

# North Yarmouth Parks and Recreation Committee

## MINUTES

January 5, 2022, 6:30 PM, Wescustogo Community Center

- I. **Call to Order:** 6:33pm. Present: Laurie Gilman, Kim Merrill, Steve Palmer, Scott Kerr, Bob Abbott, Elise Kern
- II. **Announcements:** none
- III. **Approval of Minutes:** Approved 5-0, Elise abstained due to absence at December meeting.
- IV. **Public Comment:** None, no members of the public present
- V. **New Business**
  - a. New NYPR committee members
    - i. Discussion of recommendations of committee member candidates for selection by Select Board. Select Board Charge to NYPR. Committee Purpose and Tasks, Job description. Skills and interests sought.
    - ii. Scott to draft up a brief explanation of what the committee does, and an outline of what kind of skills/knowledge/experience the ideal candidates would bring to the position. The Committee discussed that this should clarify that the committee is mostly responsible for the physical parks and recreation within them, not general recreation in the community or events planning.
    - iii. Follow Ups: Laurie to review existing Town committee application and make recommendations about additional application questions for committee to ask of potential candidates. Scott to share outline with Committee for review and feedback when completed.
  - b. **Virtual meeting policy**
    - i. Laurie has shared copy of virtual meeting policy that Recycling committee has adopted. Town of NY has a standard policy that can be adapted. Committee discussed need to ensure that policy allows for completely virtual meetings, not just remote attendance by public attendees, in the case of inclement weather or other factors that may cause in-person attendance by Committee members to be affected.
    - ii. Follow Ups: Laurie to communicate with Draven about adopting the existing standard policy for the Committee.
  - c. **Speed Up meetings**
    - i. Committee discussed several methods to speed up meetings, as some have extended over the two hour mark. Scott recommended that any meeting attendees provide materials via email ahead of time for committee to review and provide record of presentation content (in written or visual format). Committee recommends that any presenters be provided with a specified presentation time limit as well as general presentation expectations in advance of their attendance. In addition, future presentations should be limited to no more than one per meeting, and the agenda adjusted accordingly to limit total meeting time.
    - ii. Follow Ups: Elise to draft list of expectations for any future presenters and share draft with Scott in advance of February meeting.
- VI. **Old Business**
  - a. **Review Thompson/Beck presentation from December meeting**

- i. Bob reminded group that Committee agreed to provide a representative to Lisa's committee exploring grant opportunities and trail funding around Wescustogo, Laurie volunteered to represent the NYPR committee in this function. Bob recommended that committee pursue trail maintenance funding independently through these same state trail funding programs. Bob to assist as well.

ii. **Review WinterKids snowshoe and storywalk program**

1. Kim provided some additional information as follows: the program involves 20 to 30 story boards (and stakes), and that a deposit with WinterKids would be required to secure the materials. Old Town House Park would be the ideal location. Potential dates offered by the program are February 3<sup>rd</sup> and 15<sup>th</sup> which are weekdays, which may significantly hamper attendance by the public. Unless a weekend day is available this year, Committee recommends tabling this for this winter and pursuing for next winter when we can secure a weekend date further in advance. Committee believes this sort of program falls under the purview of Lisa Thompson who manages WHCC.
2. Follow Up: Laurie to discuss this with Lisa.

iii. **All Parks**

1. **Picnic Tables**

- a. \$5,500 in TIF funds allotted to NYPR to purchase picnic tables and benches for select parks. Specifically, Steve recommends purchasing 8-person rectangular tables, where wheelchairs can pull up to end of table, instead of selecting specially designed wheelchair accessible table that limits the total number of bench seats, as wheelchair use is still easily accomplished at the standard rectangular table. All tables and benches would be permanently placed in their selected locations and not removed during the winter. Recommend two 4-foot bench at Chandler Brook. Motion was made to purchase four 8-foot rectangular tables and two 4-foot benches, funded by the TIF funds for a total of approximately \$3,800. Motion passed 6-0.

2. **Sign refurbishing, replacement and additions**

- a. Large park street signs (wooden, hand carved, and painted blue & gold on granite posts) are all at various levels of repair in need of maintenance. Maintenance and repair of these signs is under the purview of the NYPR committee. Quotes for replacement (matching current style) and repair of existing signs have been obtained, up to \$3500 per sign. Committee wants to pursue less costly methods. Signs must be removed to be maintained. Steve recommends placing funding in the budget to replace one sign each year to manage costs, and review sign condition each year in case additional signs need to be maintained sooner.
- b. Additionally, new signage is need for the Town Forest property as there is no existing large sign there.
- c. Follow Ups: Steve to ask Draven to clarify whether committee has ownership of the white/green NY signs that have the maps on them and advertising on the bottom (and whether NYPR committee gets this funding) in addition to the blue and gold larger signs on granite posts.

### **3. Recurring items and updates**

- i. None

### **4. History of the Parks and Forests**

- a. Scott working on a history of the parks and forests. Starting with the deeds, then will attempt to gain historical information about previous owners, past uses of the land, biographical info about past owners, etc. Committee recommends partnering with the Historical Society for assistance as they may have existing documentation and written materials about these lands that can be leveraged.

### **5. Hunting Signs**

- i. All “Hunters may be present” signs placed in late fall were successfully retrieved. 4 of the signs delaminated, with the printed part falling off the vinyl sign backing.
- ii. Follow Ups: Scott to go contact local sign printer to have these corrected so they can be reused as intended.

### **iv. Individual Preserves**

#### **1. Old Town House Park (OTHP)**

##### **a. Removal of Dead Trees**

- i. Steve has marked individual trees that need removal, waiting for Clark and Facilities team to handle removal.

#### **2. Chandler Brook (CB)**

##### **a. South Field. Ag Allies Presentation and Contract**

- i. Post presentation to Select Board in December, a contract was sent by Maeve at Ag Allies. Committee would like to ensure it is consistent with Town legal /agreement standards.
- ii. Follow Ups: Scott to email it over to NY legal for review.

##### **b. North Field. Field and habitat maintenance. Newsletter article**

- i. No additional news on clearing of sections in the North field, Steve meeting with Joe Anderson as he is concerned about language in easement stipulating whether trees can be cleared within 100 feet of the river (generally disallowed) even if it is part of clearing the field as required by the easement (which stipulation – the prohibition of tree clearing or the mandate to follow the easement language, is the overriding principal?). Via Joe, will also partner with Royal River on this topic.
- ii. For the Town newsletter, Scott added additional content to the article Steve drafted to provide additional proactive information about why we are performing the maintenance work at Chandler Brook to meet the easement requirements. Steve cautioned that there are word limitations so some may get cut. Committee discussed whether series of articles should be more global in nature, explaining broader Committee purview.
- iii. Follow-Ups: Scott to made further edits to draft article and share with Committee. Scott sent a communication in December to the Select Board about the upcoming tree

cutting to ensure they were informed in advance. Scott to check that communication was sent and received by the SB.

**c. Closure of Mud Trail**

- i. Committee discussed that permanent closure of trail (agreed upon in November meeting) had not yet been implemented. All agreed that signage and communication necessary in addition to placement of physical barriers.
- ii. Follow Ups: **Bob** to draft language of sign explaining why trail is being closed due to continued erosion, and will lead placement of logs and other materials to block the trail. Once complete, **Bob** to share photo of it with **Elise** to post on the NYPR Facebook page explaining closure as part of Chandler Brook land management plan.

**3. Baston Park (BP)**

**a. Yarmouth Dam Removal**

- i. Committee interested to know expected effects of potential dam removal in Yarmouth on water levels and access in Baston Park. Scott obtained some information from Yarmouth and sent materials to the committee via email.

**4. Eleanor Hayes Town Forest (EHTF)**

**a. Invasives**

- i. No update

**b. Land Survey**

- i. No update

**5. Knight's Pond**

**a. Status Update**

- i. No update

**v. Town Newsletter**

- 1. Previously discussed in section VII.b.2

**VII. Round Robbin**

- a. Thank you to Laurie and Steve for work with Maeve to prepare and present the Ag Allies presentation to the Select Board in December.

**VIII. Next Meeting: Wednesday, February 2, 2022**

**IX. Future Agenda Items**

**a. Next Meeting and Subsequent meetings**

- i. Budget should be an agenda item to prepare for next fiscal year.
- ii. Follow Ups: Steve, Bob, and Scott to prepare budget materials for discussion.
- iii. Scott requested an update next meeting about status of Baston Park application.

**X. Adjournment**

- a. Meeting adjourned 8:16pm

Minutes provided by Elise Kern