends, when the "table" selling is done. Mr. Kennedy thought Cow Pond Field would be an ideal location for the *table selling* because the GD Soccer program uses the fields all day. The Scouts work in 2 hours shifts starting at 8am to 4pm. The Scouts are looking for one weekend, as a trial for this year. The location that would be most desirable would be inside or outside the entrance gate.

The Commission did not think allowing the Scout Popcorn Fundraiser would create any issue. The one condition would be to contact Jeff Ohringer who runs the Snack Shack at Cow Pond Field for input on an agreeable location for the Scouts to sell. Don Black will contact Mr. Ohringer for Mr. Kennedy for his input. Don will communicate to Mr. Kennedy, Mr. Oringer's thought on a location.

Mr. Kennedy and the Commissioners discussed a possible date/time for the popcorn selling event, deciding that Saturday, October 5th from 8am to 3pm would work. Mr. Kennedy submitted a field use permit application before he left the meeting for the date, time and location discussed.

Tim Siok made a motion for the Park Commission to approve the field use request at Cow Pond Field on October 5, 2019 from 8am to 3pm for the GD Troop 1 Scouts to host a popcorn fundraiser with the location of the selling location being determined by Jeff Ohringer, Cow Pond Snack Shack. Jon Strauss second the motion. The motion carried 4 to 0.

Cow Pond Brook Road/Cow Pond Field Signage

Don Black meet with Kevin Kelly, GELD Director to ask for permission to use the utility poles on Cow Pond Brook Road for temporary directional signage to the fields. GELD approved the use of the poles for up to one year. Don proposed to have three signs made and purchased to be installed for the current playing season. The signs are:

- *Baseball Field Straight ahead*
- *Lacrosse and Soccer Field Straight Ahead*
- *An arrow indicating the field entrance*

Don contacted Ayer Sign Company, receiving a quote of \$30.00 per sign. The signs will be 3ft W x 2ft H, vinyl, with a white background and black lettering. To be installed on the righthand side of the road.

Don stated that he spoke with Police Chief Luth about the speed on Cow Pond Brook Road. The Chief said “the sig that states 25mph, but indicated most cars are driving at 45mph”. It is a really busy road on Saturdays with the field use and transfers station.

Jon Strauss made a motion to approve the purchase of 3 direction signs to be designed as discussed from Ayer Sign Company to be installed on the utility poles on Cow Pond Brook Road, on the righthand of the street at the cost of \$30.00 per sign. Anna Eliot seconded the motion. The motion carried 4 to 0.

Field Use Request Applications

- **Cow Pond Field – Boys Scout Game Meeting**

David Hendershot submitted an email requesting use of Cow Pond field. He was not present at the meeting. He was asked to submit a field use permit prior to the meeting. One was not received by the start of the meeting, but the Commission discussed the request due to the requested use date is before the next Park Commission meeting.

After reviewing the Fall Field Use Permit log, it was determined that Cow Pond field is booked on the requested date of Monday, September 30, 2019 by GD Soccer. The field use permit would be denied.

Jon Strauss stated that the Cutler Field was in great shape. He would like the Commission to reach out to Mr. Hendershot to suggest using Cutler for this event.

Maureen will email Mr. Hendershot to inform him that Cow Pond Field is not available on Monday, September 30, 2019 from 6-7:30pm and ask that he submit an application for Cutler Field. Informing him the new request for Cutler Field would be approved for this date and time.

Park Property Tree Work

Don Black reported that he has made many attempts to connect with Dave Mead Tree Service to get the requested quotes for the Park Commission tree work at Carol Wheeler Park, Town Field, Cow Pond Field and Voitowicz Field. He has not heard from Mr. Mead or received any quotes.

Don suggested that the Commission should seek out another vendor for the tree work. Don suggested contacting George Brackett for a quote and availability. The Commission agreed to have Don contact George Brackett regarding the tree work.

CPC Application

Maureen provided the CPA application schedule and deadlines in the Commissioners packets. The commission is fine tuning the application but it should be able this week. Jon has been in touch with the committee asking for the application. First submission, the Project Summary is due on October 17, 2019. The winter and spring months will be utilized for CPC to work on the applications for selections to be voted on at the Spring Annual Town Meeting. Jon Strauss has been working on the application for the Voitowicz Tennis Court conversation to Basketball Courts that will include lights and fencing. Jon said, the ask is \$50,000. The Park Commission has not received funds from CPC in a number of years. The application should receive a positive response from the committee.

Select Board Major Initiatives Committee

No discussion, Select Board did not vote to create committee.

Legion Hall Cannon

Don Black informed the Commission that the Legion Hall Cannon was moved by the DPW to Earl Carters' house for the approved repair and restoration work. The cannon will receive new wheels and be painted. The work and the return of the cannon should be done by Memorial Day 2020.

Open Space Recreation Plan (OSRP) – Park Property Condition Report

Don Black and Anna Eliot have property site visits scheduled on Thursday, September 19, 2019 with Nik Gualco the Town's OSRP contact. Nik will attend the October 1, 2019, Park Commission meeting to discuss the Park Property Condition Report. OSRP has been working on the OSRP report for over the past year and a half. Anna Eliot was the Park Commission rep. Nik will be sending the Groton report to the State at the end of October. Anna provided the Commissioner's with a report listing the properties in Town identified by the OSRP committee, stating the Park Properties are on pages 8 through 11.

Groton Dunstable Scouts, Camp Out

Jon Taylor was present at the meeting to answer any last questions from the Commission and confirm the plans for the GD Scouts' Camp Out scheduled for the upcoming weekend. Mr. Taylor connected with Maureen at Town Hall last week to submit an insurance certificate for the event and review open items needed before the Commission's approval.

- Fire fighter, Matt Pisani stated via email dated 9-13-19, Fire Chief McCurdy gave his approval for the event, stating the Explorers will be on site for the burn period.
- The Explorers will return the field Sunday morning to normal conditions.
- Don Black did a site walk with Jon Taylor to confirm the camp out tents' locations.

Jon Strauss informed Mr. Taylor that Babe Ruth/Fall Baseball is scheduled to use the field on Sunday, September 22nd at 11:00am. Mr. Taylor said he will have the Scouts end the Camp Out by 10:30am.

The Commissioners were comfortable that all conditions were met for the use of the field for the Scout Camp Out. The Field Use Permit approved at the June 2019 meeting stands with the only change being the end time of the event to Sunday at 10:30am.

Invasive Species Committee

Adam Burnett was present to inform the Park Commissioners' that The Invasive Species Committee has grant money to treat trees in Groton. The grant money can be used for equipment and/or spray. The Invasive Species Committee is looking to partner with the Park Commission to treat/spray trees on Park Properties and Fields. Mr. Burnett stated that invasive species have been a fast and large growing issue in Central and Eastern United States, damaging many native trees. The Invasive Species Committee is looking to treat White and Green Ash trees, and would like Commission to identify trees for treatment and grant permission for treatment. The Commission stated there are White and Green Ash trees, and American Elms that could be treated on Park Properties. Jon Strauss asked if there were any health concerns with the spray. Mr. Burnett explained that the spray is injected into the tree root area about 3 inches into the ground. No one can come in contact with the spray. Tim Siok asked if a flag or sign could be left at the trees treated indicating the treatment was done. Tim stated he is aware of this being the procedure for when trees/properties are treated. Jon was a bit concerned about unnecessary alarm the signs/flags might cause. Tim asked if the Groton sprayer(s) is licensed and trained. Mr. Burnett said he is in the process of becoming licensed, Olin Lathrop who is on the committee is licensed. Tim Siok said he will do site visits of the Park Properties to identify trees that can/should be sprayed.

Tim Siok made a motion to approve the request from the Invasive Species Committee to spray/treat trees on Park Properties to include White and Green Ash Trees and America Elm Trees that are identified by Commission for protection from invasive species according to the regulations and knowledge of a licensed technician with the condition of reporting all trees treated to the Commission. Anna Eliot seconded the motion. The motion carried 4 to 0.

Tim requested an updated Invasive Species update be put on the October agenda.

Park Invoices

The September invoices were reviewed. Don Black questioned the three Mitrano invoices each for \$259.88. Maureen explained that Mitrano invoices, are in advance of service. The invoice for the July service, dated June 25, 2019 was pulled by the Accounting office from being paid in June (FY19) because service was in July. The other two invoices are for the August and September service. Jon Strauss asked why are the invoices are paid in advance of services. Maureen stated that the account was set up that way when service started, unsure sure of how long Mitrano has been a vendor for the Park Commission.

Tim Siok made a motion to approve and sign the September 2019 Park Commission invoices in the amount of \$3,426.16. Anna Eliot seconded the motion. The motion carried 4 to 0.

Turf Unlimited Cow Pond invoice discussion

Turf Unlimited contacted the Park Commission stating there was a pass due invoice from July 1, 2018 in the amount of \$281.50. The Turf Unlimited representative stated the invoice was from work done in June 2018, but resigned the date of July 1, 2018, because the invoice was sent outside the FY18 payment deadline. If received the invoice would have been paid in FY19. The Park Commission was not in receipt of the invoice until September 9, 2019. It was noted that the invoice was hand written and did not look like the regular Turf Unlimited invoices. Maureen and

Tim were on email over the last week working on the invoice/payment issue. It was explained to the Turf representative receiving an invoice 14 months after work was done, with two fiscal cycles closing is difficult to paid and difficult to confirm that payment is due. Maureen drafted a letter for the Commissioners to review prior to the meeting stating policy and procedure for invoice payment. A hard copy of the letter was in the meeting packets. During the discussion and review of the invoice it was discovered that invoice had a mathematical error or a charge that was not identified on the invoice. The invoice stated charges for parts at \$54.00 and labor at \$12.50. The difference of \$215.00 could not be identified. After further discussion, the Commission agreed to play for the parts and labor \$66.50. The Commission also discussed were the payment would be funded from, deciding the Capital account for field maintenance would be used. Turf Unlimited would be required to submit an invoice reflecting the payable amount of \$66.50.

Don Black made a motion to request that Turf Unlimited correct invoice 311154 to the amount of \$66.50, for the parts and labor at Cutler Field to be paid in the current fiscal year from Capital Field Maintenance account. Jon Strauss seconded the motion. The motion passed 4 to 0.

Maureen will contact Turf Unlimited with an update from the Commission. She will draft a new letter for the Chair to approve and send to Turf Unlimited documenting the details of the action plan.

Commissioner's Input/Updates

Tim Siok

- The Groton School Community Service Day went very well. Tim said, Rob O'Rourke, Groton School Rep. had about 27 students on September 9th at the event. The students worked at Town Field. They cleaned out the dugouts, did lots of weeding and edging and picked up lots of trash. The field looks great. The weather was great this year. Tim would like to get back to finish up a bit more edging, but everything looks much better.

Jon Strauss

- Jon shared a copy of a Dog Policy from the Town of Westford via email to Maureen that was in the meeting packets. He said now having knowledge that other Park Commissions/Departments make policy to govern the properties they are responsible for; he believes the Groton Park Commissioners should discuss again a Dog Policy for the Groton fields. He thinks that dogs can/do pose a health and safety concerns on the fields. And like Anna expressed at previous meetings, he thinks signage of Park Property Dogs' Rules should be posted. He requested that the next meeting have an agenda item to set a dog policy.

The Commission agreed to have the Park Commission Dog Policy discussion to possibly set policy as an agenda item for the next meeting.

Don Black

- Don asked that the Commissioners to view/inspect the Pump House at Cow Pond Field. The building is in tough shape. It is folding in on itself, and water is getting into the building. He stated the Pump House should be on the Commission's radar as a Capital improvement.
- Don asked the Commission to consider reinstating putting up signs at the two entrances at the Old Burial Ground for the weekend of Grotonfest, that state please be respectful of the cemetery. This was a practice for many years. New signs would need to be made. Don has a photo of the old signs with the *wording* for the signs. The photo will be used to make replicate signs.

Tim Siok made a motion to have two new signs made for the entrances of the Old Burial Ground that state the Be respectful of the property, along with other rules such as no pets, no picnics with a white background and black lettering to be used during the Grotonfest weekend at the cost of \$30.00 per sign. Jon Strauss seconded the motion. The motion carried 4 to 0.

Anna Eliot

- Anna would like to work on getting the numbers of participates from each field user group. She said the Park budget was cut by 25% last year and we need to determined what we need for a budget to perform. The question might be *are we spending money, for the best use?* Anna though exploring bathhouses similar to

what other communities have at their fields would be worthwhile. Renting porta potties each season is expensive. A permanent structure at Cow Pond could be looked at/built with CPC funds.

Admin. Updates:

- The Commission reviewed the proposed meeting schedule for 2020. The Commission did not have any issue with the proposed dates.

Don Black made a motion to accept the 2020 Park Commission monthly meeting schedule. Jon Strauss seconded the motion. The motion carried 4 to 0.

Maureen will inform the Town Clerks' office of the meeting dates and reserve the Town Hall, First Floor meeting room for the 2020 meetings.

- Grotonfest insurance received
- Thomas Onishi is moving forward with his Eagle Scout project at Minuteman Common and has submitted his paperwork. Don Black has been the Park Commission liaison.
- Maureen A. was asked to report to the Land Use Director and Town Manager about any current, applied for or upcoming grant money for the Park Commission. The Park Commission does not have any funds to report, other than a CPC submission is likely this fall.
- Maureen provided in the meeting packets the Town's activities release form; Don obtained from the Select Board's office. The Commission stated that the form would not be utilized too often by Park because Field User Groups must provide insurance with an application for a field use permit. Although could be used by individuals using the fields for one time uses.
- The packets contained a copy of an email regarding "construction" at Hazel Grove. A Hazel Grove discussion will be placed on the next meeting agenda.

Anna Eliot moved to approval of the minutes July 9, 2019. Don Black seconded the motion. The motion carried 4 to 0.

Anna Eliot moved to approval the minutes of August 14, 2019. Don Black seconded the motion. The motion carried 4 to 0.

Anna Eliot moved to adjourn the meeting at 9:07pm. Jon Strauss seconded the motion. Motion carried 4 to 0.

Next meeting: Tuesday, October 1, 2019