

PARK & RECREATION COMMISSION MEETING MINUTES

Wed., April 3, 2013
Park walk-through 5:00 PM
Meeting 6:30 PM
Holbrook – Palmer Park
150 Watkins Avenue, Atherton

This meeting was called to order at 6:30 pm.

1. **Roll Call**

PRESENT –	Marylue Timpson	Chair
	Diane Crittenden	
	Frank Merrill	
	Tina Isenberg	
	Howard Crittenden	
ABSENT-	Bob Roeser	
	Bob Oyster	
STAFF-	Steve Tyler	Park Superintendent

2. **Public Comments:** Q – Why were portable toilets in park over weekend? A – Park restrooms had a problem with water system.

3. **Approval of March Meeting Minutes:**
Motion to approve with following change – fix the date from Feb. 6. 2013 to March 6, 2013.
D. Crittenden 2nd: S. Crittenden AYES: 4 NOES: 0 **Passed**

4. **Commission Business:**
 - Carriage House – cleaned up.
 - LL update – Plans still have yet to arrive from M-ALL, Will not happen at April Planning meeting.
 - Master Plan – approved by commission to form with the following items clarified/updated;
 - i. Add soccer to list of sporting activities
 - ii. Make sure park usage survey is performed as critical first step.
 - iii. Timeline - update
 - Donation Policy – Commission pleased with updated version. Still some minor corrections/changes. Make corrections and forward to P&R Commission as well as Park Foundation for their 1st read-through.

5. **Foundation Report :** Frank Merrill
 - Foundation to host “20 years of Service” awards on April 21, 3:30 to 5:30 at Jennings Pavilion.

6. **Dames Report:** Tina Isenberg
 - Easter egg hunt – March 30 – was a huge success. Many thanks to all who volunteered to work the event, which this year brought in over 735 people. Present were the Easter Bunny, City Council members, police and fire.

- A guided tour of the event garden and carriage house projects to be given April 18.

7. Staff Reports – Steve Tyler

- Events – staff provided commission March update and April bookings.
- Park goings on – staff updated Commission on recent maintenance activities in park.
- Carriage House back room – staff advised P&R of fallout from clean-up.
- Fountain update – our pump/well specialist repairing problems.

8. Regular Agenda –

- Events Garden – presentation from Shirley Carlson of conceptual plan for garden including drawing, location and preliminary budget estimates. Does not conflict with current Park Landscape master plan. Willing to partner with Town and Park and Rec. Commission to design formal plans. Motion (S. Crittenden) – approve the conceptual plan for the events garden with the understanding that the design plans will also need to be approved by P&R at a future date. 2nd: F. Merrill AYES: 5 Noes: 0
Passed
 - Plaques for donated sculptures – Frank Merrill presented information from his meeting with Arts Committee. Plaques will be solid brass approximately 3-5/8” X 5-5/8”. They will be mounted on a piece of pipe adjacent to the sculptures. The plaques will contain the following information; name of art, artists name and name of donor. Motion to approve – Merrill, 2nd Timpson AYES: 4, Noes: 0 Abstain:1
Passed
 - Donation of park bench – Donation of \$2500 for donation of a wooden park bench in memory of her parents Ena and Leonard Woollard. Bench placement checked during walk through and location over by large oak tree at LL field. Motion to accept Merrill, 2nd Eisenberg AYES: 5 Noes: 0
Passed
 - **36” Oak Tree planting** - Presentation by Andrea Mardesich for EPC. Would like to celebrate Earth Day (April 22) by planting a 36” box Oak Tree in the location on the west side of the Jennings Pavilion where a large Oak had failed back in 2009. The P&R commission is concerned that during the walk through, it was noted that the area still is quite “wet” and might not be the best location to grow certain types of trees. Motion by D. Crittenden: Staff will dig a hole in the proposed location to assure the area is draining well enough for an Oak, and if not, Kevin Kielty will choose a suitable tree for the location. 2nd: Merrill AYES: 5, Noes: 0
Passed
- 9. Future agenda items** – None discussed
- 10. Motion for Adjournment- 8:15 PM** – Timpson AYES: 5 Noes: 0
Passed

The next regular meeting is scheduled for Wednesday, May 1, 2013.
Regular meeting begins at 6:30 PM at Holbrook-Palmer Park Main House.