

**Town of Lunenburg
Park Commission**

Approved 1/13/20 KM

Karin Menard, Chair
Susanna Jewell, Vice Chair
John Palumbo



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520 Chase Road
Lunenburg, MA 01462

MEETING MINUTES

October 23, 2019

DPW

520 Chase Road

Lunenburg, MA

1. Karin called the meeting to order at 6:30pm. Attendance: Karin Menard, Susanna Jewell, John Palumbo (arrived at 6:40pm), DPW Director Jack Rodriquez, Kayla Wright (incoming Recreation Director)
2. Susanna motioned and Karin seconded to approve the minutes of September 2019 - Approved 2-0
3. Town Manager / DPW Director Updates - Jack updated the commission that there appears to be another water leak at Marshall Park as we got a bill for \$4,000. Jack said he will be working with a contractor to pressure test the lines and attempt to locate the leak. The water has been shut off while awaiting the fix. Jack also mentioned that he is working with B&B Fence to install the fence around the court at Wallis Park. He said they are booked for the season but are going to try to fit us in. He said the fields have been fairly quiet as the main seasons have wrapped up and he will use the opportunity to clean up the infields and look into enhancing the turf at Fitzgerald.
4. Recap and discussion of 2019 Beach Season - Karin let the group know that there were 144 passes sold this season - 113 Resident Family Passes, 6 Resident Individual Passes, 15 Resident Senior Passes, 7 Out of Town Family Passes and 3 Out of Town Individual Passes. She also provided the group with a spread sheet highlighting the day to day information collected by the beach this past summer. She pointed that there were some discrepancies in what was noted on the log sheets and what she noted on days she drove by and she was concerned about the accuracy of the reporting. Lynn Major, Lifeguard, asked if the intention was for the beach to be self funded or if it should be considered an asset. Karin answered that the commission made a move for the swim lessons to be self funded a few years back and that the the remainder is funded through a combination of funding through the town budget as well as money collected for pass fees. Lynn stressed the need for swim lesson as they are an important life saving skill to have. The commission agreed and Jack reminded those in attendance that there was a business side of things that needs to be addressed as well. He asked Gen Nass, 2019 Beach Coordinator, if she knew what the ratio of swimmers to lifeguards needed to be. She said she had that information at home. She also said that she has 3 lifeguards on at all times so that one is in the house, one on the deck and one on the beach. Karin said during the many of the times that she visited

or drove by there was only one lifeguard outside and that the other two were inside the house. She also pointed out that per the log sheets filled out by the beach coordinator there were some occasions that there were only 2 lifeguards on and other times there were 4 listed. Susanna asked who dictated staffing levels and rotations and Gen said that the state and Red Cross most likely has standards. Kayla asked if she ever clears the water when doing rotations and Gen said no. Kayla said she has experience in working with staffing levels as well as technology that would assist and she would work to improve those areas. Karin said that she thinks we are going in the right direction and Susanna agreed. Karin also mentioned that the commission looks at the beach as an asset to the Town and that if everyone works together we can see positive change.

5. Capital Plan and Budget - Jack said that the Capital Plan season is starting and he was hoping to bring something forward for Parks. He said he not only is he asked to look at the current year but to plan 10-15 years out so that big ticket items are planned for and are not a surprise. He mentioned that there are items he knows are important to the Park Commission but he has no current pricing to submit including: General Feasibility Study, improvements to Marshall Park, pocket park at Beach. He recommended that the commission come up with projects at least 10k and 5 year life span that he can get priced out and submitted to the plan.. Susanna asked Jack if we should put something on the plan for this year and Jack said that it has to be submitted with the exact cost and not a ballpark figure and these are things that Kayla could work on once her position starts.

6. Wallis Park - Jack said he received a complaint from a resident in the neighborhood about a large tree next to her home that she would like removed as they want to put in a handicap ramp. Jack said he asked her to come to the office with either the contractor or a plan drawn up by the contractor so he could where the concern was.

7. Land acquisition update and warrant article - Karin updated the group that the Town has negotiated a purchase of the Saliba Property on Northfield Road. The South side would be used for recreation and North side for conservation. Karin said that the next step is for it to go in front of the residents at the Special Town Meeting and if passed, the south side would be in the care and control of the park commission. John asked how large the property was and Karin said it is just over 50 acres. She also said that the total project cost is about \$782k and that grant was awarded to the town for 500k. Karin said that the warrant article would be to authorize the complete expenditure of 782k , with 500k to be reimbursed by the state via the grant. She said Brandon Kibbe is doing walking tours of the property and the next one is Saturday November 2 at 10am.

8. Open Space update and representation - Karin said that the Open Space plan was submitted to the state and was sent back from some additional information and revisions. Karin is working on the ADA portion for the parks property with Jacks assistance. She also asked if anyone would be interested in taking over her position as a representative of the Commission as her time has become limited. Susanna said she would be interested.

Karin motioned and John Palumbo seconded to have Susanna represent the Park Commission on the Open Space Committee - approved 3-0

9. 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

John mentioned that a resident emailed him looking to do a handicap accessible piece of equipment at Kids Kingdom and that he recommended that she contact the School Department as that property belongs to them.

Susanna congratulated and welcomed Kayla.

10. Next meeting date - January 13, 2020

11. John motioned and Susanna seconded to adjourn at 8:03pm - approved 3-0