

Town of Lunenburg Park Commission

Approved 2/24/20 km

Karin Menard, Chair
Susanna Jewell, Vice Chair
John Palumbo



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520 Chase Road
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MEETING MINUTES

Monday January 13, 2020

DPW

520 Chase Road

Lunenburg, MA

1. Karin called the meeting to order at 7pm. Attendance - Karin Menard, Susanna Jewell, Recreation Director Kayla Wright and DPW Director Jack Rodriquenz. Absent - John Palumbo
2. Susanna motioned and Karin seconded approval of October 2019 and November 2019 meeting minutes. Approved 3-0.
3. Recreation Director / DPW Director Updates
Jack said the fence was completed at Wallis Park and that he has been very pleased with the work Kayla has done so far and is looking forward to the spring.

Kayla said she has been working on job descriptions and rules for the beach as well as looking at hiring for the upcoming beach season. She said she has also worked on the field usage forms and will have a recommendation for updates to fees across the board in the near future. She said she is keeping a running list of items for Capital Planning.
4. Park survey - The group discussed the need to determine what the public would like to see for programming and fields. Karin pointed out that we have discussed this in the past but we really need to get the ball rolling on collecting as much information as we can. Susanna also asked about getting a social media presence. Kayla said that is something that she thought would be beneficial. Kayla provided the group a list of potential questions that could go on a survey and said that the list could be narrowed down. Susanna asked how to stop people from taking the survey multiple times and Kayla said that she will look into that.
5. Town Beach - 2020 Beach Season Hiring, Job Descriptions, and Policy/Procedure
Kayla recommended that the summer beach positions be posted by mid February with at least first and second rounds of interviews happening by late March or early April. Karin asked if additional rounds would be

possible especially since some newer guards don't get certified until closer to the start of the season. Kayla said that they could be and that she will also be trying to put together a course at a pool this spring.

Kayla also provided updated job descriptions and explained that she broke the LifeGuarding and Water Safety Instructor into two so that if someones wants to guard and not teach or vice versa that could be a possibility. Susanna thought they looked good and liked the clear chain of command. Karin agreed. Kayla said the next step is to bring these in front of the Personnel Committee for approval. Karin asked if that would hold up hiring and Kayla said that she has been working with Julie from HR and that it would not.

Beach Rules and Regulations - Kayla provided the group with a draft of Beach rules and regulations and recommended that we each go through them and bring questions to the next meeting. Susanna asked if we could get these posted once they are completed and Kayla said they would be. Karin asked that Kayla clarify the laws around service vs. therapy animals and she said that she would. Susanna also asked if this would cover the small park next to the beach and Kayla said it would.

6. Field Use Form and Procedures - Kayla said she is working on combining the request forms into a single form. Karin asked if she though we should look at increasing the fees or holding them at the current rate. Kayla suggested holding at the current rate and making the changes all at once and that making the changes at the start of the fiscal year would make sense and would also give enough notice to users to adjust their rates. Kayla also said she was also looking at updating the procedures. Karin pointed out that some of that would be considered day to day which falls under them and not the Park Commission. Susanna asked if we could be kept in the loop on these things and Jack said they would do the best they could do but that updating on everything would be nearly impossible as they'd be spending all of their time doing updates and not the work that needs to get done.

7. MyRec software proposal - Kayla explained that this is a platform that she has used in the past and is a way to not only do beach passes but to also do programming registrations and field reservations etc. Kayla said that it would track use and it would also allow perimeters to be set for passes and use requests. Kayla said the rates are based on revenues and that the starting rate, with a max revenue of \$100,000 is \$2,995. Susanna asked if there would be an end cost to the user and Kayla said it would be rolled into the price of the product. Karin asked if this software would fall under the the technology that requires a technology fee to be added like the platform that was used last year did. Kayla and Jack both said they were unsure but could look into it. Everyone was in agreement that this would be a worthwhile solution and that the price wasn't prohibitive.

8. Other business

a. Other business matters that may legally come before the board not known at the time of posting - none

b. Correspondence, Announcements and Public and Board Comment -

Susanna made the following public comment:

I'd like to state, for the record, that I am not in support of the Skateboard Park-at any size-being located on the parcel that has been approved by the prior BOS.

The Parks Commission has been put in the awkward spot of approving a skateboard park in a location that we had no say in and that is not currently under our jurisdiction. I would like to suggest that we consider approving it ONLY as part of our Marshall Park overhaul. It is a far more appropriate location in town and was

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only rejected by our Police Chief as a location when there was no plan to renovate and revitalize the park. I think it could be a key piece in Marshall and I would be open to the larger size in that location.

I'm also looking for some clarity on who is in charge of the "Lunenburg Skatepark" group as it was my understanding that it was a Genius Hour project for students and appears to have adult spokesmen now. Is the Genius Hour project over? The BOS approved the park when it was an interesting civic exercise for a group of students, what happens now that it is more of a community group of adults and children?

I suggest we add the park to the agenda for the next meeting and maybe approach BOS to see if we can get some revised thoughts from them given our boards' concerns.

Karin said that she was scheduled to talk to Tom Alonzo later in the week and that we could definitely put it on the agenda for the next meeting so we can further discuss.

Dave Passios said that Capital Planning finalized priority list and he noticed that Marshall Park was on the long term list but there was no funding shown. He said he made them aware that something would be happening with Marshall Park and expecting a funding request to come at that time. He also said he made inquiries at the last BOS meeting about the Park Commission being brought to 5 members as that was what was approved in the charter vote and he said that he was told that it still hadn't been put forward to the legislature and that it may not be done in time for May elections. He said he would update as he got more information.

9. Set next meeting date - February 24, 2020 7pm.

10. Adjourn SJ/KM 8:29 2-0