

West Stockbridge Parks & Recreation Committee

Minutes for Meeting on:

6/7/2023 - 5:00PM

21 State Line Road, West Stockbridge, MA

Attendance: Caitlin Graham (CG), Joe Roy (JR), Ashley Daigle (AD), Helen Nolan (HN), Curt Wilton (CW)

- 5:02PM Meeting in session.
- CG made a motion to approve previous meeting's minutes. HN seconded. All approved.
- Group discussed finalized plans for Card Pond opening party:
 - Date is Sunday June 25 11am - 1pm
 - Evan Campell (Fire Pit) will be doing live music again.
 - Planning for 75 people. Shopping list: hot dogs, buns, chips, cookie platters, watermelon (more than last year), Hoodsie cups, waters (maybe use donated waters), paper towels, ketchup, mustard, relish
 - All of us bring assorted lawn lawn games
- Group discussed how this year's Memorial Day ceremony went:
 - Overall very happy with how it went.
 - CG mentioned that VFW has been in touch about Great Barrington and Housatonic about doing a Tri-Town Parade for next year. They will let us know.
- CW reported on Tennis Court repairs. Peretti will come back and take care of the repairs at no cost. Peretti will also give CW materials to make repairs as needed for small cracks.
- JR brought up findings on Dog Park subcommittee:
 - JR met with Marie Ryan to discuss details on how to move forward:
 - CG will be at Select Board meeting on 6-20 to introduce the new Card Pond Groundskeeper for the Summer. Marie suggested that Cait ask the Selectboard for permission to appoint a sub-committee for the Dog Park and let them know that we already have volunteers ready for the position.
 - Marie suggested that one member of P&R to be a member of the new Subcommittee
 - The Subcommittee's main goals would be the following:
 - Establish and propose a location of a new town Dog Park
 - Research rules and plan layout for the new Dog Park
 - Come up with a plan on maintenance and upkeep
 - Establish funding via fundraisers, grants or use of CPA funds.
 - Report back to select board with findings.
- JR brought up proposed Card Pond Groundskeeper Job Description and discussed it with the group.
 - See attached document
 - JR met with Marie Ryan to talk about the details of the position.
 - Even though we have someone in mind for the position we still need to advertise for the position. Marie will take care of this.
 - Frank Sox volunteered to be a backup in the event that the new Groundskeeper will be away for an extended period of time.
 - P&R will need to manage the new Groundskeeper and keep track and approve of hours just like we did for the lifeguard last year.
 - JR to inspect Card Pond Shed to make sure the new Groundskeeper will have all the materials and tools he/she will need.
 - Proposed start date for new Groundskeeper is: 6-23
 - Group agreed that pay for Groundskeeper will be: \$20/hr - Monday-Wednesday

- Lifeguard start on 6-25
- Just 30 minutes before this meeting took place: CG and JR got an email from last year's Lifeguard who is willing to be a Lifeguard again for this year. The group discussed this idea and likes the idea of bringing the Lifeguard back in addition to keeping the Groundskeeper on board. The Groundskeeper would be on site every day that the Lifeguard is not, which would have someone looking after the beach and surrounding areas as Card Pond every day of the Summer.
- Town Hall Playground dedication party: Saturday or Sunday 9/9 or 9/10 1-3pm. Ice cream party. More plans to follow.
- JR brought up Zucchini festival updates. New Zucks are in. Materials have been purchased and received for setting up the new Zuck races. The group discussed ordering customer Zuck race themed t-shirts to sell at the festival to help offset the costs. Once we have an official logo from the Cultural Council, JR will make a final draft for approval and we can discuss how many shirts to order.
- CW brought up the remaining budget for P&R for this fiscal year. We still have some budget left to spend on some upgrades. CW instructed us to make those purchases soon before the budget resets.
- Next meeting 6-21 at 5pm
- 6:03PM Adjourn.

Respectfully submitted by,

Joseph P Roy
West Stockbridge Parks and Recreation Clerk

A handwritten signature in black ink, appearing to read 'Joseph P Roy', is written over a light blue horizontal line.

Card Pond Groundskeeper

Job Description

The overall goal for the Card Pond Groundskeeper is to keep the property clean, tidy and to manage the equipment within the area. The Groundskeeper is not expected to manage the patrons using the beach or act as a Lifeguard for the swimming water in any way.

This is a Part Time position. The hours are 3 days a week. One hour in the morning around 10am and 1 hour at night around 5pm, Monday - Wednesday (days the Lifeguard is not on duty). Total of 6 hours a week. Pay is \$20/hr. The Groundskeeper can pick up additional shifts if the Lifeguard is not on duty that day and is agreed upon with the Chairperson of Parks & Recreation.

The following items describe what is expected of the Groundskeeper:

Daily:

Morning:

1. Check the weather forecast. If there is a high wind warning or excessive rain expected then skip the following step (2).
2. Set up picnic table umbrellas at the beach area. Put out the Lost and Found Bin and Community Beach Toys Bin near the shed.
3. Keep geese off the beach at all times. Please do whatever you can to deter them from coming to the beach and dock areas.
4. Survey the beach and surrounding grounds. Clean up any litter and goose droppings. Check trees and bushes for fishing line and hooks. Add any personal items left behind to the Lost and Found Bin.
 - a. *Goose droppings can be thrown in the surrounding woods. Please do not put goose droppings in trash cans.*
5. Rake beach and fill in any holes left behind by patrons.
6. Check to make sure the dock is clear of geese and goose droppings. If there are goose droppings on the dock then you will need to clean them off with a synthetic push broom.
7. Additional projects may be asked of you to clean or maintain the grounds but will not exceed the 2 hours daily of work.

Afternoon:

1. Break down umbrellas and store them in the shed. Put Lost and Found and Community Toys bin back in the shed.
2. Repeat steps 3-6 from above.
3. Report any signs of damage or vandalism to Parks & Rec:
 - Cait Graham: 413-329-6095
 - Joe Roy: 413-841-5004

Other Duties:

1. Apply lawn treatment to the grass along the beach area as directed by instructions.