



RECREATION COMMISSION

Kristen Belanger, Chairperson
Robert Fitzpatrick
Stephen Crowley
Gina DaLan
Kristi Lutjelusche

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GRAFTON, MA
2016 NOV 3 PM 4 14

MINUTES

Recreation Commission
September 12, 2016
Recreation Department

A meeting of the Grafton Recreation Commission was held on September 12, 2016 in the Recreation Department. Members present included Kristen Belanger, Stephen Crowley, Gina Dalan and Kristi Lutjelusche. Jen Andersen and Kerri Arsenault were also in attendance. Guests were Phil Johnson and Jodi Briggs.

1. **Call to Order-** Ms. Belanger called the meeting to order at 7:07p.m.
2. **Introduction of new Commissioner** – Kristi Lutjelusche introduced herself to the Recreation Commissioners.
3. **Approval of Minutes-** Ms. Dalan motioned to approve the minutes. Ms. Lutjelusche seconded the motion. All were in favor.
4. **Review of Bills*** (*see copies at end of minutes*) - Bills accepted. All in favor.
5. **Correspondence-** The Commissioner’s reviewed correspondence regarding flag football.
6. **Phil Johnson, Parks & Cemetery Superintendent – Fields Discussion-** The Commissioner’s gave Mr. Johnson questions from the last Recreation meeting in regards to maintenance methods of the town’s parks. He handed the commissioner’s answers to their questions for review and a conversation ensued about maintenance methods for each park. Questions submitted by the commission and the report submitted by Mr. Johnson are at the conclusion of these minutes.
7. **Jodi Briggs, Yoga Instructor – Yoga class discussion-** Jodi Briggs would like to offer programs for adult and youth yoga through the Grafton Recreation Dept. Discussion ensued about possible places to hold the yoga classes, prices, times, etc.
8. **Ski Program Plans for 16/17-** Jen Andersen let the Commissioner’s know that registration for Ski Ward and Wachusett Ski Program would be ready this week.
9. **Director’s Report-** Ms. Andersen has started running data reports for the summer season and will present the information at the next meeting. She would also like to discuss field use fees.

BILLS REVIEWED

TOWN OF GRAFTON

SCHEDULE OF DEPARTMENTAL BILLS PAYABLE FY17

To the Accounting Officer:

The following-named bills of the Grafton Recreation Commission amounting in the aggregate ten thousand seven hundred forty two dollars and forty one cents Dollars, have been approved by the Recreation Commission and you are requested to place them on a warrant for payment.

Date: August 4th, 2016

NAME	ACCOUNT NO.	AMOUNT
Gibney Sports	1-630-2-5580	\$218.50
Gibney Sports	29-630-340-5400-2-563	\$218.75
Skyzone Westborough	29-630-340-5200-2-563	\$592.00
Elizabeth Clements	29-630-340-5400-2-583	\$49.00
Alden Nichols	29-630-544-1	\$300.00
Hillside Meadows	29-630-340-5200-2-577	\$7,200.00
Penny Johnson	29-630-340-5200-2-583	\$77.00
Mary Dale	29-630-340-5200-2-583	\$50.00
S and S Worldwide	29-630-340-5400-2-563	\$269.28
Jonaitis	29-630-340-5400-2-574	\$216.20
S and S Worldwide	29-630-340-5400-2-563	\$19.19
National Grid	1-630-2-5210	\$182.49
Shalma Shaik	29-630-340-4359-1-563	\$65.00
Kamlesh Khushalani	29-630-340-4359-1-570	\$24.00
Elizabeth Wright	29-630-340-4359-1-575	\$175.00
Margaret Melia	29-630-340-4359-1-569	\$38.00
Mary Ellen Graves	29-630-340-4359-1-569	\$38.00
James Chisholm III	29-630-340-5200-2-565	\$660.00
Joseph Macey		\$350.00
	Total:	\$10,742.41

TOWN OF GRAFTON

SCHEDULE OF DEPARTMENTAL BILLS PAYABLE

To the Accounting Officer:

The following-named bills of the Grafton Recreation Commission amounting in the aggregate twenty thousand eight hundred ninety six dollars and 73/100 Dollars, have been approved by the Recreation Commission and you are requested to place them on a warrant for payment.

Date: August 18, 2016

NAME	ACCOUNT NO.	AMOUNT
Max Cruz	29-630-340-5200-2-571	\$500.00
James Chisholm III	29-630-340-5200-2-656	\$990.00
Janet Barlow	29-630-3400-5200-2-583	\$75.00
Koopman Lumber	1-630-2-5580	\$4.47
Microbac	1-630-2-5240	\$95.00
Fin and Feather Sports	29-630-340-5200-2-569	\$12,078.00
Penny Johnson	29-630-340-5200-2-583	\$77.00
Play-well TEKnologies	29-630-340-5200-2-575	\$1,170.00
Suvarchala Yerramsetti	29-630-340-4359-1-579	\$75.00
Verizon	1-630-6-5340-999-0	\$43.39
Kiefer Swim Products	1-630-2-5580	\$157.87
Sherry O'Day	29-630-340-4359-1-575	\$135.00
Nejla Sezer	29-630-340-4359-1-575	\$135.00
Tracy Grady	29-630-340-4359-1-579	\$75.00
Skyhawks	29-630-340-5200-2-572	\$1,994.00
Skyhawks	29-630-340-5200-2-570	\$3,292.00
	Total	\$20,896.73

TOWN OF GRAFTON

SCHEDULE OF DEPARTMENTAL BILLS PAYABLE

To the Accounting Officer:

The following-named bills of the Grafton Recreation Commission amounting in the aggregate five hundred and seventy two dollars and zero cents Dollars, have been approved by the Recreation Commission and you are requested to place them on a warrant for payment

Date: August 25, 2016

NAME	ACCOUNT NO.	AMOUNT
Penny Johnson		\$77.00
James Chisholm		\$495.00
	Total	\$572.00

TOWN OF GRAFTON

SCHEDULE OF DEPARTMENTAL BILLS PAYABLE

To the Accounting Officer:

The following-named bills of the Grafton Recreation Commission amounting in the aggregate fifteen thousand four hundred seventy one dollars and 23/100 Dollars, have been approved by the Recreation Commission and you are requested to place them on a warrant for payment

Date: August 25, 2016

NAME	ACCOUNT NO.	AMOUNT
Incrediflix	29-630-340-5200-2-575	\$2,750.00
Fin and Feather	29-630-340-5200-2-569	\$9,820.00
James Chisholm III	29-630-340-5200-2-565	\$825.00
Playwell TEKologies	29-630-340-5200-2-575	\$1,560.00
Bushel and Peck	29-630-340-5400-2-574	\$185.34
Verizon	1-630-2-5340	\$28.94
National Recreation and Parks Assoc.	1-630-2-5730	\$165.00
Koopman	1-630-2-5240	\$6.99
Charter Communications	1-630-2-5210	\$129.96
	Total	\$15,471.23

Field maintenance questions submitted by the Commission

1. What is the Routine Maintenance Schedule for the staff?
 - a. Having a plan for the crew to follow on a daily basis makes things easier to supervise and stay organized.
 - b. Mowing and Trimming Schedule of the fields.
2. Does he follow an IPM (Integrated Pest Management) Program? Reference Question 149
3. What is included in the Yearly Maintenance Program for fields?
4. Is there an accessible maintenance schedule for the public viewing?
5. Are soil samples conducted for the fields? (Once a year)
6. Data used to create a fertility program. (Soil quality is necessary for a healthy field.)
7. What cultural practices are performed yearly?
 - a. Aeration frequency. (relieves compaction from overused fields, Allows the soil to breath and improves water infiltration to soil)
 - b. Time of Year for Overseeding. (Ideal Time Late August Early September)
 - c. Type of Seed used on the field. (Mix of Perennial Ryegrass / Bluegrass mix)
 - d. Watering Frequency. (Irrigation or natural watering required). Best Longer watering times but for shorter intervals. So water for three days at 40 minutes a zone.
 - e. Pest and Weed control used on the fields? (Pre-emergent to prevent crabgrass and other nasty weeds from overtaking lawns.
8. Are field assessments conducted throughout the year?
 - a. Walking the field with Town Administrators, Coaches or Staff to check the safety and playability of the fields.
 - b. Should be conducted before and after Sports are to be played for that season
9. Preventing Pest Problems
 - a. Always use all the best cultural management practices at your disposal to provide an environment for turf to become well-established and dense. These practices include:
 - b. selecting the correct grass for the situation
 - c. using recommended varieties that are resistant to diseases
 - d. aerifying compact soils to improve aeration and drainage
 - e. overseeding high use areas frequently to reduce weed pressure
 - f. mowing properly to improve turf density
 - g. applying proper amounts of fertilizer and water to improve turf health

Remember, a dense healthy turf is the best defense against pest pressure.

10. Does his staff have a certified Pesticide MA License member?
11. Have they considered contracting the landscape services, to include Mowing, Trimming and Fertilizing as well as other cultural practices to an outside vendor?
 - a. Overtime should not be affected for Union members. Proper scheduling of staff and amount of work available on town fields should still allow for minimum OT.
 - b. An Outside vendor would know the laws associated with School Grounds when apply fertilizer properly.

Report submitted by Parks Superintendent Phil Johnson

The town of Grafton parks department currently maintains approximately 30.8 acres of town owned property. This includes not only parks but the common, monuments and cemetery expansions. During peak growth seasons it is not uncommon for the department to cut over 44 acres of land each week. The mowing schedule is fluid due to circumstances beyond our control. Upcoming events, weather, cemetery work, and soil preparation results in a more fluid schedule. We attempt to be efficient with our time by grouping fields by location to make our work day as productive as possible.

The department has a separate IPM strategy for all properties it maintains. All fields are different and their needs reflect upon that. Two of the parks in South Grafton are DEP scheduled zones. Ferry Street is considered a DEP zone 1 and 2 as well as Meadowbrook Park is a DEP zone 2 area. Due to the restrictions enforced by the DEP, there is no effective IPM program in these areas. We attempt to stay up to date with the constantly evolving landscape industry but the use of new technologies and practices have been denied. Other properties we maintain are treated in the least harmful way to their surrounding environment. Through proper irrigation practices, invasive species identification and cooperation with the contracted fertilizing company (Trugreen) we attempt to have as little chemical impact as possible. We treat for invasive species at the correct time and only when it is needed to prevent the use of chemicals treatment all year long.

The soil consistency also varies from one field to another, We have our soil tested yearly and consult with third parties such as Trugreen and Site-One Landscape Supply for recommendations. Their valued opinions help us decide the most cost effective yet environmentally friendly ways to combat field impacting issues. We intend to make strong turf with deep healthy root systems by following our IPM strategies and our involvement in all aspects of turf growing. Depending on the field and it's usage we constantly fight with compaction. All of our fields are aerated multiple times a year and some of the fields with heavier use are aerated monthly.

Most of the parks use the same Double Eagle perennial ryegrass mix. Double Eagle is a blend of 33% perennial rye, 33% red fescue and 33% Kentucky bluegrass. It is designed to be traffic and disease tolerant. We have experimented with other types of grass in different problem areas such as shade mixes and bluegrass sod. In the spring and fall every park will receive over seeding or seed-slicing as well as dethatching to increase the effectiveness of our irrigation and fertilization. Depending on the size and appearance of the field the amount of seed being applied could reach into the hundreds of pounds.

The majority of fertilizing and pre-emergent spreading is done through a vendor. The department has one MA state certified pesticide applicator. Through the oversight of Town Administrator, Timothy McInerney, Assistant Town Administrator, Doug Willardson, and Superintendent of Parks and Cemeteries Phil Johnson the town's parks are maintained efficiently and effectively. Through their assessments and through the superintendent's implementation of IPM, proper mowing and soil preparation the need for a contractor for mowing and trimming is not needed.

