



TOWN OF HOPE DALE

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Park Commission
Dan Iacovelli, Chair
Rob Jackson
Don Howes

Parks Commission Meeting Minutes 17 November, 2015

The Meeting of the Parks Commission was called to order at 19:46 by Chair Dan Iacovelli in the Draper Room of Town Hall.

Present: Dan Iacovelli, Rob Jackson, Don Howes, Dave Guglielmi

Chair Iacovelli moved to Agenda Items

Agenda Item - Approval of regular meeting minutes from 15 October, 2015

- MSDV Unanimous

Agenda Item - Approval of executive session minutes from 22 October, 2015

- MSDV Unanimous

Agenda Item - Park wide key solution

We are getting closer to implementation. Going forward, we should have a stated policy that any use of parks facilities, containers, storage, etc., utilize a lock provided by the Parks Department. The Fire Department will have a master key that can open all Parks Department locks. Spare locks will be ordered to have on hand for any last minute requests.

New policy must be posted on the agenda and be approved. Next meeting will be the second read, in writing. The third read will require approval.

We need to reach out to contacts at Hopedale Youth Baseball and the School to get agreement for the proposed policy.

Action->> Secretary to draft proposed language for the new policy

Agenda Item - Irrigation system

Three zones from Phillips Field that were not working could not be winterized as air couldn't get through the valve. The theory is that the zones weren't working all year, so there is either no water in the line, or any damage done by freezing water would have been done last winter.

Agenda Item - Park signs

Dan from YYZ came by today to adjust the existing signs for new verbiage. New signs provided will have a reflective background.

Agenda Item - Egg Addling

Suggested to table until we hear from Walter Swift (Tree Warden). Don spoke with Walter about this and Walter decided he would not be doing the Egg Addling. We need to keep this on the agenda until we find somebody else to do this work.

Agenda Item - Budget/Bills

There was some confusion over the Northeast Sanitation Corp billing. There was a bill that was not paid but those will be paid up in this round.

Some discussion over ESS Bills, which will be paid by the Narragansett Watershed grant from some time ago. There is another grant we can apply for in December.

We need to adjust the budget and move \$900 from energy to 'other personal services' to manage payroll. Also the line items for 'other supplies' and 'replacement equipment' are to be combined.

Agenda Item - Closing Parks/employee last day

Next week needs to be Mark's week in order to save money for the spring services. There was a request that we leave net #2 up as long as possible, but Mark needs to take down nets for courts 1 and 3.

Bathroom has not been winterized yet due to unseasonable weather...playing this task by ear to see when it will be necessary.

Agenda Item - Pond

Tabled due to time constraints

Agenda Item - Volunteer Waiver Form

Tabled due to time constraints

Agenda Item - Phillips Field Playground

Tabled due to time constraints

Agenda Item - Moroney's Grove / Rustic Bridge

Current estimate is that it would take about \$2200 to fix up the structure. The rustic bridge also needs work. We can take care of both for \$8500 capital expense.

Agenda Item - Other topics not anticipated in the last 48 hours

Meeting Adjourned

Open Actions:

Action - >> - Chairman to work on getting cover replaced at irrigation system in Phillips.

- 9/17 - Cost is between 50 and 200, either plastic or metal. May go with metal one.
- 10/15 - Still open.

Action ->> Don - Survey from AS Elliot Associates on playground

- 9/17 - No response. We were hoping for free, still hoping but not a priority.
- 10/15 - Still hoping for free. Spoke to AS Elliot, still will have something definitive at the next meeting.

Action ->> Don to follow up with playground equipment out of Uxbridge for survey of playground equipment

- 8/20 tire swing is in and fixed, all done. Cargo net piece needs notification and Don needs to work with Mark to install.

- 10/15 - no update

Action ->> Secretary to collect and correlate info regarding parks activities and post to website and FB page

- Some information posted, but still need more information/calendars.
- 8/20 - Still need to go through the calendars
- 10/15 – Hoping for a way to synchronize school and parks calendars automatically.

Action->> Secretary to create signs to be placed at parks notifying public of laws

- 8/20 synopsis signs are available. On hold until review of bylaws

Action ->> Members need to review bylaws and propose changes

Action ->> 10/20 Parks should investigate what other towns are doing.

Milford has been 20 year project.

- 9/17 – No Change

Action ->> 8/20 - ALL- bring projects in and let the Eagle Scouts pick what they want to go forward with.

- Request from Scout Christian Deboer, looking for ideas for Eagle Scout projects
- Project requirements – must have a lasting impact and provide some improvement to the town or a solution to a town problem.
- There are several trails in the parklands that are not laid out yet. It is possible to expand the previous project to include these additional trails. Some trails have been overgrown and lost since Manning’s original design.

Action ->> 8/20 - Chairman to follow up with Hopedale Jays for the metal box by the ball field as there are concerns about safety and cleanliness

- 10/15 - Spoke with baseball president. There is a lock on the box now, but owner of lock is unknown. Box was moved into the shed and is no longer a safety concern.
- >> Don will cut the lock, provide a new lock with keys and provide keys to chairman.

Action->> 8/20 - Rob to contact Movie Night people to arrange for a list of ‘needs.’

- 10/15 – Still no update

Action ->> Mark to shutoff zones that aren’t functioning properly and reprogram on Monday.

Some discussion of which vendor to work on the winterization. Don is recommending Emerald Irrigation.

Action ->> Dan to get quote from Pintos (historical vendor) for winterizing facilities

Action ->> Don to get quote from McDonald (who has been good to the Parks in the past) for a quote to winterize.

Action ->> We need a meeting with the highway department to discuss work projects for Mark. Don to work with the Road Commission for availability.

Action>>> Chairman to follow up with Steve Sette. If the dam falls under flood control are there other organizations to involve?

- 10/15 - No progress yet.

Action ->> 10/20 Parks should investigate what other towns are doing.

Milford has been 20 year project.

- 9/17 – No Change
- 10/15 - Still open.

Action->> Secretary to create signs to be placed at parks notifying public of laws

- 8/20 synopsis signs are available. On hold until review of bylaws

Action ->> Members need to review bylaws and propose changes

- revise, review rules and synopsis of rules. ****

Discussion of waiver form for volunteers. Chairman created a draft waiver and has reviewed with Town Council

Action ->> Members to review draft waiver and discuss at next meeting

Closed Actions:

Action>> Don to provide copies of all materials regarding vernal pools to board members and Dave Guglielmi.

10/15 - All paperwork has been submitted into the town filing cabinet. Need to get somebody to do filing/cataloging. Closed

Action ->> Chairman to deliver proposal for warrant regarding care of plants to Steve Sette.

10/15 - done, waiting on town council on what is acceptable - CLOSED

Action ->> Don to work with Bob for acquiring signs. 2 Boat Ramp and 2 'No Parking' signs and commercial poles

- 9/17 - Don went to a local company, YYZ signs. \$30 each. Add waterfowl and bandstand - all \$30. \$65 for vinyl overlay, \$275 for a brand new sign for Phillips. Just need to get the poles from Bob. - CLOSED

Action ->> Don to add a new sign to the list for 'no ice fishing south of the island.'

10/15 - Not added to the purchase.

- Need to be specific. South of island or between Island and Dam? Final verbiage is 'No ice fishing between island and dam' Suggesting 4 signs, two signs over at Lake st. 1 at bath house, 1 at light, near red shop. 3 Signs same size as before, one size larger.

3 same size, one larger.

Motion - Rob to motion approve up to \$150 for the four signs. Don to follow up and get signs purchased.

Action ->> Secretary to provide Walter Swift (certified egg addler) with forms necessary to be completed.

10/15 - Walter to fill out and try to file before Jan 1st. Parks Commission must submit the completed application

10/15 - Removing the action - Walter knows of geese nesting sites in his head. Should be done every year. Need to make yearly action item.- CLOSED

Action ->> Chairman to schedule an additional meeting to determine vendor for irrigation.

- 10/22 - CLOSED

Action - >> Chairman to reach out to Advantage Irrigation tomorrow to discuss pricing.

- 10/15 - Chairman spoke with Advantage and they decided to back out of the work. - CLOSED

Action->> Don to talk to Nstar regarding the electricity pole near the bathhouse

Still open, Don to meet with local electrician tomorrow on this and some other projects

8/20 - Submitted flood light request. Park property poles isn't in their system and the pole numbers line up. To install floodlights on those poles - no price install, winter only would be \$40/month for a 400 watt fixture. 2x/year to have the light capped to disable the power.

10/15 - Discussion with Gina Rico from National Grid. No charges for red-cap of the connection. 3 separate lights quoted. 1.) Light at the bathhouse, pointed towards pond. 2.) Pole near the bench and 3.) Light fixture halfway down the triangle - currently covered in weeds. Quote is for \$148 each for the high pressure sodium. Lights 2 and 3 proposed. Concern raised over frayed wiring - this is the wire from the pole to the bathhouse. National Grid isn't tying into that wiring.

Don made motion to fund lights #2 and #3. \$142. Rob seconded. - MSDV Unanimous

Action->> 7/16 - Don to figure out how many of which keys we need for a new key system for the parks.

9/17 - List provided for how many keys are necessary. Quote from locksmith for \$700

10/15 - **Don to propose to spend up to \$700 in new key system for the parks. Seconded by Rob. - MSDV Unanimous**

Action ->> Don to work with Mark to get this task (seeding) complete.

- 10/15 - Done - CLOSED

Action>> Secretary to send Bruce Edwards a letter of thanks at National Grid.

10/15 - will do this week

10/22 - CLOSED

Action->> 8/20 - Don to investigate solutions and estimate cost of new lighting system for courts

- 9/17 Update - Spoke with Joe Scanzarelli to discuss two options. The more expensive solution is \$200 per light timer. One timer on the basketball court, the other is court

timers, the other is court 2 plus half of 1. Cheaper is a windup timer - do the same thing but only 1 hour of play per twist of the timer. \$70.

- 10/15 – Individual timer control cost is \$65 for each timer control. During valid use areas, turn the timer and the lights will be on for an hour. Tennis court 1 needs additional work with a bucket truck. **Motion to approve up to \$225 made by rob, second by Don, approved. Don will follow up with installation. – MSDV Unanimous**

Action ->> 8/20 - Propose that we have Mark and Highway move the pitching mound up near the batting cages

- 10/15 - mound has been moved. Mound is behind the baseball garage. Topsoil and seeing the remaining area is now complete. - CLOSED

Action ->> 8/20 Don to follow up with house owner to discuss surveying the land and taking down the tree

- 9/17 - Don having difficulty emailing the person's house. Chairman to email letterhead to Don
- 10/15 - letterhead is done. Don spoke with Bill (homeowner), as he had an incorrect email address. The tree is coming down with no cost to Parks Commission. The homeowner will be providing a letter stating that he understands the liability. Concern was raised over review of letter; tree warden states that the letter from homeowner is sufficient. - CLOSED

Action ->> 8/20 We need representation to attend the next conservation committee meeting or possibly get a little committee deciding what to do with the pond.

- 9/17 – No change
- 11/17 – All members met with conservation committee to get forms filed for pond treatment - CLOSED

Action ->> Chairman to notify town council to assemble paperwork with Mr. Benoit's legal council regarding removal of town tree hovering his property

- 8/20 On hold until we hear back
- 9/17 On hold
- 10/15 - all done, settled. Tree is down. CLOSED

Action ->> - Secretary to provide notes for 14th of July executive session
10/15 – done. CLOSED

Action ->> Don to sit down and figure out how many of which keys we need. Each of us to send Don's thoughts request-wise and run it by Locksmith for a final.

- 9/17 - Done - emails have gone through. List is there. Plan is to have a master key that opens everything, as well as an individual lock. \$700 to do everything.

Action ->> Propose that we have Mark and Highway move the pitching mound up near the batting cages.

- 9/17 Done

Action ->> Chairman will contact Town Hall to notify of Dave Gullielmi's appointment

- 9/17: done

Action ->> Need a plan to seek out legislators as well for help with pond

- 9/17: Chairman contacted John Fernandes office and has a list of people to contact. Also contacted Ryan Fatman and Joe Zarella (department of environmental protection).

Action ->> Chairman to send Walter Swift the water quality report.

- 9/17 Reports received - closed

Action ->> Seek out an aquatic biologist to help analyze what is in the town.

- 9/17: When the state comes in to perform an evaluation, they will review. Biologists are assigned to test before, after, and during treatments

Action ->> Chairman to check with town hall regarding liability of runners through parklands

- 9/17 Runners all signed waivers, no issue of liability

Action>>> Chairman to follow up on process to repair fields with money from lawsuit

- We have \$500 coming payments
- 8/20 All funds have been received as of 2 weeks before 8/20

Action->> Chairman to follow up with irrigation company to find out why the sprinklers aren't working

- Inquiry into irrigation company to determine when we can meet up to fix things at Phillips Field
- 8/20 Advantage Irrigation came out. Issue with improper programming of controls. Reset the entire system. Pressure is good. One zone doesn't work now, believed it was planned to be a future zone. Advantage Irrigation will create a map for the zones. The system is timed to go on at 5:30 AM, with 15 minute intervals cycling through 19 zones. Closest zone has 7 heads, one with 5, and others are 3-4 depending on distance. Advantage will be providing a quote for installing heads in the infield. There should be a well report from around 2003 that we can acquire, and there was a \$1500 assessment for the well.

Action->> Don to check with highway to see what equipment is available to do slice seeding, as well as concrete blocks for parking lot

- No access to broadcast or slice seeder, no concrete blocks.

Action ->> Chairman to find out new rules for going out to bid for new electric bulbs

- Dan to find out - still open - still needed?

- 8/20 - Project scrapped due to cost outweighing usage.

Action->> Secretary to send a letter to Fire Department acknowledging and thanking them for their assistance.

- 8/20 letter went out today.

Action->> Don Howes to arrange facilities at bath house. All porta-potties should be handicapped accessible

- 8/20 all OK on that one.

Action->> Don Howes to walk the lot with Mike Smith and discuss options for a 60'x40' playground.

- Looked and have some requests for volunteers to survey west and southwest boundary of the property so we can know where we can place the new playground. If we can't get volunteer, we'll get a quote.

- 8/20 - Don and Mike walked and agreed where they would like to go, down the hill to the right. AS Elliot Associates is providing a courtesy (free) survey to locate the West, South, and Southwest borders so we can identify the exact property. The goal is to provide a rough plan of where the hill currently is, parking lot infrastructure, borders, fence, perhaps a layout for the playground. We need to start looking for a volunteer that would help with digging into the hill to create the playground into the hill. Looking to push hard for the spring. Next action is to complete the survey.

Action->> Chairman to double check wording with police for signs

- 8/20 - Email sent with one for the boat ramp. Signage available is approved to be enforced.

Action->> Don Howes to investigate cost and options for locking system to re-key

- 8/20 - Unique keys controlled by a single master system. Including everything including the installation of a 'couple' of locks. Adding a key for the irrigation system in the snack shack over at Phillips.

Action->> Don to talk to Nstar regarding the electricity pole near the bathhouse

- Still open, Don to meet with local electrician tomorrow on this and some other projects

- 8/20 - Submitted flood light request. Park property poles isn't in their system and the pole numbers line up. To install floodlights on those poles - no price install, winter only would be \$40/month for a 400 watt fixture. 2x/year to have the light capped to disable the power.

Action->> Secretary to add links or docs regarding trails to Facebook and Website

10/15 - done. CLOSED

Action ->> Secretary to write letter of thanks to family donating the tree

Action ->> Secretary to post docs.

Action ->> Secretary to create a system to post agenda items.

Hopedale Parks Commission
*Moved, Seconded, Discussed and Voted ** Roll Call Vote

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the ADA Coordinator, Hopedale Town Hall, 78 Hopedale Street, Hopedale, MA 01747, or please call (508) 634-2203 at least 7 days in advance of the schedule meeting.