

**Winchendon Community Park Infrastructure Committee
August 24, 2020 Minutes
Meeting at Winchendon Community Park**

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WINCHENDON TOWN CLERK

Committee Members Present: Dave Romanowski, Ken LaBrack, Jane LaPointe, Dylan Romanowski
Public: Randy Tenney

Meeting called to order at 5:31 p.m.

Administrative

Approved Minutes: August 10, 2020

Request: As the costs/estimates associated with each project are available, please email/update the committee so that these can be tracked against our available funds and appropriated funds can be reserved

Business

Updates and Next Steps

1. Trail Usage

a. Trail map to be updated

- Jim Holly will prepare an update map for the Park, using new Path names, and colors (yellow for Meadow, red for Elm Street) and identifying new locations, destinations
- Dave will do a final walk through the Park with Jim and the updated map to ensure the map and the signage are in sync

b. Trail Signs:

- **Dave** continues to work with Bobby Curley, NQTA to produce and install what is currently estimated to be 16 signs for \$1,600. They will start by producing and installing a few signs rather than waiting for all to be produced and then installed
- Dave and Ken will look into sourcing yellow and red blazes for the trails

c. Park Rules Signs

- **Dave** and Al Gallant are still trying to connect on the size, cost and suppliers for signs and posts. Ken noted that in the past Al was able to provide posts.
- Dave will continue to secure quotes for the signs and their installation. Once we have the cost details, the committee will revisit and decide on placement. This will include a "no motorized vehicles" sign at each entrance to the Meadow Loop off from Ingleside Road

d. Kiosk: to display trail maps, park rules, etc.

- Kiosk will be located on the east side of the future path from the drive to the deck; near the large maple tree
- e. Gates to prevent or deter unauthorized vehicle access to Meadows and Elm Street Path.
- **Ken** will check with a member of the environmental police who can tell us about the source of gates at Dennison so we can get price and order information
- f. Boardwalk/footbridges across wetland on Forest Cove Path
- **Dylan** will coordinate with Bobby Curley on building temporary but secure crossings, using rocks, planks, etc.
 - The first step is to develop the plan and cost estimates and to inform the committee
 - Randy had walked this section earlier and noted, as an option, the use of large rocks, stepping stones in some of the depressions
2. **Buildings/Built Infrastructure**
- a. Path from Drive to Deck & Parking:
- **Dave** will talk with Al Gallant about regrind options. Dylan has requested that whatever materials and design/construction are used, it is done with an eye toward not interfering with the lawn mowing - i.e. using an edging to hold the regrind off the grass
 - **Dave, Ken** and Bobby Curley will identify parking areas and paint the appropriate lines. Signs will be installed. *(Question on the ADA requirement to include handicapped parking)*
- b. Observation Deck:
- Randy needs 2-3 additional people to help install decking this Saturday. He'd like them to be there at 9:30 or 10 a.m.
 - **Dave** will contact Rick Morin Jr.
 - **Randy** will contact Chad Blair and Dan Tenney
 - Vista Clearing; marking trees to be removed.
 - **Jane** will find a person who can advise us on what to save and what can be removed. Start with the Conservation Agent, John Walker for recommendations. Also Mike Martorella.
- c. Garage: Discussed options with Randy, who will work with Chad and Dan. Garage will initially be used for storage, preferable to the barn. It can be used to store Park equipment and supplies and possibly equipment associated with the future amphitheater
1. Remove doors and frame, leave top facing board/beam in place. Need construction dumpster.
 2. Frame the front (\$2,800) and install two sliding barn doors in the center (\$500 for wood & rails)
 3. Install/extend the cement wall along the front to contain water flow (3 feet below ground) - this will require digging/prep (Randy) and a cement truck (cost ??).

4. Windows: remove back; keep sides (all or pair near front?). Install working shutters to protect glass when unoccupied (cost?)
5. Electric service, lights, outlets, etc.: there is an underground conduit from the existing pole to the garage. Can/should this be coordinated as part of the electrical work with the amphitheater project? Is Shaun Dame available to provide advice, cost estimates, etc.
6. What's above the ceiling; open the hatch in the ceiling and inspect?

Actions:

- **Randy:** send Jane and the rest of the committee plans
 - **Jane:** Check with the Town Manager and Building Inspector about the need for a building permit and how to proceed/expedite this
- d. Barn: **Jane** did not receive an update from the Town Manager; will follow up
- e. House: **Dave** will follow up with Town Manager on status updates

3. Trail/Land Stewardship & Usage

- a. Newly Acquired 8.2 Acres: Dave identified a MA website that does show boundaries but not plot lines. **Jane** will follow up with Town Manager, Treasurer and/or Assessors to locate maps with boundaries that were used in the conveyance of the property to the Town.

Meeting adjourned at 6:37 p.m.

Approved: September 9, 2020

Next meeting - date to be confirmed. It was noted that we need sufficient time between meetings to get work done.

Agenda will include

- Updates on all of the above; approval where needed on expenditures
- Obtaining order details from Marcia on the 3 benches ordered from MA Correctional

Longer Term

- Consideration on how the committee will seek or respond to community supported ideas, request and recommendations for Park infrastructure
- Plan for buckthorn removal and for wetland vista maintenance (required by ConCom - a plan submitted within 3 years of the July 2019 RDA)
- Plan for the remediation of Elm Street Path