

Town of Lunenburg Park Commission

Chris Sullivan, Chair
Dan Burns, Vice Chair
Tanya Dall, Member
Marianne Mascari, Member
Karin Menard, Member



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Town of Lunenburg
Park Commission Meeting Minutes
Lower Ritter Conference Room, 960 Massachusetts Ave., Lunenburg
Hybrid via Zoom
Wednesday, June 24, 2026 – 7:00 p.m.

Members Present: Chair Chris Sullivan, Vice-Chair Dan Burns, Member Tanya Dall, Member Marianne Mascari, Member Karin Menard (arrived at 7:30)

Members Absent:

OPEN MEETING

Chair C. Sullivan called the meeting to order at 7:00 P.M. Chair C. Sullivan informed attendees that the meeting was being recorded and would be uploaded to YouTube after the meeting. He explained that the agenda listed topics that may be discussed, but not all items may be addressed, and other items not listed could be brought up as permitted by open meeting law.

BOARD & PUBLIC COMMENT

None.

FACILITIES DIRECTOR UPDATE

C. Sullivan stated that he did not receive a report from C. Ruth.

RECREATION DIRECTOR UPDATE

K. Deveau stated that a few participants have registered for the Best Soccer program. K. Deveau stated that most of the summer programming will begin in early August due to K. Deveau's onboarding.

K. Deveau asked the Commission if they have a specific date for the volunteer onboarding session. C. Sullivan stated that K. Deveau should decide on a date, and if Commission members are able to attend, they are able to do so. C. Sullivan stated that he will check to make sure if an agenda must be posted for the volunteer orientation.

RECREATION DEPARTMENT MISSION STATEMENT (VOTE ANTICIPATED)

K. Deveau stated that she redrafted a mission statement and sent it to the Commissioners for their review. K. Deveau stated that she left a handful of elements open for the Commissioners to decide on word choice.

K. Deveau said the redrafted mission statement, it reads:

Our mission is to continually develop our Recreation Department and serve our community by offering and maintaining a variety of recreational programs and events that promote health and wellness, foster connection through shared experiences, and enrich the lives of the community members through enjoyable recreational opportunities.

C. Sullivan stated that he agrees with the drafted mission statement. C. Sullivan stated that since this is a mission statement for the Recreation Department, it does not need to be approved by the Park Commission.

T. Dall stated that her suggestion to K. Deveau is to add “cultivate a positive inclusive environment”. K. Deveau agrees with T. Dall’s suggestion.

M. Mascari moved to endorse the draft mission statement of the Recreation Department. Seconded by D. Burns. Call for the vote: C. Sullivan-aye, D. Burns-aye, T. Dall-aye, M. Mascari. The motion passed unanimously (4-0-0).

SKATE PARK UPDATE (VOTE ANTICIPATED)

Anthony Caiozzo and Greg Roy were in attendance as representatives of the Lunenburg Skate Park. A. Caiozzo and G. Roy introduced themselves and described the background of the Lunenburg Skate Park project.

G. Roy stated that the only permit that the Lunenburg Skate Park received is the order of conditions from the Conservation Commission because the Park is within 100 feet of a jurisdictional wetland. G. Roy stated that the construction does not require site plan approvals or building permits. G. Roy stated that roughly a year and three months ago, a right of entry agreement was executed with the Park Commission. G. Roy stated that the agreement has expired since it was over a year ago. G. Roy stated that in the past 6-9 months, the Town and the Skate Park organizers have been working on formulating a new right of entry agreement which includes language that would protect the Town by way of a bond if the Skate Park organizers were not able to meet their obligations with the Town.

G. Roy stated that Skate Park organizers tried to obtain a conventional bond but were unable to do so due to the nature of the project. G. Roy stated that an individual has come forward to personally fund an escrow account to be held by the Town to protect the Town’s interests. G. Roy stated that the goal is to keep the Town 110% protected. G. Roy stated that the funds in the escrow are based on whether the Town had to publicly bid the project. G. Roy stated that an amount has been reviewed. G. Roy stated that he submitted a letter to the Park Commission that describes the specifics of the right of entry agreement, including the escrow account.

G. Roy stated that the Skate Park organizers wanted to provide an update to the Park Commission. G. Roy stated that the Skate Park general counsel, Town Counsel, and the donor of the escrow need to review the finalized right of entry agreement before it is signed and executed by the Park Commission.

BEACH HOUSE RENAMING UPDATE

M. Mascari stated that she is determining the surviving family members of Genevieve Nass. M. Mascari stated that she has outlined the budget for the ceremony and the sign. M. Mascari stated that the sign would still cost \$1,065, and most of the cost would be donated by Dillis & Roy Civil Design Group, Inc., and the rest of the cost of the sign would be funded by the revolving account. K. Menard stated that M. Mascari should message C. Ruth and the Town Manager asking for their guidance on how they would like to proceed. M. Mascari stated that the sign would have the correct address.

M. Mascari described the specific materials that would be needed for the ceremony, including a certificate from the Select Board and a photo of G. Nass. M. Mascari stated that she is waiting to hear back from the family members regarding proposed dates of the ceremony. K. Menard stated that M. Mascari should reach out to the Town Beach Director to coordinate logistics and timing. M. Mascari stated that she is working on a list of invited individuals and how to promote the ceremony publicly. M. Mascari stated that purchasing flowers would be an option. M. Mascari stated that the budget for this is potentially around \$1,500. K. Menard stated that the budget is reasonable; however, the funds come from the Revolving Account. K. Menard stated that the priority of the Revolving Account is to make sure that the Town has a Recreation Director next year. K. Menard stated that there is a process for donations of funds, but she is

not aware of the specifics. C. Sullivan stated that he will ask the Town Manager regarding the process to set up a swim lesson/programming scholarship fund.

K. Menard stated that Town Beach is not slated to be open in the Summer of 2027. K. Menard stated that the donation fund should be set up to allow for funds to be used to fund the Town Beach in future years. K. Menard stated that G. Nass believed that swim lessons were very important to children and that the funds donated should primarily go to the swim lesson scholarship fund. T. Dall stated that lifeguard training could also be included in appropriate use of donated funds. The Commission described the logistics of when the ceremony could be held.

APPROVAL OF MEETING MINUTES

C. Sullivan stated that the approval of the minutes of May 27, 2026, has been tabled until the next meeting.

UPCOMING MEETING DATES

Wednesday, July 22, 2026, at 7:00 p.m.

Wednesday, August 26, 2026, at 7:00 p.m.

OTHER BUSINESS

OTHER BUSINESS MATTERS THAT MAY LEGALLY COME BEFORE THE COMMISSION NOT KNOWN AT THE TIME OF POSTING

K. Menard stated that at the next Park Commission meeting, the Commission should decide who will be the appointed representative of the Open Space Committee.

CORRESPONDENCE AND ANNOUNCEMENTS

K. Menard stated that she encourages the commission members to go to the Town Beach to meet staff and see operation.

BOARD AND PUBLIC COMMENTS

None

ADJOURNMENT

K. Menard moved to adjourn. Seconded by T. Dall. Call for the vote: C. Sullivan-aye, K. Menard-aye, D. Burns-aye, T. Dall-aye, M. Mascari-aye. The motion passed unanimously (5-0-0).

Meeting adjourned at 8:17 P.M.