

**Town of Lunenburg
Park Commission**


Dennis Mannone, Chair
Karin Menard, Clerk
Pete McCauliff



Tel: (978) 582-4160
520 Chase Road
Lunenburg, MA 01462

MEETING MINUTES

March 16, 2017

7:00 pm

DPW

520 Chase Road

Lunenburg, MA 01462

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- 1) Called to order by Dennis at 7:03pm. Attendance: Karin Menard, Dennis Mannone, Pete McCauliff (late arrival @ 7:40pm)
 - 2) Review Minutes of February 16, 2017 - Dennis Mannone motioned to accept minutes and Karin Menard seconded. Approval passed 2-0
 - 3) DPW Director / Town Manager Updates - none
 - 4) Ongoing Business
 - a. Leominster Lacrosse Turf Request - Karin let the commission know that Lacrosse had provided insurance certificates that she forwarded to the Town Manager for approval. Heather Lemieux forwarded it to the towns insurance carrier who said the CoI is sufficient. She also said that Lacrosse had not yet submitted a schedule but she expects that to happen soon.
 - b. Turf Complex Update and Discussion - Dennis informed the commission that the school is looking to use the turf for their upcoming summer programs 6/26-6/30, 7/3-7/7 and 7/10 - 7/14. Pete explained that the program was running as if it was a regular school day so no additional insurance is required. There was some discussion on whether or not there needed to be a fee to use the field since it is outside of the normal school year but the commission thought we should tackle and address this type of usage in the MoA with the school district.
 - c. Memorandum of Agreement with Lunenburg Public Schools discussion - tabled due to time constraints and DPW not in attendance.

d. Town Beach - Summer Staff Hiring - Commission agreed that we should meet with Town Manager to discuss the responsibilities of the Park Commission including their role in the hiring of this position. Karin will contact Heather to set up a meeting next week.

e. Continuation of policy / procedure discussions, fees, schedules and use forms for fields, courts and beaches under the Parks Commission umbrella - Karin will get the recently approved forms and field use policies uploaded to the Park Commission page on the website. She also let the commission know that per the Board of Health, Snack Shacks need to obtain BoH approval before operating. She will forward the BoH contact information to those requesting to use fields that have Snack Shacks in case the requesting organization would like to use them.

5) New Business

a. St. Boniface Community Service Project - Pete said Bob Burke with St. Boniface is looking to do a community service project similar to what they have done in the past. Will get info and clear with Jack.

6) Other Business

a. Unanticipated items - none

b. Correspondence, Announcements and Public Comment - none

7) Motion to adjourn by Karin Menard, seconded by Pete McCauliff - 3-0 to adjourn at 8:55pm.

RECEIVED & FILED

APR 13 2017

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CLERK OFFICE**