## Meeting Minutes

## Park Commissioners

 Donald Black, Chair

 Anna Eliot, Vice Chair

Gail Chalmers

Kenneth Bushnell

## TOWN OF GROTON

Park Commission

173 Main Street

Groton, MA 01450

Tel: 978-732-1893

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**Date: Tuesday, November 2, 2021**

**Time: 7:00 PM**

**Location: Town Hall, Second Floor Meeting Room**

**Commissioners Present: Donald Black, Anna Eliot, and Gail Chalmers**

**Absent: Kenneth Bushnell**

**Others Present: Donna Main- Administrative Assistant**

**7:06 P.M.** Chairman Donald Black calls meeting to order.

**Sawyer Way Update;** The Sawyer Way sign is in and will be installed on November 9th. We will have a dedication after the Veteran’s Day Ceremony, which will take place at Veteran’s Memorial Common on November 11, 2021 at 11AM where we will retire the flag and read the Honor Roll. After which we will invite all of the Sawyer family that are present and the one-way street will officially be names Sawyers Way after all of the Sawyers past and present that have and are serving the Country.

**Tarbell Update:** Anna had asked at our last meeting that we send this issue back to the select board. Don Black and Donna Main had a meeting with Mark Haddad to equivocate that. The result of that meeting was that M. Haddad asked that the CPC application be submitted by the Parks Commission, on behalf of the residents, as it was presented for the playground for the sake of time and deadlines approaching. Once approved we could transfer the holding of the easement or the CPC application to whoever would be responsible for the land after the fact as the residents of Tarbell and the surrounding area would not have had time to prepare the documents for the CPC board themselves. Anna still plans to object to this CPC application at during the CPC application process. At the request of the residents the old equipment has been removed.

**Thank You Letters:** This time of year, we try to recognize people who have gone above and beyond in helping the Parks Commission in different ways. D. Black and D. Main will draft a Thank You letter that we would like to have signed by all members of the Parks Commission again this year. Some of the people that we would like to thank for their work are:

Bruce Bottamini

Tom Onishi

Dave Roy

The Groton Garden Club

**Christine Hanson Playground Update:** CBF Landworks came out on Thursday, October 28, 2021 and spread 40 yards of child safe mulch at the playground as voted on at a past meeting and paid for from the Parks Capital Improvement Fund. We do still have sand that was purchased for the sandbox that needs to be spread but because of the location and difficulty of access we need to get volunteers to come and help

carry the sand in by the bag and spread which has proven to be difficult to do with weather constraints. Trash still continues to be an issue at the playground and gazebo.

**CPC Applications:** CPC applications that were submitted by the Parks Department were

1. Cow Pond Walking/ Running Track and Parking Area
2. Woitowitz Tennis/Pickleball/Basketball court renovation
3. Tarbell Play Ground

The Application deadline was met and we hold 3 of the 11 applications currently under review.

**Budget Report:** To date we have used 25% of our annual budget spending at total of $13,928 of the $55,759 FY22 annual budget. We have spent $2,150 of the $25,000 Capital Improvement budget so far.

**Bills:** All invoices were reviewed:

|  |  |
| --- | --- |
| Turf Unlimited | $3,233.13 |
| Regional Restrooms | $1,080.00 |
| Waste Not | $135.00 |
| G.W. Shaw | $140.00 |
| Carrot Top Industries | $111.42 |
| Stay Safe Traffic Products | $90.80 |
| GELD | $1,042.38 |
| CBF Landworks (Capital Improvement) | $3,470.45 |
| Total | $9,303.18 |

 Upon a motion made by A. Eliot, seconded by G. Chalmers, it was:

Voted to approve all invoices due.

***The motion passed by a roll call vote. (Yes: AE, GC, DB)***

**Capital Improvement Plan:** Capital Improvements are sperate from CPC applications, Capital Improvements are made from a fund of $25,000 that we are allotted each year, to use at our discretion, to make improvements as we see necessary throughout the year. However, M. Haddad and the finance board do like an idea of what we are thinking about using this money for in advance. Some of the things that we have been discussing over the past few meetings have been,

1. Replacing the lights at the Town Field Basketball Courts from Mercury Vapor to LED
2. Security Cameras at Town Field
3. Infield Mix at Cow Pond Baseball Field
4. Repairs to the Parking Area at Carol Wheeler Park.

Upon a motion made by G. Chalmers, seconded by D. Black, it was:

Voted to approve the above items as presented for the 2023 Capital Improvement Plan

***The motion passed by a roll call vote. (Yes GC, DB Abstain AE)***

**Solar Lighting for Flag Poles;** At our last meeting we had talked about replacing some solar lighting that had been placed on some of our flag poles by a local Eagle Scout. D. Main has purchased a sample, disc solar light, for our vendor Carrot-Top Industries, that is placed at the top of the flag pole versus the side. We will place this light on the flag pole at the Carol Wheeler Park where it can be seen by Donna on her way home at night to ensure it is working properly before we purchase more t be placed on other flag poles. The funds to purchase more lights will come from left over funds from the Eagle Scouts original project.

**Field Use Requests:**

Brownie Troop 70510- S’mores and Skits, Cutler Field Parking area

November 6,2021 5PM-7PM

Upon a motion made by D. Black, seconded by A. Eliot, it was;

Voted to allow the Brownie Troop 70510 to have S’mores and Skits at Cutler Field on November 6, 2021 from 5PM-7PM

***The motion pass by a roll call vote. (Yes: AE, GC, DB)***

Groton Dunstable Youth LAX- Lacrosse games and practice, Cutler Field

April 1- June 19, 2022 Mon, Tues, Thurs, Fri 5 PM-7 PM and Sun 10-5

 Upon a motion made by D. Black seconded by A. Eliot, it was;

Voted to allow Groton Dunstable Youth LAX- Lacrosse games and practice at Cutler Field

April 1- June 19, 2022

***The motion passed by a roll call vote. (Yes: AE, GC, DB)***

Groton Dunstable Youth LAX- Lacrosse games and practice, Cow Pond Lacrosse/Football Field, Small LAX Field Mod 1&2

April 1- June 19, 2022 Mon-Fri 5 PM-7:30 PM and Sun 8-5PM

 Upon a motion made by D. Black seconded by A. Eliot, it was;

Voted to allow Groton Dunstable Youth LAX- Lacrosse games and practice at Cow Pond

April 1- June 19, 2022

***The motion passed by a roll call vote. (Yes: AE, GC, DB)***

Groton Dunstable Youth LAX- Lacrosse games and practice, Woitowitz Field

April 1- June 19, 2022 Mon-Thurs 5 PM-7:30 PM and Sun 8-5PM

 Upon a motion made by D. Black seconded by A. Eliot, it was;

Voted to allow Groton Dunstable Youth LAX- Lacrosse games and practice at Woitowitz Field

April 1- June 19, 2022

***The motion passed by a roll call vote. (Yes: AE, GC, DB)***

Groton Women’s Club- Holiday Lights and Decorations, Minuteman and Prescott common

November 20,2021-January 07, 2022

 Upon a motion made by D. Black seconded by A. Eliot, it was;

Voted to allow The Groton Women’s Club to decorate both Minuteman and Prescott Common for the Holidays

***The motion passed by a roll call vote. (Yes: AE, GC, DB)***

**Commissioner Updates:**  At this point Don Black is unsure what his decision is about his status on the Parks Commission. There is a one-year seat that has been vacant for some time that he is considering running for. The Parks Commission however has not had a full board in several years and D. Black is concerned about having a consistent representative for parks. D. Black and D. Main have been talking with Mark Haddad and Melisa Doing about expanding the position that D. Main currently holds from 15 to 30 or 32 hours and including some of the tasks that D. Black currently holds. Some of those tasks would include but would not be limited to parks inspections, cleaning up park’s properties, obtaining quotes from vendors, maintaining and raising and lowering flags at all Parks properties when needed/appropriate. M. Doing has been working on a job description to include the additional tasks and the change in hours will be discussed at the budget review with M. Haddad on December 1.

**Approval of Minutes:** The Meeting minutes from October 2021 were emailed to all Parks Commissioners prior to tonight’s meeting for review.

 Upon a motion made by A. Eliot, seconded by G. Chalmers it was;

 Voted to approve the meeting minutes from the months of April, May and June.

 ***The motion passed by a roll call vote. (Yes: AE, GC, DB)***

**Adjourn:** 8:03PM

 Upon a motion made by A. Eliot, seconded by G. Chalmers, it was;

 Voted to adjourn the November Parks Commission Meeting at 8:03PM.

 ***The motion passed by a roll call vote. (Yes: AE, GC, DB)***

**Meeting Minutes Respectfully Submitted by: Donna K. Main, Parks Assistant**

Date Approved: December 7, 2021