



**TOWN OF GROTON**  
Park Commission  
Town Hall  
2nd Floor Meeting Room

**PARK COMMISSION**  
Brian Edmonds, Vice Chair  
Anna Eliot, CPC Rep  
Mary Jennings, Member  
Jeffrey Ohringer, Member  
Vacancy

Date: Tuesday November 12, 2024  
Time: 5:00 PM  
Location: 2<sup>nd</sup> Floor Meeting Room  
Members Present: Anna Eliot, Jeffrey Ohringer, Brian Edmonds, Mary Jennings  
Members Not Present:  
Others Present:

---

**Brian Edmonds called the meeting to order at 5:00 p.m.** Mr. Edmonds announced the resignation of former Park Commission Chair, Brenden Mahoney, effective November 11<sup>th</sup>, 2024, as filed with the Town Clerk.

---

**CPA Project Updates-** For the 2024-05 Cutler Field project, Brian Edmonds shared that he walked the field with the contractor, Chris Filadoro, noticing some tire tracks, which the vendor stated he would come back in the Spring for turf repair. Mary Jennings noted that the Commissioners have received email invitations to meet with the Town Manager and design teams for the 2024-04 Town Field project, as well as the 2025-02 Cow Pond Play Fields project. Anna Eliot, as CPC Representative, shared that the Community Preservation Committee has received 18 preliminary applications. The Commissioners discussed the various FY26 CPC projects that have been submitted for Parks properties. Brian Edmonds moved to submit a statement to the CPC, that no application involving a Park Commission property, should be approved, unless the Park Commission submits a preliminary vote, Anna Eliot suggested this be submitted as a statement, but not an official vote, Mr. Edmonds rescinded the motion, and the Commissioners discussed a potential statement instead, the Commissioners looked at CPA applications submitted by the Town Manager and User Groups. Mary Jennings moved to have the Park Commission meet, as soon as possible, with the Town Manager to discuss the status of the Town Field CPA application, as well as the status of all other CPA applications concerning Park Commission properties, Anna Eliot seconded, and the motion carried unanimously. The Commissioners discussed CPA applications for Cow Pond Brook, submitted by Rob Foley of the Groton Dunstable Youth Baseball League, with the thought that the work requested could be potentially included in the larger Cow Pond Improvements application, being managed by Mark Haddad. The Commissioners also discussed ensuring that the CPC is aware of the Park Commissions approval or disapproval of any submitted CPA applications for Park Commission properties, with Jeff Ohringer suggesting that this could be part of the Park Commission policies and procedures, and that they hope to speak with Rob Foley about his projects.

**Park Commission Properties-** Mark Jennings noted that for Carol Wheeler Park, Mr. Carl Canner, had volunteered his time, clearing invasives near the railroad track, she suggested sending a thank you note for his efforts in improving the Park and nearby area, looking at his helpful suggestions. Mary Jennings moved to send a thank you note to Mr. Canner for his volunteer work, Anna Eliot seconded, with Brian Edmonds stated that he would draft the note, and the motion carried unanimously. Jeff Ohringer stated that the LED lights improving the Cow Pond fields, have been installed, work generously completed by Groton Dunstable Youth Soccer. Brian Edmonds noted that there had been a request to repair a dip in the Woitowicz field, which Tom Delaney, DPW Director stated he would take a look at. Anna Eliot mentioned the memorial bench located at Legion Common, which Jeff Ohringer stated he would look into getting an estimate as soon as possible, funds to be spent out of capital. Anna Eliot noted that the work

pruning and resurfacing with wood chips have been completed at Christine Hanson Memorial Playground.

**Policies and Procedures Manual-** Brian Edmonds shared with the Commission that he has completed draft work on a policies and procedures manual for the Park Commission, using priorities from both the Commission and Town Manager’s office, incorporating some policy language from the Select Board general operational and remote participation policies. Mr. Edmonds also shared that once the Commission is ready to move forward with the draft, the Town Managers office has approved review to be done by Town Counsel. Mr. Edmonds discussed some various components, including adherence to votes, and Park Commission properties within their jurisdiction. Anna Eliot stated that she would like to review these policies, to be discussed at the next meeting, and suggested incorporating properties per the Open Space Plan. Brian Edmonds asked that any redline changes or suggestions on these policies be submitted to administrator, Katie Berry, prior to the next meeting, to which Mary Jennings agreed, bringing forward discussion and notes with substantive changes. The Commission discussed the process in which these policies would move forward.

**Capital Improvement Budget Planning Discussion-** Mary Jennings shared that the shed to be built by Nashoba Tech is still in their queue, looking to include this as a future Capital expense. Mary Jennings also mentioned a 2025 celebration, coming, and wants to determine the funding for the Celebrations and Commemorations Committee. Mary Jennings will contact Katie Berry to discuss the Park Commission FY26 Operational and Capital budgets.

**Old/New Business:** \_\_\_\_\_

**Sign permits/ invoices-** Park Commissioners signed FY25 Operational Expense and FY25 Capital Expense invoices to be processed.

**Approve 2025 Field Use Permit Forms-** Brian Edmonds shared 2025 Field Use Permit forms. Mary moved to adopt these Field Use Forms, Jeff Ohringer seconded, and through further discussion, Jeff Ohringer asked about potential for a full year permit, as it would be beneficial for soccer, Brian Edmonds suggested having an annual permit as an option, in conjunction with seasonal permits, Mary Jennings withdrew her motion, with the Commissioners looking to discuss this further at the next meeting.

**Approve October 1, 2024 Minutes –** Anna Eliot moved to accept the meeting minutes of October 1, 2024, as submitted, Brian Edmonds seconded, and the motion carried unanimously.

**Discuss Role of the Clerk and Consider Appointment of Same-** Brian Edmonds shared what the role of the Clerk is, Anna Eliot suggested tabling the discussion to a future meeting with reorganization.

**Schedule Next Meeting –** Brian Edmonds moved to have the Park Commissions next meeting date be Tuesday December 10<sup>th</sup>, 2024 at 5:00pm, with consideration of another meeting on Tuesday December 17<sup>th</sup>, 2024 at 5:00pm, Anna Eliot seconded, and the motion carried unanimously.

**Jeff Ohringer moved to adjourn at 6:32pm, Anna Eliot seconded, and the motion carried unanimously.**

---

Minutes by Katie Berry, Interdepartmental Administrative Assistant.

**APPROVED: 12/10/24**

---