

Town of Lunenburg Park Commission

Anita Scheipers, Chair
Colleen Shapiro, Vice Chair
Karin Menard, Clerk
Chris Sullivan, Member
Tim Lawless, Member



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Approved 7/30/25

A handwritten signature in black ink, appearing to read "Anita Scheipers".

Meeting Minutes
April 26, 2025
TC Passios Gymnasium

- 1) A. Scheipers called the meeting to order at 10am. Present: A. Scheipers, C. Shapiro, K. Menard, C. Sullivan
- 2) Marshall Park Project Informational Presentation with Landscape Architect and Project Manager - Commission presented attached presentation.
- 3) C. Sullivan motioned to adjourn at 10:45am. K. Menard seconded. Passed 4-0



Marshall Park Master Plan & Revitalization Project

Connecting Lunenburg Through A Shared Space



Project Discussion

1. Why Marshall Park?
2. What Do We Get from This Project?
3. Proposed Scope Cost & How Do We Pay for It
4. Important Factors
5. Questions?

1. Why Marshall Park?

OPEN SPACE AND RECREATION PLAN 2019 to 2026 | SECTION 8: GOALS AND OBJECTIVES

- Goal 1: Enhance and promote existing open space and recreation assets
- Objective 1.B: Master plan restoration and enhancement of key recreation resources

Marshall Park: This resource was once the centerpiece of Lunenburg's recreation and civic activities. Today, it mostly serves as baseball and softball fields for a limited portion of the year and serves a small segment of the town's population. Thoughtful and coordinated revitalization of this unique resource could meet many identified town needs. A master plan should be developed to guide the revitalization of Marshall Park to maximize its use.

Marshall Park Master Plan Vision

Goal: to build a park that meets today's needs, inspires tomorrow's possibilities, and honors the rich history of our town.

A shared outdoor space, connected with nature, history, and our town identity.

Where Lunenburg residents of all ages and abilities come together for fun, fitness, and community.

A community space that delivers the most value for the most residents, supports our schools and youth athletics, while fostering friendships, new connections, good health, and good times.

Existing Conditions



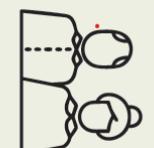
Specific Benefits



Strengthens Schools: Renovation provides upgraded baseball and softball fields with improved facilities for middle and high school students.



Supports Youth Sports: Improved facilities for Youth Ball League, offering a better environment for young athletes to play and grow.



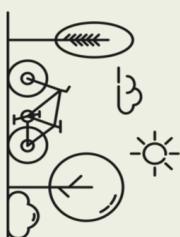
Supports Senior Health: ADA parking, accessible restrooms, and smooth walking paths for low-impact exercise.



A Place for Young Families: An inclusive space featuring a universally accessible playground and picnic area, fostering outdoor fun and community connection.

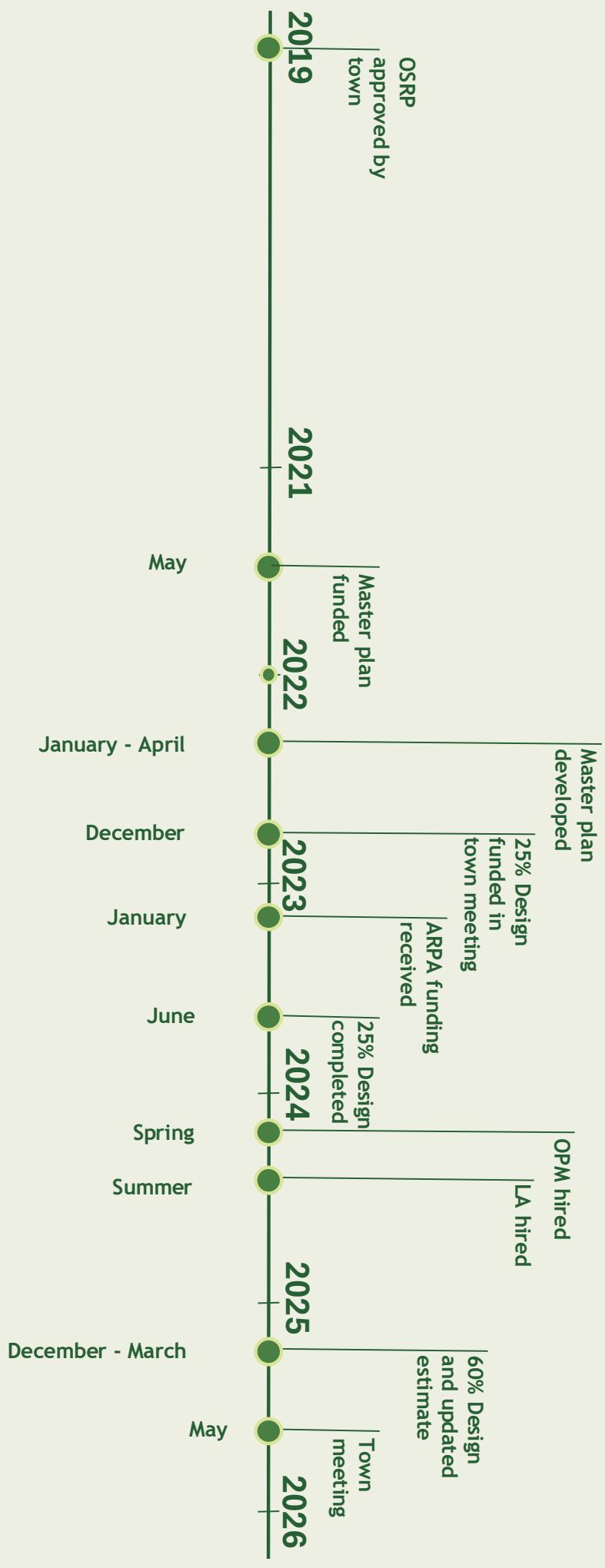


Maximum Financial Impact: Creates a multigenerational, multi-use space with one investment, benefiting all ages, abilities, and a variety of activities.



Community: Space for community activities, pickleball, basketball and off-street walking.

Project Timeline



Marshall Park Master Plan



Proposed Scope



Costs for Construction

Description	Cost
Soft Costs	
Professional Services	
Design Fees - RDLA	322,187
Owner's Project Manager - Skanska	351,320
Total - Professional Services	673,507
Other Soft Costs: Permitting, Insurance, Utilities, Testing, Clerical	134,024
Subtotal - Soft Costs	807,531
Contingency on Soft Costs 5%	40,377
Soft Costs Total	847,908
Hard Costs Total	12,887,464
PROJECT TOTAL	13,735,372

Funding

- **\$13,735,372**
- Based on feedback from the Selectboard in Nov 2024 and in consultation with the current and previous Town Managers, the Parks Commission is proposing a debt exclusion borrowing to cover the construction cost of the proposed scope.
- We would need a 2/3 votes at town meeting **AND**
- A majority "Yes" vote on the town election ballot question

Estimated Tax Impact

- Assuming an 18 Year Amortization of the Debt.
- Roughly \$0.46 per thousand of a home assessed value.
- Example: For the Average Single-Family Home in Lunenburg with an estimated assessed value of \$504,937, the annual cost would be \$231.
- With the proposed scope, the tax impact would begin once principal payments start and remain steady each year until the loan is repaid. Early years may be lower while the project is still under construction.

GRANTS AVAILABLE



Land and Water Conservation Fund Grant Program (LWCF)



Parkland Acquisitions & Renovations for Communities (PARC) Grant



Municipal Americans with Disabilities Act Improvement

Up to \$1 million for projects that have significant impact on climate resiliency

Up to \$500K for communities that are larger than 35,000 residents or projects with more than 100 parking spaces. Cannot be applied to same project features as the LWCF Grant.

Up to \$250K
Playground,
walking path, parking lot

Selected for \$1m grant in 2024 but couldn't meet the requirements in time and notified the state.
Encouraged to reapply when the next round opens in early 2026.

Selected for a \$500K grant in 2024, but couldn't meet the requirements in time and notified the state.
Encouraged to reapply when the next round opens in late 2025.

POSSIBLE GRANT OPPORTUNITIES



Mass Trails Grant



T-Mobile Hometown Grants



AARP Community Challenge



Up to 100k

Up to \$50k for shovel ready projects that foster local connections.

\$25K

We would apply for the Pickleball courts.

Open to MVP Communities

Applied for in 2024 but did not receive. Next grant cycle should open late 2025.

Applications open quarterly.

Grant opens again in early 2026.

Grant opens again in early 2026

Maintenance Costs

New Maintenance Expense	Yearly Cost	New Maintenance Expense cont'd	Yearly Cost
Mowing / String Trimming - year round	17,000	Fence Maintenance	1,000
Infield Mix Supply	2,500	Stormwater Maint	2,000
Mulching	2,000	Bathroom Cleaning	5,200
Plow Damage Repair	2,500	Misc Building Maint	5,000
Pavement / Walkway Maint	2,000	Play Structures & Surface Maint	2,500
Irrigation Maint / Repairs	800	Electric	600
Net Maint & Yearly Setup	500	Internet	3,000
Trash Collection & Labor	3,500	Sewer	700
FFE's Replacements	2,500	Total	53,300

Schedule

Activity	Start	Finish
Prep Final Design Package	5/15/25	09/30/25
Permitting	7/15/25	09/15/25
Bid Process		
Prep bid documents	10/1/25	10/10/25
Bid Period (assumes Ch. 30)	10/13/25	11/07/25
Bid Review and award	11/10/25	12/05/25
Construction		
Notice To Proceed	12/8/25	
Submittals and purchasing	12/8/25	03/06/26
Begin sitework	3/9/26	
Site construction	3/9/26	5/31/27
Post-construction		
Contract closeout	6/1/27	07/30/27
Planting warranty	6/1/27	05/31/28

Next Step

Town Elections
Majority "Yes" Vote
Saturday, May 17th- 7am -5pm
TCP Gymnasium - 1025 Mass Ave

Thank You !!

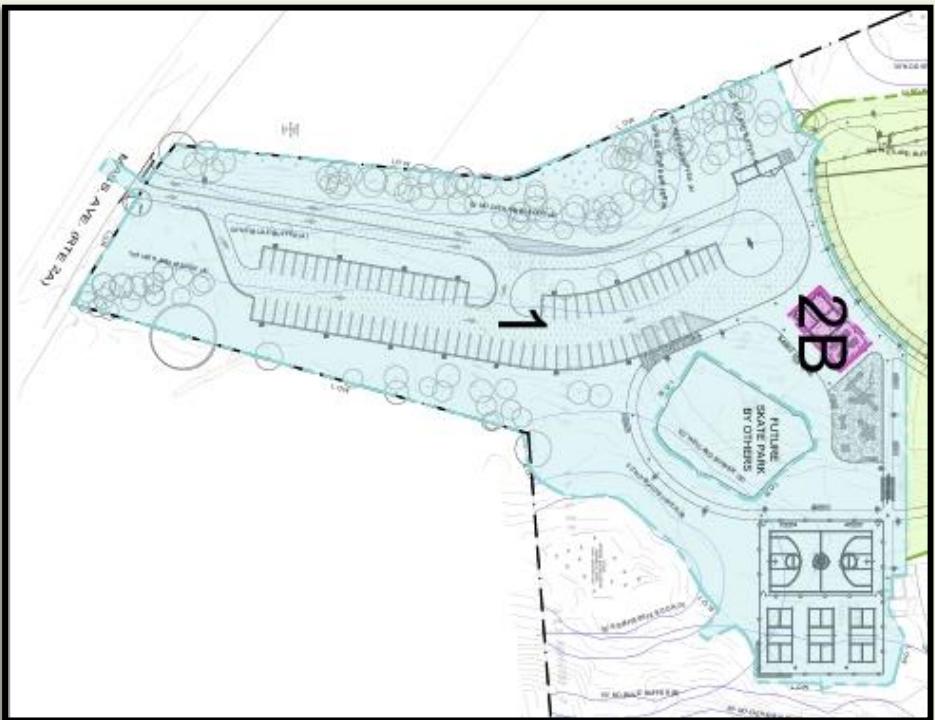
Marshall Park Master Plan



Proposed Scope



Possible Reduced Funding Scope



If a reduced funding scope is preferred, the only option is to complete Phase 1/2B

This provides parking off of Mass Ave, the accessible playground, the basketball court and pickleball courts, and the restroom/concession stand pavilion

It does not touch the ball fields, nor does it add parking off of Chestnut Street

Total Cost: \$6,460,691

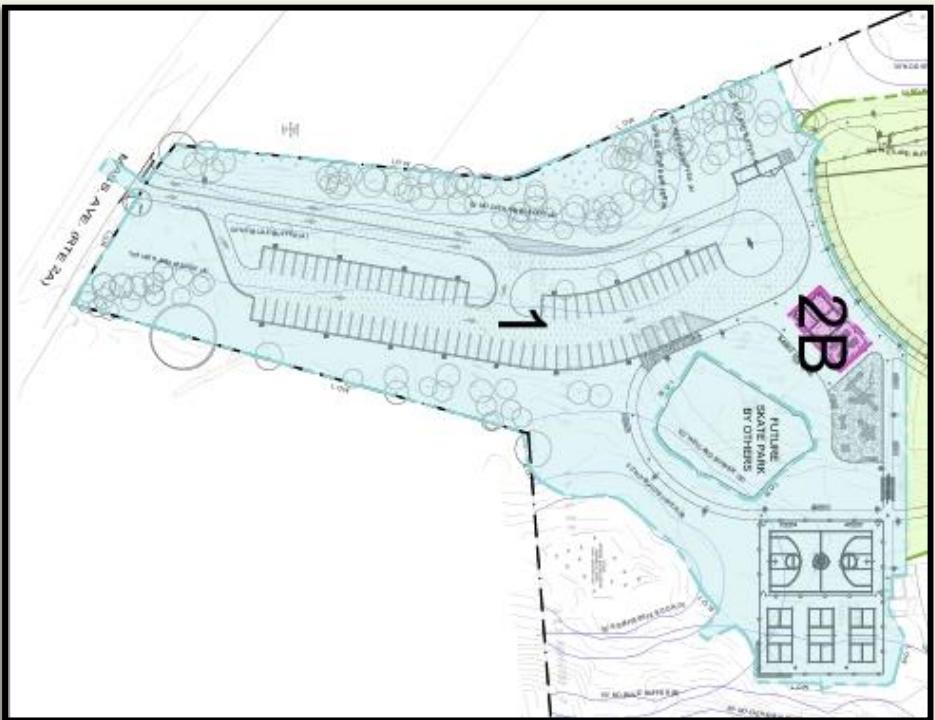
Tax Impact: \$.0.22/thousand (Avg \$111/yr)

Scope Details

As part of design development, the proposed funding scope has been divided into three **Implementation Areas**, each with distinct uses and construction requirements.

Implementation Area 1 (Light Blue)

Includes new recreational features: pickleball and basketball courts, a universal playground, walking paths, and a picnic area. Also includes infrastructure improvements: parking, stormwater management, and accessibility upgrades.

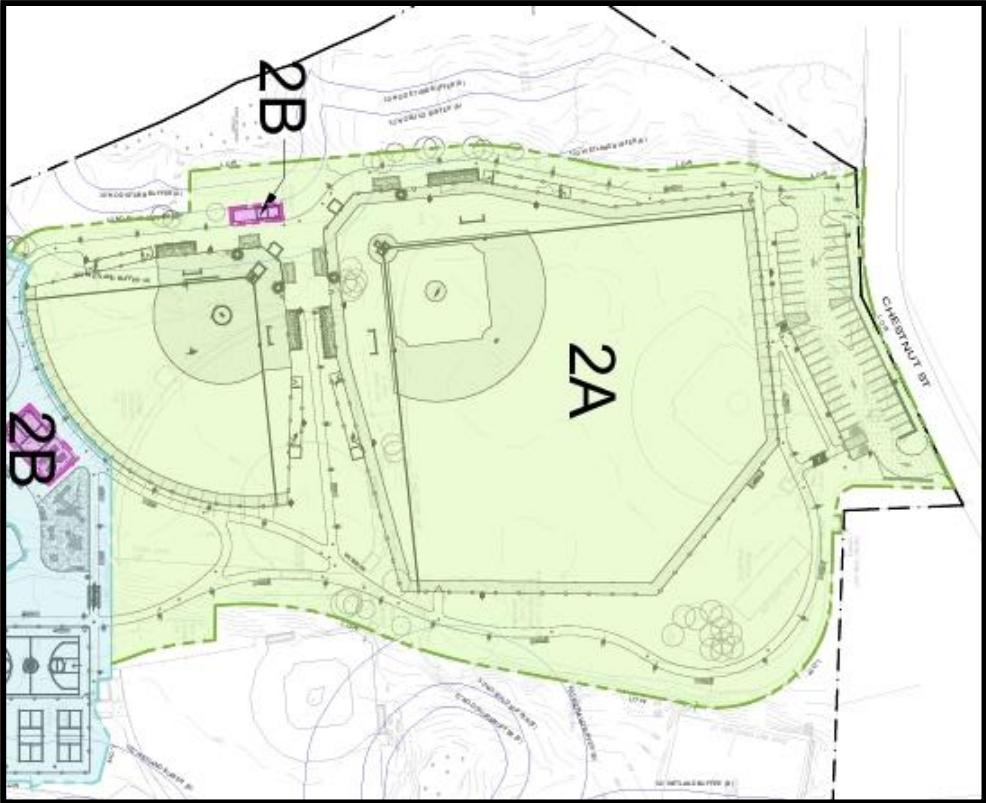


Scope Details

Implementation Area 2A (Light Green)

Revitalizes baseball and softball facilities, including new fields, dugouts, announcer's booth, spectator seating, accessibility upgrades to meet necessary regulations, along with emergency access for player safety.

A new parking lot on Chestnut Street will provide easy wheelchair access to the ball fields and walking paths along the north side of the park. It will also address known public safety concerns from Chestnut Street residents and Public Safety.



Current Park Maintenance

Current Maintenance Expense	Yearly Cost	Other Maintenance Costs
Mowing / String Trimming	8,500.00	Overseeding: As Needed - Contracted Services
Weeding / Spray Treatment	1,425.00	Winterize Fields: Tarps & Labor Parks' budget
Turf & Plant Maintenance	2,800.00	
Spring Cleanup	400.00	
Fall Cleanup	1,300.00	Snow Shoveling (new): +- 500 per storm
Pruning	100.00	Snow Plowing Parking (new): Facilities Plow Route
De-Thatching	500.00	
Aeration	500.00	Gas / Propane (new): Unknown Cost
Infield Maintenance	5,500.00	
Water	2,400.00	
Total	23,425.00	

*Please note that these totals are budget estimates and funds are not necessarily dedicated to Marshall Park or the line item shown, actual spending varies each year based off of current conditions & needs.

Marshall Park Master Plan



- Improved parking on Chestnut Street
- Improved Mass Ave parking lot Mass Ave designated pedestrian access entrance
- Basketball court and three pickleball courts
- Pavilion area for concessions and shelter
- New Restrooms Facilities
- Accessible Playground
- New 90' diamond & New Softball Field
- Walking paths
- Dog Park
- Connection of main park area to Marshall Pond via 4' wide path to an overlook on the South-West side of the pond
- Marshall Pond parking area, picnic area and pond overlook