

## PARK & RECREATION COMMISSION MEETING MINUTES

Wed., February 6, 2013

Meeting 6:30 PM

Holbrook – Palmer Park

150 Watkins Avenue, Atherton

This meeting was called to order at 6:32 pm.

1. **Roll Call**

<b>PRESENT –</b>	Diane Crittenden	Chair
	Marylue Timpson	
	Frank Merrill	
	Howard Crittenden	
	Bob Roeser	
	Tina Isenberg	
	Bob Oyster	
<b>STAFF-</b>	Steve Tyler	Park Superintendent
  
2. **Public Comments:** None
  
3. **Approval of January Meeting Minutes:**  
**Motion** to approve: D. Crittenden 2nd: B. Roeser      AYES: 7 NOES: 0      **Passed**
  
4. **Commission Business:**
5. **Little League:** Council has approved formation of a ad hoc committee made of up Park and Rec commissioners to study and comment to Planning Commission on LL Ballfield Improvements. Other happenings from January Council meeting discussed.
6. **Foundation Report :** Frank Merrill
  - Statue placement went well
  - Dames actively raising money for park improvements (possible event garden)
  - Still looking into pedestrian entrance at Sussex Ct for SRTS improvement.
  - Planned celebration function for foundation members with over 20's of service on April 21, 2013 in the Pavilion.
  
7. **Dames Report:** Tina Isenberg
  - Holiday Tea raised \$3550 (150 attended)
  - Wreath Making Party raised \$1180
  - Upcoming – Valentine's Day social at Marylue Timpson's Feb. 14 - \$25.00
  
8. **Staff Reports** – Steve Tyler
  - Park Master Plan - Commission reviewed staff report from Gordon Siebert requesting Commission provide input on items to be studied during first stages of review. Commission asked that these areas be included in Master Plan RFP:
    - User circulation
    - Land/Space utilization
    - Primary customers and activities served at the park
    - Policy recommendations on programs, uses and fees

- Sustainability of the park
- Events update – Handout to commission (attached) of events booked at park through January, 2013.
- Sculpture update – Sculptures installed 1/31/2013. Thanks to all.
- Park entrance trees – Trees to be paid for from park funds and picked out by Town Arborist Kevin Kielty. Planting expected in February.
- MCE contract update – Slightly over budget but OK. New quality assurance system developed by MCE should raise park quality higher at no cost to town.
- Park donation policy – discussion of 1<sup>st</sup> draft. Input for improvements to be sent to Steve Tyler and he will implement into 2<sup>nd</sup> draft.

**9. Regular Agenda –**

Park & Recreation Commission Ballfield Improvements Ad-Hoc committee

- Discussion of what role ad hoc committee may play in approvals through planning commission.
- Discussion of what commissioners can and cannot do in regards to public discussion of this item. Staff recommends that if there is any doubt about what role a Park and Recreation commissioner falls into in regards of opinion on this subject, they should be directed to City Attorney Bill Conners (e-mail address provided to commissioners by staff).
- Park and Recreation Commission Chair to pick the ad hoc committee

Discussion as to who might and might not best serve on this committee. Ad Hoc committee not officially named by Chair at this time.

**10. Future agenda items –**

**11. Motion for Adjournment- 7:20 PM – D. Crittenden                      AYES: 7 Noes: 0                      **Passed****

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