



TOWN OF GROTON
Park Commission
Town Hall
1st Floor Meeting Room

PARK COMMISSION
Brenden Mahoney, Chair
Anna Eliot, Vice Chair
Mary Jennings, Member
Jeffrey Ohringer, Member
Brian Edmonds, Member

Date: Tuesday July 2, 2024
Time: 5:00 PM
Location: 1st Floor Meeting Room
Members Present: Brenden Mahoney, Anna Eliot, Mary Jennings, Jeffrey Ohringer, Brian Edmonds
Members Not Present:
Others Present: Katie Berry

Brenden Mahoney called the meeting to order at 5:05 p.m.

Commissioner Contact Plan for After Hours, Roles and Responsibilities- The Commissioners discussed the need for the police department to have contact information for each responsible commissioner, should there be an issue after hours. Brian Edmonds moved to authorize a commissioner, if contacted by the police department, to make emergency decisions, on behalf of the Park Commission, pending the next regularly scheduled meeting, Brenden Mahoney seconded, and the motion carried unanimously. Brian Edmonds suggested creation of a working group to create policies and procedures of the Commission that can be posted on the website and shared with residents, as there is not much in terms of policies for the Park Commission at present. The commission discussed the suggestion and shared ideas. Brian Edmonds moved to begin a working group, comprised of himself and Brenden Mahoney, to create policies and procedures, Anna Eliot seconded, and the motion carried unanimously. The Commissioners discussed the needs of the Commission, and the responsibilities of the Commissioners and Administrator. Jeff Ohringer suggested speaking to the Town Manager, about the need for the Park Commission to have a full-time staff member. The commission discussed the idea of a full-time administrator who could perform site visits, similar to the role design of the Conservation Administrator for the Conservation Commission.

Park Commission Properties- Assigned Commissioner updates and estimates- Brian Edmonds shared two incidents of vandalism at the Park Commission properties. Brenden Mahoney shared that A1 Odd Jobs is starting on the Town Field shed next week, and that it has been cleaned out, with credit the Trails Committee and Youth Baseball groups.

Discussion on For-Profit Group Usage and Fees- The Commissioners discussed current usage by both for-profit and non-profit groups, and the potential to create a policy for usage and a potential user fee structure for for-profit groups. Brian Edmonds offered to begin work on a policy statement.

2024-04 Town Field Major League Baseball Diamond & 2024-05 Construct 2 Softball Diamonds at Cutler Field Project Procurement Discussion- The commissioners discussed future projects at Town Field, as the current CPA project may be changed. Mark Haddad, Town

Manager, will be going before the Community Preservation Committee to look at options for renovation of both the larger Town Field as well as Alvin Sawyer Field, to be done simultaneously. The Commissioners discussed the project at Cutler Field, as the Project Manager, Don Black, is moving forward following municipal procurement, and will come to the August Park Commission meeting with written estimates, and hopes to start the project in September.

2022-02 Feasibility Study & 2025-02 Cow Pond Play Fields Updates and Discussion- Anna Eliot shared that she is working on the Request for Proposal with Mark Haddad, Town Manager for the 2025-02 Cow Pond Play Fields project.

Park Commission Budget Updates – Brian Edmonds moved to allow Katie Berry to encumber the remaining \$3401.15 from FY24 Capital Funds, Anna Eliot seconded, and the motion carried unanimously.

Budget Working Group Updates – The Park Commissioners discussed the feedback received from the June 18th, 2024 User Group meeting. Mary Jennings shared information she received from Nashoba Tech, to potentially build sheds for Woitowicz and Cutler. The commissioners will each provide 3 Capital Expense projects at Park Properties to be given to Katie Berry within 2 weeks, to be discussed at the next Park Commission meeting.

Old/New Business:

Sign permits/ invoices- Park Commissioners signed FY24 Expense and FY24 Capital invoices to be processed.

Approve June 4, 2024 & June 18, 2024 Minutes – Anna Eliot moved to accept the meeting minutes of June 4th, 2024, as submitted, Brian Edmonds seconded, and the motion carried unanimously. Anna Eliot moved to accept the meeting minutes of June 18th, 2024, as submitted, Brian Edmonds seconded, and the motion carried unanimously.

Schedule Next Meeting and Adjourn- Thursday August 1st, 2024 5:00pm

Brian Edmonds moved to adjourn at 7:05pm, Mary Jennings seconded, and the motion carried unanimously.

Minutes by Katie Berry, Interdepartmental Administrative Assistant.

APPROVED: 8/1/24
