

Town of Lunenburg Park Commission

Ana Lockwood, Chair
Dave Passios, Vice Chair
Karin Menard, Clerk
Pat Hakey, Member
Chris Sullivan, Member



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520 Chase Road
Lunenburg, MA 01462

approved 2/15/23

December 14, 2022

MINUTES

Members present: Ana Lockwood, Karin Menard and, Christopher Sullivan

Absent: Dave Passios and Patrick Hakey

A. Lockwood called the meeting to order at 7:00 PM and A. Lockwood read "This meeting is being broadcast live and digitally recorded."

First item on the agenda, Minutes.

K. Menard made a motion to approve the minutes for November 16, 2022. C. Sullivan seconded.

Roll Call Vote,

C. Sullivan - yes

K. Menard - yes

A. Lockwood - yes

All in favor, motion carried.

Next item on the agenda, Town Manager Updates.

A. Lockwood indicated the following updates:

- The cleanings at the parks have been completed.
- Vandalism at Powell Field, a car had entered and done some extensive damage.

Next item on the agenda, Town Beach Facilities Repair.

A. Lockwood indicated several quotes have been received that range from \$32,000 to \$72,000. The Town Manager would like to utilize the revolving funds for repairs. These repairs can be done during the winter.

K. Menard stated she would like to see these buildings maintained the way they should be if the Parks is putting money into them. A. Lockwood feels the Town Manager is extremely responsive.

Next item on the agenda, Marshall Park Survey Status.

C. Sullivan stated there have been 95 responses. C. Sullivan reviewed with the Commission the survey responses and demographics.

Next on the agenda, Veterans Memorial Park Benches Update.

C. Sullivan indicated he has not gotten an update from the Boy Scouts. A. Lockwood stated the Town Manager reached out to Montachusett Regional Technical Vocational School (Monty Tech) to see if this was a project they could do. Monty Tech stated the wood on the benches needs refinishing or replace it with a composite material. A. Lockwood will get a quote for the composite replacement.

Next on the agenda, McNally Park Sign: Accept Donation.

A. Lockwood stated the new sign has been installed. C. Sullivan asked if the Commission was notified that all the shrubs were being removed. A. Lockwood did not recall being notified. A. Lockwood will reach out to the Town Manager.

K. Menard made a motion to accept the new sign at McNally Park as a gift to the Town of Lunenburg. A. Lockwood seconded.

Roll Call Vote,

C. Sullivan - yes

K. Menard - yes

A. Lockwood - yes

All in favor, motion carried.

Next item on the agenda, Little League Update.

A. Lockwood attended the Little League Board meeting. There was some discussion about a Spring clean-up and creating a punch list.

Next item on the agenda, Capital Plan Requests Update.

A. Lockwood noted there were approximately \$80,000 in Capital Plan requests for Lake Whalom and Marshall Pond.

Next item on the agenda, Marshall Park IFB Draft: Discuss how to create a draft.

A. Lockwood stated she spoke with the Town Manager and she indicated it would be about a 4 month window to draft the IFB. If the Commission was willing to help it could be a 2 month process to get it out.

K. Menard offered to help with the process. A. Lockwood suggests a first pass with what applies to the Parks Commission, members review and have the Town Manager review.

A. Lockwood would like one lead person to start the process. C. Sullivan will try to make some time over the Holidays to start the process.

Next item on the agenda, Marshall Park Grants: Plan for completing applications

A. Lockwood asked K. Menard if she would complete the application for the Water & Land Conservation Trust Grant. A. Lockwood suggests finding out if they are eligible if the engineering has not been completed yet. K. Menard will reach out to the grant authorities.

The application deadline is January 23, 2023. The Town Manager needs to approve the application before submission.

Next item on the agenda, ARPA Updates: How to use Funds

A. Lockwood spoke with the Town Manager regarding the funds being used to build Marshall Park and the reimbursement going toward the construction. The Town Manager stated no, the funds go into free cash.

K. Menard asked if the Commission could raise and appropriate the funds that wouldn't be reimbursed by the grant at Town Meeting and use a portion of ARPA funds so money would not be returned to the general fund.

Next item on the agenda, Marshall Park Funding Strategy

A. Lockwood asked the Town Manager the best strategy to obtain funding. The Town Manager feels it would be more straightforward to go to Town Meeting once. K. Menard feels that would be the best solution but there may be a need to go back more than once.

Next item on the agenda, 2023 Field & User Fees

A. Lockwood would like to keep the fees in alignment with the schools to keep everything equitable and accessible. A. Lockwood feels there should be a differentiation on for profit and non-profit fees. C. Sullivan

feels that a Lunenburg resident should not necessarily pay a different fee whether for profit or not for profit. K. Menard concurs with C. Sullivan's statement.

K. Menard would rather see youth sport pay a flat fee per user, which may make accounting on both ends easier.

K. Menard also noted there should be consideration for outside user groups for a by the hour fee.

A. Lockwood asked if the Commission would like to adjust their fee schedule. K. Menard suggests organizations that use the fields for more hours should pay a seasonal rate.

The Commission will revisit this issue at a future meeting.

No changes will be made to the Little League fees at this time.

Next item on the agenda, Sidewalk to Town Beach: request to Select Board & Town Manager

A. Lockwood indicated she would like the Commission to request the use of the Complete Streets Project funds to make it safer and more accessible to access the Town Beach.

C. Sullivan made a motion for A. Lockwood to submit the request to the Town Manager and the Select Board on behalf of the Park Commission if Town funds are available to install sidewalks leading to the Town Beach from the rotary. K. Menard seconded.

Roll Call Vote,

C. Sullivan - yes

K. Menard - yes

A. Lockwood - yes

All in favor, motion carried.

Other Business

C. Sullivan asked if there was any update on the TCP indoor soccer. A. Lockwood stated it is live and registration is active. A. Lockwood indicated there are 8 participants registered and she will be working on advertising.

Public Comment

K. Menard noted the Town lost Gen Nass who was with the Town for 35 years. The Town is hoping to memorialize all her contributions.

Next meeting is scheduled for January 18, 2023 at 7 pm.

K. Menard made a motion to adjourn. C. Sullivan seconded. Roll Call Vote

K. Menard - yes

C. Sullivan - yes

A. Lockwood - yes

All in favor, motion carried.

Adjourned: 9:39 pm

Andrea Mastrototero, Board Secretary