

# **Recreation & Parks**

## **June 2, 2025, 6:00 PM**

### **Community Center**

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Attendance: Matt Martin, Linda Rice-Collins, Karin Ernst, Rossana Ferrante, Shelly Bedrossian, and Chris Kennedy. Larry Simpson is not in attendance.

Meeting called to order at 6:00 PM.

#### **Approval of Previous Meeting Minutes**

- No minutes to review - next meeting.

#### **Procurement Projects Update**

- Green Street: Shelly: Motion to proceed with an RFP for the budgeting, design, and construction of Phase 1 and budgeting design for Phases 2 & 3, and elected alternates for the Reynolds Playground Sports Deck as outlined in the plan dated June 2, 2025.
  - Discussion:
    - All stages of the project will be deliberated at Open Meeting and all budget and design decisions will be advanced by a majority vote of the Recreation and Parks Commission to then be brought to the Select Board for final approval.
    - It is building on the current footprint with a pavilion style roof with the modular turf. Phase 2 is the turf field.
    - Karin: how much money is left after Phase 1? Shelly: 250 to 500 left over.
    - Everything ADA related will be in Phase 3 for federal funds.
  - All in favor, the motion passes.
- Seaside Basketball Courts
  - The bids: Tasco Construction, East Coast Sealcoating, Sports Tek. East Coast would subcontract the paving to Atlantic Paving.
    - Discussion about past experiences - East Coast Sealcoating is not an ideal choice. It is not necessary to go with the lowest bidder due to past experiences.
    - Shelly: Sports Tek and Atlantic Paving were present at the site visit and asked questions. She feels confident that Sports Tek will provide what is asked for.
    - Motion to accept Sports Tek's bid for 72,000. Seconded. All members in favor, the motion passes.
- Lights
  - 60 8500 lumen lights are needed.
  - Work most likely will not start until the end of August.

#### **Department Operations Manual Discussion**

- Page 1: The catch-all paragraph "all policies, procedures, and practices..."
  - Exit interviews - should we be doing them? Rossana: that's HR. We don't want to commit HR to it, but the language can be "may..."

- Page 2: Linda: in the research I've done, quality of life and equity were included. Jaime: We can look at the language and expand.
  - Park and facility improvement: how do we measure community impact? Jaime recommended a form that people could fill out to track issues and how quickly they are addressed.
- Page 3: Key objectives. Discussion about transfer of property - what would that look like? The language can be removed or tweaked.
  - Remove language in adopted & community plans.
- Page 4:
  - Objective 4: Inclusive programming and community access.
    - Discussion: the goal is not to compete with local businesses; we are looking for areas of need that we can provide offerings for, i.e. a different age group, different focus, etc. Tweak language of "not served by local providers" to clarify.
  - Objective 5: Linda suggested emphasizing inclusiveness in the language.
  - Objective 6: Explore alternative provision models.
  - Objective 7: What does it look like? Jaime: Do we partner with outside entities? Local businesses, other departments such as schools, independent contractors.
- Linda asked how is what we are doing measurable? Discussion: Rubrics, an implementation plan, an evaluation cycle.
- Rossana: We will make revisions.

### **Appraisal of Recreation & Parks Property Discussion**

- Karin: The contract for the waterfront property will be up this year. Do we want to lease it out, and what kind of businesses do we want to reach out to? With the new 30B manual and guidelines, are there guidelines we should be following? Called the Inspector General and explained what we are trying to do. First and foremost, the space must be appraised. We need to start this process, go to the Select Board and ask them to appraise the space.
  - Discussion about permitting vs. leasing space to a private business.
  - Rossana asked what the appraisal process involves. Karin: The town does the appraisal and sends it back to us. There's a point where, similar to procurement, if it's under 35K over the time period, then there's less paperwork. The Select Board has to, in a public meeting, announce that the space is available to lease. When it comes back to us, we can decide what we want to do with it.
  - Karin: I would like to reach out to the Select Board to have a conversation.
  - Move to ask the Select Board to do a fair market value appraisal on the property at Riverhead, specific to the space we want to rent out. Seconded.
    - Discussion about the scope; appraising the entire beach vs. the area used for the lease. Four in favor, one opposed. The motion passes.

### **Shattuck Fund Request**

- Letter from Jim Nye: \$35K is available for projects that are ready now, pending available funding. The deadline is June 27th.
  - Hammond Nature Center: Cuzner ballparked it after a site visit on Friday. Roughly 7500 to do the stairs - dumping fee and Bobcat work (about 500). We would need to

purchase the railroad ties. Switchback - no number yet. Stairs were the number 1 priority, then the switchbacks, then making it accessible.

### **Park Updates (Pete)**

- Devereux Beach grant: Because we cannot re-do the hot top, grant money will be used to buy MobiDeck, a thicker version of the MobiMats that is intended for vehicles to drive over it. We will use it to get across to the restrooms at the beach and buy a portable ramp to make the bathrooms handicap accessible. New signage and a few other small things. An additional MobiChair could be purchased.
- The wide-area mower is back, so we can catch up on the grass.
- We haven't opened the beach yet - aiming for the June 14 weekend.
- SUP came into town today - they were very happy with the beach.
- New hire - Carter Laramie. Move to approve the new hire. Seconded. All in favor.
- Vine Street: Everything is now in one area.
- Stramski: Passed the plumbing. There was a hiccup with electrical, but now it's back on track; hopefully it will be signed off after this week. Next is carpentry. We should be able to do insulation this summer.

### **Recreation Update (Jaime)**

- Getting ready for summer, working on staffing and supplies.
- Three job descriptions: Park Director, Recreation Supervisor, and a new position: Recreation Customer Service & Community Engagement coordinator. Draft - part of a proposal. Time sensitive - would like it to be a June meeting.
- Rough draft of an org chart.
- Proposal of a pay scale for FY27 specific to Recreation & Parks, for discussion at a later date.

### **Correspondence**

- Christine Hribar requests the use of Chandler Hovey for a church group of about 10 to fly kites, on June 8th, from 11:30 AM to 1 PM. Move to approve, seconded. All in favor.
- Doreen Marquis requests the use of Chandler Hovey for a church service for Clifton Lutheran Church on July 13th, 9:30-11:30. Move to approve, seconded. All in favor.
- Doreen Marquis requests the use of Chandler Hovey for a church service for Clifton Lutheran Church on August 10th, from 9:30 to 11:30. Move to approve, seconded. All in favor.

### **Reynolds Project**

- Matt proposed that when the Reynolds project is complete, to not allow field hockey on Seaside due to damage to the field. Discussion: too early to vote on.

The next meeting will be on June 16th at 6 PM.

**Meeting adjourned at 7:37.**