



**Town of Arlington, Massachusetts**  
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## **Parks and Recreation Minutes 09/09/2003**

### **Park and Recreation Commission Minutes**

Tuesday, September 9, 2003 at 7:00 p.m.

APPROVED - Meeting Minutes

The Park and Recreation Commission meeting came to order at 7:00 PM.

*Commissioners Present:* Don Vitters, Joe Carabello, Leslie Mayer and Tom Caccavaro

*Staff Present:* Jon Jalbert, Patsy Kraemer and John Sanchez

*Others Present:* Nancy Campbell

#### 1. Welcome

Mr. Carabello welcomed back the commissioners and newly appointed commissioner Tom Caccavaro.

#### 2. Minutes

*Mrs. Mayer motioned to approve 6/10/03 minutes as amended.*

*Seconded by Mr. Vitters and Approved 3-0.*

#### 3. Capital Update – Don Vitters

**Robbins Farm** – Grand Opening Ceremony, Sunday, September 14<sup>th</sup> at 4 p.m. Mr. Vitters asked if all the commissioners could try and attend the ceremony. Mr. Carabello stated he could not be present and asked if Mr. Vitters could speak on the Commission's behalf. Mr. Carabello also thanked Mr. Vitters for his time, wisdom and commitment to this project. Mr. Vitters will draft a letter to the Advocate thanking the friends and noting key people. Mr. Vitters will also draft the wording of a plaque to the Friends of Robbins Farm from the Commission. Mr. Vitters will present a paper copy of the plaque this Sunday.

Peter Vanderkyle, Project Manager for Emanouil Brothers has left the company and his replacement John Diette, Peter's boss will now directly oversee the project. All commissioners are welcome to a scheduled meeting this Friday, September 12<sup>th</sup> at 8:30 a.m. to do a final walk through with John Diette.

The Commission discussed issues surrounding unauthorized access by families throughout the summer. Fencing would still need to remain until the final punch list is completed and Mr. Carabello requested a hold on the final payment until such items are completed. Mrs. Mayer suggested proper signage around the construction site be implemented at all future projects and signage be included into the contract under the contractor's responsibilities.

**Spy Pond** – Project is still in phase 1 – permitting phase and moving slowly. Mr. Vitters stated there was an informational meeting with Conservation Commission two weeks ago that went well. Mr. Vitters stated the survey has not been completed and needs to be done to move along in this process. Numerous calls have gone unanswered but he is determined this will be completed soon. Mr. Vitters went on further to state the Friends of Spy Pond's concerns have been addressed.

Mr. Jalbert will find out what funds were approved for Capital Projects and how much was allocated from CDBG for Waldo Playground and Crosby Tennis Courts. Mr. Vitters and Mr. Jalbert will work together on the 5-year capital plan due next week.

#### 4. Committee Updates

##### **Arlington Sports Center Improvement Committee (SCIC)- Tom Caccavaro**

Mr. Caccavaro stated how pleased he was for the staff getting the ice up on time. There were no summer meetings and the first one will be next week. Mr. Carabello nominated Mr. Caccavaro to represent the Commission on the Sports Center Improvement Committee.

Mr. Jalbert presented a list of projects completed and a list of projects to be completed. Mr. Carabello was concerned about the depletion of the reserve account and would like to put aside funds (i.e. the \$45K flooring surface) as a rainy day fund. Mr. Caccavaro motioned to accept all the projects pending the SCIC vote and to first complete the projects that pertain to the safety, i.e. specs on the smoke detector system. Seconded by Mr. Carabello and approved 4-0. The list will be presented to the SCIC on 9/18/03 for discussion and to be discussed and prioritized.

**Open Space- Bernice Jones** - Mr. Carabello asked for a volunteer from the Commission to represent on the Open Space Committee. Mrs. Mayer volunteered and Mr. Carabello thanked Mrs. Mayer for her continued hard work.

**Fields Sub-Committee- Joe Carabello** - There will be a meeting on Tuesday, Sept. 19<sup>th</sup> at 7 pm.

**Reservoir Committee- Leslie Mayer** - Mr. Sanchez met with the Reservoir Committee and gave an update on the Reservoir Project. Mrs. Mayer commended the work Mr. Sanchez and Mr. Jalbert did to improve the beach this past summer.

**FOCCA-** The group is concerned with Reeds Brook project and will be fundraising at Town Day. The dog park is expected to be included in the project.

#### 5. DPW Update – John Sanchez

Mr. Sanchez was welcomed by the Commission and congratulated him on his new position. Mr. Sanchez updated the Commission on some areas he has been focusing on since he came aboard. Such as assessing amounts of water on fields and doing small projects such as Hills Hill. There was discussion about a meeting that took place this summer and the result has been a new process in field maintenance. Instead of all minor projects or repairs going through the Recreation Director, they will go directly to the Parks Department and Mr. Jalbert will be copied. The decision for field lining and rotation will still be a joint decision. Major projects on fields or parks will still go through the Parks and Recreation Commission.

Mr. Sanchez stated his crew is currently working on Hills Hill and that the field is closed for the Fall season. Mr. Carabello asked if the soccer club was okay with this move and Mr. Jalbert stated we were able to find them alternative space at Thorndike and Florence.

Mr. Carabello asked if Crosby field had been closed. Mr. Jalbert stated no one has been permitted for the fall and he is waiting for Parks Dept. assessment of the field before closing. Discussion took place about why a season old field is being shut down after one year. Mr. Jalbert stated he field was used in inclement weather by Dearborn Academy on numerous occasions and there could be an irrigation issue as well. Mrs. Mayer requested the Planning Director to write a letter to Dearborn Academy stating the field is closed. Mr. Caccavaro agreed that the landlord should handle Dearborn Academy and even discuss putting some funds into repairing the field.

The Commission asked Mr. Sanchez for the next meeting to have a quote for fencing at Thorndike Field.

Mrs. Mayer questioned why there was equipment left on the playground area at Peirce School for the past few weeks. Mr. Caccavaro stated the principal should tell the contractor directly or Superintendent of Schools, Kay Donovan to look into this and have the equipment moved.

Mrs. Mayer asked about the Spray Pool and when the pool will be finished. Mr. Jalbert stated Crescent Plumbing will complete the work this fall.

#### 7. Recreation & Rink Update – Jon Jalbert

Mr. Jalbert welcomed the new staff consisting of Dan Brothers, Facilities Manager and Joe Hamel, Building and Grounds Maintenance Craftsman have begun work on 8/25/03.

Mr. Jalbert asked for a motion to accept the ICE TIME SCHEDULE PROPOSAL. *Mr. Caccavaro motioned to accept the proposal, seconded by Mr. Vitters. Approved 3-1 (Mayer no vote- Mrs. Mayer stated reasons are reduction from 60-50 should have been reduction in fee, no sufficient reason for game rate, and users asked to fund capital expenses).*

Mr. Jalbert presented the 2003-04 Parks and Recreation Commission Meeting schedule with change in location and asked for a motion to accept the dates. *Mr. Vitters motioned to accept the dates, seconded by Mrs. Mayer and accepted 4-0.*

Mr. Jalbert informed the Commission about a memorial bench being destroyed by vandals at Menotomy Rocks Park. The Commission discussed and *motioned to have a new bench relocated and purchased half by Park Beautification Fund and half from Friends of Menotomy (as long as the Friends group agrees). Seconded by Mr. Caccavaro and accepted 4-0.*

Mr. Jalbert stated briefly the problems at the Res Beach this summer and stated there will be a report in November.

#### 8. Commission Policy

Mr. Carabello discussed making sure he keeps the commissioners informed via email or phone regarding any concerns. Mr. Carabello requested all correspondences to the press or public come from the chairman.

Mr. Jalbert discussed timeframes for reports and types of reports the commissioners are requiring.

The Commission adjourned at 11:00 pm.  
Jon Jalbert, Superintendent of Recreation recorded minutes.