

## **Ingleside Utilization Committee**

### **October 22, 2018 Minutes**

Present: Dave Romanowski, Guy Corbosiero, Ken LaBrack Jane LaPointe,  
Marcia MacDonald, Tiffany Parkhurst, Dylan Romanowski,  
Absent: Dawn Bilodeau, Keith Bussiere  
Public: Rick Lucier, Jim Holly, Jim Messier, Miranda Jennings

Meeting called to order at 5:35 p.m.

### **Administrative**

Approve minutes: September 25, 2018

#### Announcements

1. IUC financial/budget spreadsheet was distributed via email to the committee
2. NQTA November 12<sup>th</sup> meeting agenda was shared – focus on regional planning, cooperation and idea sharing
3. WCP property walk with Mike Martorella, 11 a.m., Friday, 10/26, meet at the house. Mike is a land surveyor who studied forestry and forest utilization. He would like to help at the WCP with forest based learning and exploring activities

IUC also needs to follow up with Pete Trick and David Plummer to learn more about their interests and how these might be well used at the WCP.

### **Business**

#### **1. Tenant/Caretaker – Duties & Security**

**Agreed via Vote:** Winterize/shut down the house and table the question of a tenant/caretaker until March

#### Discussion/concerns/considerations

- The IUC doesn't have the time to do this well and the problems that could result from having a tenant are not worth the risk.
  - Tenants in MA have a lot of rights
  - Challenge/concerns about finding someone who would follow all the provisions of a lease/agreement
  - Concerns on tenant pushback re the use of other parts of the house
- Option for this winter: Install an alarm/camera/security system and a schedule for IUC property inspection; and secure the house.

- If outside lights are used; keep these low wattage (not flood lights) to avoid shadows that will obstruct camera views and position to avoid light pollution
- Future considerations: Employment agreement versus a tenancy or a temporary position or internship where keeping the job and the living option requires performance of the duties and allowing the house to be functional and open

## **Actions for IUC Members re House Winterization & Security**

### **A. Keith, Dylan:**

- Shut down and winterize the house: water and heat

### **B. Rick, Keith, Dylan**

- Prepare a list of recommendations for the IUC on how to best secure the house and barn for the winter; cost estimates for materials will be useful
- Let the IUC know when you'll be on the property to develop this list, in case others want to attend/help. It will be on a weekend given work schedules

### **C. Dave, Ken**

- Work with the Town Manager to identify, purchase and install the right security system for the Park property. Keep IUC informed on progress or options

### **D. To be Assigned/Determined**

- In lieu of an onsite tenant/caretaker, the IUC will need a schedule and log for members/stewards who will regularly check on the security and condition of the buildings
- A policy/process will be needed re keys and access to the house and barn. i.e. keep keys with Police dispatch, to be signed out and returned

## **2. Additional Fall Priorities**

### **E. Dylan, Rick**

- Garage: Clean up for winter use

### **F. Rick**

- Garage: Meet with Chris to recommend to the IUC a cost effective way to replace the garage doors

### **G. Rick**

- Pick up new ADA compliant table at TWS when **Miranda** lets him know it's ready – to store in garage

### **H. Ken, Keith, Rick**

- Exit Road: work day to cut trees to allow for repositioned road. Keep 8-10' lengths for future footbridge building
- Move wood stacks to area near garage

**I. Dylan, Keith**

- Prepare equipment list with costs, to maintain WCP so that a request to repurpose Robinson-Broadhurst funds can be submitted via Ken and Glen Hunt

**J. Jane**

- Research policies and guidelines on snowmobile access. IUC prefers that there be no motorized vehicles allowed on the trails, fields and meadows. The question or challenge will be in enforcing this policy. Snowmobilers use the Forest Trail to access the Pond and beyond.

**3. Winter Priorities: What Needs to be In Place by Spring & How will this be Accomplished**

Members and prospective members are asked to review the list of possible priorities and come to the November meeting prepared to establish priorities and with an idea of what they would like to work on.

In the remaining time, different people suggested the following ideas – to be revisited at the November meeting:

- Dave will design and build a temporary sign for the Ingleside Drive entrance
- ADA compliance is important and will likely inform much of the other work at the Park; it's best to be forward thinking on this versus having to comply after-the-fact.
  - Potential of Elm Street Trail
  - Dawn may know of others to involve
  - Senator Gobi has a contact in state government should we need advice, waivers, etc.
  - Who: Jane, Dawn, ....
- Combine work on IUC mission, bylaws, organization with work on WCP policies for park usage, stewardship.
  - Who: Marcia, Jane
  - Identify best time and way to revisit and update 2015 Master Plan
- John Walker has expressed his willingness to continue to help with our work with the Conservation Commission
- Activities/Usage:

- Usage is a priority area for realizing the purpose of the WCP
- There are several people, committee members and others, who have an interest and/or ideas to contribute
- Miranda: Spring Opening
- Marcia and Tiffany
- Outreach/Marketing Communications
  - Miranda: website
  - Marcia and Tiffany: list serve for newsletter/updates and for workday volunteers – take this over from Dave; review the excel list he has
- Explore the acquisition of the small parcel that abuts the WCP and that has been on the market for quite a while
  - Ken will find out the names of the current owners
  - Determine if the donation would have a tax benefit as an incentive

Before adjourning, prospective new members were invited to join and to send a letter of interest to the BOS.

**Adjourned: 7:00 p.m.**

**Next Meetings:**

- **November 26th, 5:30 p.m. – regular 4<sup>th</sup> Monday of each month**

**Approved: November 26, 2019**