



# TOWN OF HOPEDALE

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Park Commission  
Don Howes (Chair)  
Rob Jackson  
John Waswill

## Park Commission Meeting Minutes 16 May, 2016

Meeting called to order by Don Howes at 20:15

Present: Rob Jackson, Don Howes, John Waswill, Dave Guglielmi, Walter Swift, Dan Iacovelli

### *Commission Organization – Election of Roles*

Rob nominated Don Howes as Chairman, seconded by John  
MSDV Unanimous

John Waswill nominated Treasurer, seconded by Rob  
MSDV Unanimous

John nominated Rob Jackson as secretary, seconded by Rob  
MSDV Unanimous

Other roles within the organization:

- Highway Liaison. Don will continue to fill this role
- New position created – School Liaison, also filled by Don

### **Old Business**

*Approval of minutes from May 3<sup>rd</sup> 2016*  
MSDV Unanimous

### *Changes to Employee Position with Highway*

- There are some concerns with the hiring process. Highway department does not want all of the Park Commission involved with the process, only the liaison.
- Some discussion occurred regarding our partnership with the highway department, bringing John up to speed. There was some concern regarding getting \$17,000 worth of value if we contribute \$17,000 to the employee
- Interaction and process has been working very well so far between HPC and Highway

### *Pond Cleanup and Maintenance*

- One quote received for \$36,800, concern that Finance is not in support of the project. A briefing has been created to be distributed at Town Meeting.
- Discussion over grant money received for work performed over the last year. This money must be returned back to Park Commission to start payments for the weed abatement.

### *Rustic Bridge*

- Motion made by Rob to assign work to Rich Breeze to get the masonry work done on the Bridge. He did the work at town park and comes highly recommended. Seconded by John. MSDV Unanimous

### *Park and Fields*

- There has been some communication issue with New England Irrigation (phone tag) to get them to do the work. Don will continue to work on getting connected

### **New Business**

#### *Key Distribution and Storage Access*

- The new key system is 99% complete. The concession stand at Phillips Field is complete.
- Side door on Quonset hut has not been re-keyed yet.

#### *Insurance requirements for events*

- Discussion over the perceived needs for insurance for events. Town insurance company advising that all activities (parties, etc) have one-day insurance policy. John will make some phone calls to find out what is really required and discussions will continue.

#### *Other topics not anticipated in last 48 hours*

Dan Iacovelli handed in his keys and documentation regarding treasurer and chairman activities. Documentation for pond work is still being collated.

Motion to adjourn 21:49

MSDV Unanimous

#### *Approval of minutes from April 19th, 2016*

Motion made by Rob, seconded by Dan. Accepted

#### *Potential Full time employee position*

Adjustments to the contract for the equipment operator laborer.

Rob to writeup notes for Don and send for review.

- Approved with amendments and conditional on Don's approval. Agreed that this should be unanimous

#### **Noted Amendments:**

- Within Statement of Duties: append 'and Park Commission' to the first sentence
- Within Essential Functions:
  - Item 3, append 'parks, and parklands'
  - Item 4, insert 'and facilities' so the sentence reads 'Maintains roads and facilities in a safe, clean, working order.' This should include cleaning, maintaining, and restocking the bathroom facilities in Town Park
  - Item 5, append 'and all athletic fields'
  - Item 8, append 'and park equipment'
  - Item 11, append 'and park signage as required'
  - New Item 14: 'Lining and preparing fields for sports usage by girls and boys, junior varsity and varsity, baseball, softball, soccer, and lacrosse'
  - New Item 15: 'Open, close, and maintain tennis courts'
  - New Item 16: 'Operation and maintenance of irrigation systems'
  - New Item 17: 'Works with third party vendors to facilitate delivery of vendor services'

#### *Agreement between Parks and Road Commission*

- Draft attached
- Approve Park and Highway joint employee agreement pending approval from Don.

*Other topics not anticipated in last 48 hours*

Motion made by Rob to accept annual report pending Don's input. Seconded by Dan

Dan contacted Troop 4 and they are all set of the campout.

Motion to close at 19:33. Seconded

Hopedale Parks Commission

\*Moved, Seconded, Discussed and Voted \*\* Roll Call Vote

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