



**Parks & Recreation Advisory Board
Meeting Minutes
November 14, 2022
Elmwood Community Center**

Meeting called to order by Shawna Kitzman, Chair, at 5:35 PM.

1. **Roll Call:** *In Attendance:* Shawna Kitzman, Steve Garneau, Anna Park, Robin Collins, Tanja Low. *Absent:* Gus Melita, Steve Kutscher, Greg Shimer. *Staff in Attendance:* Helen Rubino-Turco
2. Adoption of September 19, 2022 meeting minutes – Robin adopted, Anna seconded.
3. **Old Business:**
 - Board Positions – 4 members have terms ending but are invited to stay active until replacements are appointed. New appointments are targeted in January.
 - Helen will keep our board apprised when the Town appoints new members.
 - New Elmwood Community Center/Mayflower Property Update
 - Robin and Anna have been representing our board on the New Elmwood Community Center Advisory Committee
 - Tecton is completing their Feasibility Study; will present to Council in December or January
 - Community outreach includes a range of community meetings, for different audiences and venues, including in person and virtual
 - Their visioning and space planning concepts helped stakeholder envision the interrelated elements and relationships of uses within the community space. Flexible space is a harder concept for stakeholders to understand.
 - Town channel WHCi (including on YouTube) will show Helen’s interview of the Tecton team.
 - The Town is pursuing future design of a notable, award-winning center that combines high level design, LEED certified, and multi-functional that capitalizes on synergies. There are not many existing facilities of this nature in the U.S.
 - The Mayflower property has issues, such as hazardous materials, and it not built on grade. There are few champions for retrofitting the property.
 - All project updates, including the Functional Program & Feasibility Study outreach and Frequently Asked Questions are listed on the town library’s website.
 - Once Feasibility Study is accepted by Town Council, an RFP for Architects to design the building will be conducted, with design occurring throughout 2023. Hoping to have a shovel in the ground 2024, and a building by 2025.
 - Future potential sale of the Elmwood Community Center may help offset the costs of the new facility, but may not be a factor as a construction funding source.
 - The temporary dog park must continue to be recognized as part of this campaign and should be equally considered and planned as a permanent asset. It’s important to continue exploring the appropriate permanent site for the future dog park. The siting, adjacent uses, and buffers will matter.

- Capital Improvements Update
 - Eisenhower Pool & Pool House
 - Price quote came back at about double the anticipated (\$4.4m).
 - Town going to re-bid with a longer construction time.
 - Town is conducting a quick-fix (patching) at approximately \$50,000 for 2023 use, then start full renovation immediately after August pool closure. Plan to complete by June 2024.
 - Glover Soccer Complex
 - New playscape is replacing existing, with CDBG funds.
 - Kennedy Park
 - Planning to have pool house renovation RFP out this week. May renovate in winter/spring 2023 or late summer/fall 2023 with completion in May 2024, depending on RFP results.
 - Park planning RFP in process, with community outreach in early 2023.
 - Wolcott Park
 - Firm NCA is designing restroom replacement.
 - New building will be four single use, ADA-compliant restrooms.
 - Much of the upper (western) facilities/fields/courts/lighting are completed.
 - Other upcoming projects
 - Bridge projects in various parks
 - Community-driven pollinator gardens, rain gardens, and tree canopy study is ARPA-funded \$140k. Implementation has already begun at sites such as Spicebush Swamp with the Garden Club and other organizations. The interaction among the various groups is amazing! Tree canopy study will include a specimen tree assessment.

4. **New Business**

- Budget Development
 - Capital budget and Operating Budget are both in development. Due by end of the calendar year. Helen defends proposed budgets to the Town Manager in January 2023. The Town Manager presents the proposed budget in March, with public hearings later in March and April. Town Council votes on it in April 2023.
- Price Increases
 - Credit card fees are approximately \$25k each annually at Cornerstone, Rockledge, and town programs. The Department historically folds the expense into program fees to improve customer service and promote digital transactions, and will continue this policy.
 - Minimum wage will increase by \$1/hour on June 1, 2023. There may be a potential increase in January 2024.
 - Pool chemicals and lawn care and maintenance are increasing.
- Meeting Dates for 2023 – Shawna to follow up with an email confirming approval.

5. **Town Equity Director**

- a. Helen is working with Adrienne Billings-Smith, who holds this new position, to develop signage for equitable access and use of the facilities.

6. Public Comment - none

Next meeting – January 23, 2023 at 5:30 PM; location Elmwood Community Center. Our group can consider an end of year report for 2024; the report is not necessary this year. The meeting ended at 6:45pm.

Minutes submitted by Shawna Kitzman