

PARKS COMMISSIONERS
TOWN HALL/SELECT BOARD'S MEETING ROOM
334 MAIN STREET
GREAT BARRINGTON, MA
THURSDAY, JANUARY 19, 2017
5:00 P.M.

Approved
with
Changes
indicated
in all
Capital
letters

PRESENT:

PAUL GIBBONS

KAREN SMITH- Vice Chair

CHARLES BOUTEILLER

STEPHEN BANNON

THOMAS NORTON

PATRICIA SALVI

KATHY PLUNGIS

ANTHONY TROIANO – Absent

Paul Gibbons called the meeting to order at 5:00 p.m.

1. **APPROVAL OF MINUTES**

A. Minutes of December 12, 2016

MOTION: Karen Smith to approve.

SECOND: Stephen Bannon

VOTE: 7- 0

2. **PARKS USAGE REQUESTS:**

A. Davina Muse, 13 Forest Row to use the bandstand on Saturday, January 21, 2017 for a gathering for local people to sing while others are marching elsewhere. The event will be from 12:00 noon to 2 p.m. The event is expected to attract about 30 people.

MOTION: Karen Smith to approve.

SECOND: Stephen Bannon

VOTE: 7- 0

3. **PARKS CARE AND MAINTENANCE:**

A. Karen introduced Sean VanDeusen , DPW Superintendent, CHRIS REMBOLD, JENNIFER TABAKIN. Karen said that she and Paul met with THEM to review a draft of policies and procedures and responsibilities.

4. **OLD BUSINESS:**

A. Memorial Field and Lake Mansfield –Chris Rembold noted that Bench Mark applied to the Select Board for a Special Permit and it was noted that they had a lot more to do as far as phasing and the impact of the park and other things at the site. The Select Board continued the Special Permit to the February 13 meeting. Chris said he received a package of material from Bench Mark and after a brief glance, it has a lot more as far as phasing and how the access road would impact the backstop and dugouts. Those would be the first items to be moved and replaced so they can access the area and begin building. Chris said he would forward the information to the Parks Commissioners. He noted at the next meeting of Park which is the same meeting night as the Select Board that it could be reviewed by the commissioners as part of the permit process before the Select Board. Karen said she is going to meet with Bench Mark next Monday because she will not be available to attend the meeting.

This will be discussed at the next meeting in February.
There is no update on Lake Mansfield at this time.

Karen stated that there is a special town meeting at the High School on January 26 at 6:00 p.m. to deal with the regional agreement with the Berkshire Hills Regional School District. Chip Elitzer has submitted a warrant article to change the way funding is done through the state. The change is to base the funding on total valuation vs per student. \$50,000 is being allocated from CPA monies to start a housing trust in Great Barrington for affordable housing.

5. **NEW BUSINESS:**

A. **Laura Harner – Berkshire South** - Laura said we had discussed putting together a park management action plan for the 3 parks that Berkshire South manages.

Memorial Field Skate Park – Based on the end of season report we had discussed increasing the height of the fence and net to prevent balls from going over the fence. Karen said there will be a net as part of the whole Bench Mark project that will go between the first base lines. Laura noted the balls going over the fence were not that frequent. Paul said we need to take an accurate count of the balls going over the fence before we put a net there. Laura noted that one more item is to add picnic tables or benches in a shady area. We can look at installing the benches or picnic tables in the ground. Installing benches/picnic tables should be added to the March or April meeting. Kathy thought the concrete benches that were on Main Street are in storage and she was told concrete is too rough for little kids. Maybe those benches could be put at Memorial Field. Sean said he would check on that.

B. **Subcommittee Updates** - Kathy noted the committee members are Pat Salvi, Andy Troiano and herself. Kathy noted after discussion if the parks should be charging profit making entities a fee, it was recommended that a donation is suggested and a paragraph stating that should be added to the Parks Usage Request Form. The only profit making individual is the yoga instructor at Lake Mansfield and this past year she donated \$315.00 to the Lake Mansfield Association. The Lake Mansfield Association supports projects at the Lake and they donated half the cost of the bear proof container this year. They also contributed to half of the clothes changing area.

MOTION: Karen Smith to accept the wording; 1) Please type or print clearly.
2) While there is no fee for the use of a park, donations are gratefully accepted to the parks donation account.

SECOND: Stephen Bannon

VOTE: **No vote taken**

It was decided that Kathy and her committee return with criteria for parks use and charging. Stephen noted that if we are charging a fee, we need to show what the expectations should be of the person paying the fee. Sponsorship signs to be allowed.....the subcommittee said yes that seasonal signs should be allowed at Olympian Meadow Fields, etc. Chris Rembold noted that if the committee wishes to have signs at the parks, the sign by-law needs to be changed. Lee Rogers – noted that he is in charge of the summer concert series at the gazebo and sponsors would like to put up signs. He would like to incorporate that in the changes to the sign bylaw. Kathy said they recommend that no food vendors be allowed at Olympian Meadows without prior permission. Special events at Memorial Field, Lake Mansfield, etc. are to come before the Parks Commissioners for permission. This includes the sale of souvenirs. Kathy said she would bring a mockup of what it would look like.

Karen Smith presented a draft of the Policies and Procedures:

Policies and Procedures:

- 1) Mission Statement – To Maintain and enhance and pursue developments of the park lands programs for all ages in the Town of Great Barrington and provide a safe and clean environment for the recreational enjoyment of all citizens and visitors.
- 2) **Action Steps:** To create partnerships and solicit community input for development of programs and to coordinate with the DPW, Town Planner in budgeting and implementation of capital projects.
3. **Appointment of Members:** Nine (9) members appointed for 3 years staggered so only 1/3 of the committee will cycle out in any given year. There will be a public notice for openings and letters of interest should be submitted to the Select Boards Office for registration and then to the Park and Recreation Committee for consideration. Park and Recreation will then interview and evaluate and make a recommendation to the Town Manager for appointment. The Chair and Vice Chair are to be elected on an annual basis at the first meeting in July. Meetings are normally held the second Monday of every month at 5:00 p.m. There may be at the discretion of the commission that an ad hoc or permanent committee be set up to study a particular issue or situation. If there are concerns or issues with the Parks those should be directed to the Chair or Vice Chair for disposition to the appropriate department. Italicized names will be listed on the website.
4. **Programming:** Park and Recreation oversees programs and solicits input from the community. The Chair and Vice Chair should come up with the agenda for each meeting. Park and Recreation will assist in finding outside providers to provide appropriate recreational programs. All citizen input should be directed to the Chair or Vice Chair for consideration by the full committee. Park and Recreation will develop an operating budget on an annual basis starting early in the fall of each year.
5. **Parks Usage:** This needs to be described after we reviewed the Parks Usage Request form. There should be a paragraph that if you want to use the parks you have to do the following. KATHY PLUNGIS SHOULD PROVIDE AN UPDATED ET OF INSTRUCTIONS)
6. **Budgeting:** Park and Recreation will develop a budget for capital projects with public input and the advisement from the DPW and Town Planner. All procurement is to be done by the DPW with a recommendation from the Parks and Recreation. Policy of communication with the DPW needs to be developed and maintenance and completion of the task. A formal process for new projects being developed needs to be worked out with Chris Rembold. A needs assessment, scope of the project, the design and the cost.
7. **Overview:** Repairs, maintenance, park improvement, recreational programs, supplies and reoccurring and annual tasks. Karen said she is going to meet with Sean to go over a schedule of tasks. CAROLYN WILL PROVIDE A CALENDAR THAT WAS DONE TO SEAN AS A STARTIN GPOINT FOR HIM AND SEAN WILL USE THAT REVIEW WHAT NEEDS TO BE DONE AND REPORT BACK TO THE P AND R COMM.
8. **Re-occurring Annual Tasks:** Oversee regular maintenance of all parks including mowing, and refuse removal on a regular basis and waste management as needed. Provide waste receptacles as needed at the parks. Supervise the programming for the lifeguards at Lake Mansfield, Skate Park and Housatonic. Oversee the maintenance of the baseball and soft ball diamonds in cooperation with local organizations and DPW. Provide suitable sanitary facilities as needed at parks and other areas under the control of the commission. Provide a forum for public input in the use and care of the parks. Promote safe and appropriate parks usage by providing overview and guidelines. Reviews the recreational needs of all parks and install multigenerational equipment were appropriate for use of all citizens of the town.

Calendar specific: Continue to seek neighborhood involvement, dogs in Housatonic, develop short and long term goals. Provide upgraded facilities at Lake Mansfield as requested by the users of the water front. Complete and installation of compliant swing set, construction of a changing area. Continue to access the ball fields at Olympian Meadows and Memorial Field and to improve the conditions of the field in conjunction with the users. To assess the conditions of the skate park and continue to repair and maintain as necessary. Review restroom facilities at Olympian Meadows and Memorial Field. Continue to access the BRUbriski Park area for usage and equipment. Access accessibility requirements at all parks. Continue to erect proper signage at all parks. Karen noted that this is a basic framework. Karen noted we need an up-to-date list of the Parks. She would also update her list and send it out to the Commissioners. It was noted to vote on the updates and send it to the Town Manager as a courtesy. Stephen also suggested adding that the Town Planner and DPW Superintendent act as the Parks official members of the Parks Commission. They should attend the regular meetings as needed.

C. Appointment of a representative to the Lake Mansfield Task Force – Kathy Plungis noted she is leaving the task force and a new member needs to be appointed. The next meeting of the Lake Mansfield Task Force is the 2nd Monday of the month in March at 8:30 a.m. This was taken under advisement.

D. Vacancy on Parks and Recreation - Karen noted it was originally set up as a youth member. Is this something we want to continue with or open it up to the general public? We can make the vacancy known to the Railroad Street Youth Project. Kathy said she would go to the Select Boards office and request the advertisement for the vacancy and make it available to the high school and Railroad Street. It was suggested to contact Heather Bellow at the Edge and let her know about it. We can use the cutoff date to be March 1.

E. Vote on Policies and Procedures for Parks and Recreation – no vote taken TO BE FINALIZED AT THE FEB 13 MEETING

6. **CITIZENS SPEAK:**

A. None

7. **COMMISSIONERS SPEAK:**

A. None

8. **NEXT MEETING DATE:**

A. Monday, February 13, 2017

9. **ADJOURNMENT:**

On a motion made by Karen Smith and seconded by Pat Salvi, the meeting adjourned at 6:30 p.m.

Vote: All in favor – 7-0

Respectfully submitted,



Carolyn Wichmann
Administrative Assistant