

Town of Rowe Park Commission

Meeting Minutes

December 5th, 2022

6:30 PM

Hybrid: In person Meeting Room #1 or online Zoom participation

In attendance: Laurie Pike (Park Commissioner), Hannah Poplawski (Park Commissioner), Walter Quist (Park Commissioner) and Sean Loomis (Park Manager)

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 November 14th, 2022 Park Meeting Minutes by roll-call vote: Laurie Pike-yes, Walt Quist- yes, and Hannah Poplawski-yes.

Budget Discussion

1. Sean sent the budget draft to all members prior to the meeting. This is a working draft as there are a couple items left to adjust. So far, the total budget has increased by 2.71%.
2. The AR Ranger wage increase is good for 3 years and allows for a range of hourly rate depending on the experience of the employees who fill the position.
 - a. There is always wiggle room in this part of the budget because employees take vacations, miss a couple days here and there, etc.
3. Instead of 6 weeks for the Rec Program Director we decreased that to 5 weeks. They will get one week before the program to set up and plan and then the summer rangers can clean up the week after.
 - a. This year we may try to break the Rec Program into (2) 2 week sessions. The first session would be for the younger kids and the second session for the older kids. This would allow for more age appropriate activities and could save money because we would likely only need two rec assistants rather than three. We will discuss this more in the upcoming months.
4. Sean will add the cost to grind the stumps at Percy Point to the budget.
5. There is a new policy adopted by the Town that states if a vehicle needs more than 5% of its total value in repairs then it should be replaced. Sean asked if he could get one of the Highway Depts used trucks but the Select Board would prefer we not do that to prevent this same situation in the future. Sean will start to look at estimates for a newer, used truck.
 - a. Looking for a GMC, Ford Ranger, Toyota Tacoma, Nissan Frontier or similar with 4 wheel drive.

6. One of our special projects is to add a small parking area at the meadow. Lance said he could dig for the parking area and we could piggyback on their gravel purchase so we get a better price. One lot is 33 yards so we will need ~2 truck loads of gravel at ~\$500/load.
7. The Finance Committee will only see the total numbers for Total budget, Wages/Salary and OPS. Our spreadsheet breakdown is helpful to explain why certain areas of the budget increase or decrease.
8. Sean will send everyone a final draft of the budget before he sends it to the Finance Committee.

Update on Lumber and Trail Blazes for MTWP Grant

1. The estimate for the trail blazes was \$2,756. We were allotted \$3,500 so we can purchase extras for each trail. Once we commit the design will be finalized, we may add the tiny icons for trail uses (hiking, skiing, biking, horseback riding, etc.).
2. We will use Bill Clark for hemlock lumber and WW for pressure treated. Sean will order the lumber at the end of this week so he can bring it out to the trails this winter and have it ready to go in the spring.
3. Hannah will check with Bob O'Connor and ask if we can send the invoice for materials to the Partnership right away rather than wait until the end of the grant period (June).

Park Updates

1. Sean will drive the ranger with firewood to the Town Common for the Frost and Flannel Event.
2. The first open house for the Fitness Center will be on a Monday, tentatively January 9th, 2023.
 - a. Deb replaced the battery in the elliptical.
3. We can ask Laurie Laffond to laminate temporary signs for the kiosks. Soon we need to think about what we want on the permanent signs. Sean has a friend who does graphic design and there are a couple Rowe residents we would reach out to.
4. Sean has been updating the open map source with all the trails at the Park so they are available on All Trails, Strava, Avenza, etc. The updated trail map from Hale will be available soon.
5. Hannah will send the Wildlife Tracking Information to Sue for the January Goal Post in the next week or so and send Sean the contract to get a check for David Ellis.
6. Sean asked Chuck Sokol about the line item transfer for the grasshopper money. Chuck said that can not happen until the last month of the year so that is why it looks like we are running a deficit. We will get the money eventually.

Meeting Adjourned at 8:17 PM

Respectfully Submitted by,
Hannah Poplawski
Park Commissioner