

Town of Rowe Park Commission
Meeting Minutes
August 12, 2024
6:30 PM
Hybrid Meeting, Zoom Participation or In-person Option

In attendance: Laurie Pike (Park Commissioner), Hannah Poplawski (Park Commissioner), Walter Quist (Park Commissioner), and Nick Baker (Park Supervisor).

Audience of Citizens: None

Called to Order: 6:33 PM

Request that anyone who is recording the meeting inform the rest of the attendees.

Approval of August 5th, 2024 meeting minutes by roll call vote; Laurie Pike -yes, Hannah Poplawski-yes, Walter Quist-Abstaining.

Laurie Pike made a motion to adopt the youth employment mission statement. Walt Quist seconded the motion. Approval by roll call vote; Laurie Pike -yes, Hannah Poplawski-yes, Walter Quist-yes.

Review Job Description:

1. Nick shared his draft of a Park Manager job description. As a group, we reviewed and made a few changes. This is a 1-2 page overview of the job, interested candidates will be encouraged to review the full description that will be posted on the Park webpage.
2. Before posting, Hannah will check with the Town Administrator regarding the benefits package so we can include those details.

Discuss Option for where to Post Job Description:

1. Ideas suggested were: Indeed, Town webpage, Berkshire Environmental Action Team (BEAT), UMASS Forestry Department, MassJobs, and to share with our contacts at MassAudubon and Long View Forests.
 - a. To start, we will post on Indeed, the Town webpage, BEAT, and send to our contacts at MassAudubon and Long View Forests.

Senior Picnic Thursday, August 15, 2024:

1. Council on Aging will bring paper plates, napkins, desserts and drinks. The Park will supply all other food. There are a couple things left from the last picnic so just a couple food items will need to be picked up beforehand.
2. Rangers will sweep and clean up the tables so they are ready.

Do we need Additional Help for the rest of the Summer Season?:

1. There will be a couple rangers employed through Labor Day and then the Park Commissioners will keep an eye on the trails and messages to the Park Department until the Park Manager role is filled.

Recommendations for improvements and projects for the Park moving forward from the Park Supervisor:

1. Take a look at the lean too off the Williams Trail to determine if updates are needed, specifically to the roof.
2. Reroute the Ridge Trail or discontinue the trail entirely.
3. Before leaving, Nick will look at our trail database and make notes on what has been completed & when.
4. Suggested we conduct interviews with future summer youth rangers so they can practice interviewing and social skills.
5. Laurie suggested we implement a training week for the rangers at the start of the year and Nick thought that would be very helpful.
6. Walt asked if the first aid kit is well stocked and if not, what should be added. Nick suggested we get a pair of tweezers but otherwise it looks good. It was looked over by the Town Nurse at the beginning of the summer.

Unforeseen Business: None

Minutes for this meeting were approved by roll call vote on September 30, 2024.

Meeting Adjourned at 8:03 PM

Respectfully Submitted by,
Hannah Poplawski
Park Commissioner