

Middlefield Park and Recreation Commission

Thursday, December 6, 2018

6:30 PM

1. Call to Order

The meeting was called to order 6:50 PM by Frank Wolak.

2. Members Present

Frank Wolak, Hannah Malcom(Director), Brian McDermott Cindy Sanchez and Jayne Hesterberg. Frank Wolak lead the meeting.

3. Public Comments

There were no public comments.

4. Approval of Agenda

Cindy Sanchez approved the agenda and Brian McDermott seconded the agenda.

5. Approval of Minutes from previous meeting

The minutes were approved with a change from \$3,200 to \$32,000 in the financial report.

6. Financial Report

Hannah reads over Financial Report and explaining how things work. Peckham Park has \$26,812. Lake Beseck has \$8,218 in capital. Peckham Park and other the capital improvements are \$33,700.

Hannah collects the Park and Recreation Activity Fund money from the instructors who are running the programs. Park and Recreation takes in about \$5 to \$10 per club.

The Funds are at Liberty Bank have about \$31,000 in the account. Hannah uses this account to pay the town back and it goes to the town's funds. Park and recreation will profit about \$1023 from October and \$600 for November.

7. Old Business

a.) Park rule updates

The attorney reviewed the rules and would not sign off as they were. The attorney did not think that the rules were strict enough and needed to be more specific. Ed Bailey, Carrie Anderson and Hannah will sit down and figure out how to get these new rules signed off by the attorney in the coming weeks. The commission has been

working on these new rules for several months. The Commission would like to get the general rules approved and signed by the attorney soon. Hannah would like these rules to go into place by spring. On a side note the Peckham Park has been having issues with dogs not being on a leash at the park.

b.) Upcoming Events

- Christmas Tree Lighting

Tree lighting was moved to Saturday December 8,2018 at 5:30PM

-Ice Skating Event

This event will happen on January 12th around 4 PM. Ice permitting.

Brief talk about Valentine's party and the commission would like to see local restaurants give out coupons to the parents who are participating in the Valentine's party.

- *Park updates*
Peckham Park

Hannah met with Jerry talk to Neil Jones about the roof at the pavilion. Neil Jones was the lowest bidder for the new roof at the pavilion. Neil's first quote was lower than his latest quote. Hannah is talking to him about lowering his quote.

Brick walkway and pavilion skirt

The bricks need to be fixed. They are lifting and have mold. Hannah asked Torrison Stone and Garden for a quote. Project 1 is to reset the walkway and that will cost about \$6,700. The commission is going to come up with a way to keep the old bricks where they were and incorporate some new bricks. There will be brick drive happening at some point to help pay for the walkway. The Lions Club will be doing this fund raising for the bricks.

Project 2 is installing a new walkway from the pavilion to the parking lot is going to cost about \$2700. This is not including bricks.

- *Lake Beseck*

The pipes need to get fixed and will be extended to the garden area. This project with the broken pipes is calling for some concern and no progress is being made. Hannah has fallen in the sink holes because of the broken pipes. The town keeps putting it off. Now is the perfect time to do this project while the lake is low and not frozen. This has been like this for over a year now. Hannah is considering getting a quote from Cahill about replacing the pipe. The upgrades cannot happen until pipes are fixed.

- *Dog Park*

Nothing to report.

- *Dinosaur Park*

Brian McDermott offered to go and trim some branches that are over grown with Chris Hurlbert.

c.) *Wish list*

A commission member suggestion purchasing some rockers. The commission would also like to see some new rocks at Peckham Park driveway and some more trees.

8.) *New Business*

a.) *Peckham mowing contract updates*

Hannah will put the bid out for other companies and the commission will decided who they want.

b.) *Facility/event captains*

Hannah would like the commission to be more apart of stuff that is going on and decision that need to be made. She suggested to have a chairman for each park and then have a chairman for each event. Hannah would like to have the chairman's in place if she is not around that way that chairman has knowledge of what is happening. The chairman can help with whatever comes up or help is needed. The commission would like more information on having captains at the next meeting and they would also like a list of things that Hannah needs help with for the January meeting.

The commission would like to have a special meeting with each organization/group who wants to participate in Old Home's Day. They would like to have one person from each group come to the meeting and be more involved with what is going on.

c.) *Park and Recreation department policy discussion- medical, late payment, suspension.*

There are no policies in place. The commission needs to develop policies for this department. Hannah is using the Essex Park and Recreation Policies to compare because the two towns are similar in size. This commission and Hannah are going to look in to the laws about how to move ahead with medicine that is in the nurse's office can be used in an emergency. Hannah would like to get a blanket policy for all Park and Recreation things.

d.) *Meeting dates for next year*

The meetings will be held the first Thursday of the month at 7PM and no December meeting.

A motion made for the first Thursday of the month at 7PM and no December meeting

Brian McDermott made a motion and the vote was approved.

9.) *Looking ahead*

The commission will talk about in the next meeting.

10.) *Final thoughts*

The commission will meet in the community for 5PM for the tree lighting

11.) *Adjourn*

The meeting was adjourned by Frank Wolak at 820PM.