

# **Winchendon Community Park Committee**

## **September 23, 2019 Minutes**

Present: Dave Romanowski, Dawn Bilodeau, Jordan Comeau, Guy Corbosiero, Miranda Jennings, Ken LaBrack, Jane LaPointe, ,Tiffany Parkhurst, Dylan Romanowski

Absent:, Keith Bussier, Marcia MacDonald

Public: Rick Lucier

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

### **Business**

#### **1. Approved Minutes:** August 26, 2019

#### **2. Open Meeting Law Complaint**

- Committee members reviewed a copy of the complaint and a copy of the response drafted in response to the specific alleged violations
- Guy Corbosiero clarified two items in the response
- Miranda Jennings proposed that the appropriate response to the complaint is assurance that meetings won't be held without required public notice (bottom of page 2 of the response)
- **Motion/Approved:** to submit this response to the MA Attorney General and to the complainant; with recommended action as noted on the bottom of page 2.
- **Motion/Approved:** Jane LaPointe will follow up with the submittals to the AG and complainant

#### **3. Pollinator Gardens** – at Miranda's request, this item was moved up on the agenda

- **Motion/Approved:** Miranda will be the coordinator of this project for the WCPC
- Miranda will contact Deb Kane re Winchendon Garden Club's recent email and interest in supporting this project. This will also include Girl Scouts (Tiffany), and the Schools. They will come up with a plan and bring it to the WCPC
- Jane mentioned the distinction between a cultivated pollinator garden and a meadows pollinator garden.

#### **4. Murdock Soccer Practice & Nets**

- The school has donated moveable practice soccer nets
- Dave has been working to remove the old, broken nets which are set in concrete. Keith Hickey suggested that the DPW could help with a backhoe and that Dave email him a reminder/request.

#### **5. Priority Project Updates**

a. Trails –

- NQTA is almost finished the work of restoring the trails. We need to keep up with the maintenance. Dylan has been in frequent contact with Bobby Curley re what is needed re maintenance.
- Dylan has been in touch with Sean St. Pierre, who has volunteered to help with the mowing, and with Cody St. Pierre, who wants to be involved in Park upkeep. Dylan will coordinate with them

b. Picnic Area/Tables

- Sean St. Pierre has built a prototype picnic table (it's in the barn awaiting painting/staining) and has a template for making Park tables to this design/standard
- The materials needed to build each table are available from Belletes for \$125/table
- Location of tables was discussion. Agreed the Meadows is a good location; Dylan will move a table to that location. Also to locate tables closer to the water, i.e. near the pathway to the future deck
- The question of a grill policy for the Park will be taken up at a later date
- **Motion/Approved:** to purchase materials for 3 additional tables this year.
- **Motion/Approved:** Dylan will remove both fire pits

c. Benches – a mix of purchased and made from logs cut in the Park

- Ken and Marcia will provide the WCPC with pictures, details, costs on options for purchased benches
- Ken will look for examples of ADA benches
- The decision on what to purchase will be made over the winter. This could be posted on FB with a message/opportunity re contributions for a memorial bench.
- Purchased benches will be located in easily accessible areas (around buildings, meadows).
- Possibility of Spring activity with community/Park users: where would you put a bench.

d. Signs

- Jordan provided the WCPC with several examples (photos) of options for trail signs, kiosks, environmental awareness signage. He will send these handouts as pdfs. He has price information that he can add. There are options for kits or to build from scratch.
- He's awaiting a sample of HDPE material to be sure that the material can be etched with the desired effect. Jordan has been working with Parks. Zeke Design was mentioned by R Lucier.
- Once the committee has approved the final designs and budget, Jordan will start to raise funds/donations to help cover the costs. Tiffany will use FB to post photos and cost info.
- **Decision:** we will start with Trail posts – with small plaques screwed into place.

- **Decision:** Jordan will contact Jim Holly and work with him, using trail maps to decide where to put markers and what each should “say”.

e. Deck –

- Randy Tenney has completed the final plans for the desk. Dave has spoken three times with the Building Inspector and will get the permit approved before Geoff leaves for a period of time. Randy Manual will sign the permit.
- Construction will include stones for an underlayment; a 16x20 deck that sits flush with the ground (access), It will have rails in a configuration suggested by the Building Inspector that will allow a good view even for those sitting. There will be a small built-in bench at each corner. The deck will be built with long-lasting trex materials.
- Cost estimate using Belletetes and Powell is \$5,500. Dave mentioned the possibility of asking for donation to cover some of the costs
- **Motion/Approved:** To spend up to \$5,500 for the deck materials from the RB exercise station line.

f. Barn & Garage

- Tracy Murphy has a quote for lead paint assessment for the barn and garage
- **Motion/Approved:** To spend \$900 from the exercise station line to fund the lead paint assessment of the barn and garage.

h. Exit Road

- Done! Want to create opportunity for photo with DPW and volunteers as a thank you, a way to acknowledge their work and to remind people of this big change/improvement.

## 6. Policies

a. Keys

- Town Manager had requested an inventory of keys. However, given the length of time the current locks have been in place, it will be impossible to produce an accurate inventory for the purpose of securing town property.
- The locks on the barn and house will be replaced. The Town Manager’s office will have the master keys and the authority to have new keys made. All keys available to be signed out, will be marked “do not copy”.
- Keys will be signed out from either the Town Manager’s office or from the Police Station.
- A specific policy on how keys can be signed out - for what purposes and by whom will be drafted along with a MOU to be read and signed by those people who can sign out keys

- The question of access to the house during the winter to check on the status of heat and water pipes was raised – to be addressed. Winterizing the house was briefly discussed. Jordan suggested that he knows of someone familiar with heating systems who could take a look and provide advice.

## 7. Other Updates

### a. Fall Festival – October 12

- Ideas for participation were discussed, including an idea for the future of having WCP shirts and/or hats – good for when we launch Friends of WCP.
- Also the idea of placing WCP trail maps with displays in local store
- Given committee members' prior commitments, we don't have the people available to cover this event. Jane will notify Tracy and Nicole that the WCP will not be participating this year

### b. Robinson-Broadhurst

- Land purchase – approved last year by WCPC and application approved by R-B in May. Owners have agreed to the recent offer. It is now a warrant article for the 10/28 Town meeting. Need to confirm who will speak to this warrant at Town meeting.
- Special grant/project for the WCP – outdoor performance center, etc. Last week, Robinson-Broadhurst approved an initial grant dispersal to the Town to hire an OPM (owner's project manager) and design firm to develop the project specifications and cost estimates so that R-B can determine what to fund and how to proceed.

**Adjourned: 7:20 p.m.**

**Next Meeting: Monday, October 28<sup>th</sup> , 5:30 p.m.** (will be short due to Town Meeting at 7 p.m.)

**Approved: October 28, 2019**