

# Open Space and Recreation Committee

Town of Tisbury  
Department of Public Works  
115 High Point Lane, Tisbury, MA

## Meeting Minutes

**Date:** December 14, 2023

**Meeting called to order:** 3:47pm

**Place:** Zoom

**Attendance:** Committee members - James Burrows (JB), Cheryl Doble (CD), Gerard Hokanson (GH), Henry Stephenson (HS), Carolyn Wallis (CW)  
Also Attending: Kirk Metell (DPW)

### 1. Approval of Minutes

- November 30: CW moved, JB seconded. Approved 4-0. (Minutes were approved before HS joined the meeting.)

### 2. Tisbury Parks 2024 Budget

- Prior to this meeting, CD distributed FY2023 budget information from Kirk Metell, describing "Park/Grounds Maintenance." Kirk noted that the budget was broken up as follows: Park Maintenance (FY23 \$20,000, requesting \$30,000 for FY24), Grounds (FY23 \$50,000, requesting \$60,000) and Parks and Recreation (current and requested \$1,000). There is a separate line item in the DPW budget for Labor.
- Kirk noted that these numbers don't represent funds collected for park rentals or Tennis memberships. Those funds are held in the "Parks fund."
- For FY24, Kirk is requesting a new position for a Parks and Recreation Foreman. He may also be asking for an additional laborer to work under the Foreman.
- CW Questions:
  - Funding for items such as bringing out and taking in Mobi-Mats. Kirk responded that these were covered within the Labor budget account. Replacing these items as needed in the future would come from the "Parks Fund," including funds from rentals.
  - Funding for Church Street court maintenance: Kirk noted that he is still determining direction - whether to use inside labor or an outside contractor. Inside labor is easier to manage. The Parks & Rec Foreman could perform daily court maintenance. (JB was asked to contact David McNamara to determine if he has a template for a clay court maintenance plan that DPW could use - either for Town staff or for a court maintenance vendor. CD also asked that JB research the cost of court maintenance.)
- CD Questions:
  - Supported clearly laying out the rationale for the Foreman position. If rejected, additional money for contract resources would be needed.
  - CD asked Kirk why the park at the Tashmoo Spring Pond was not included in his maintenance list. Kirk responded that this work was funded through the "Spring Building Account" which includes income from renting the Spring Pond Building (14-16 events/year). Costs for other parks not listed are mostly labor and are covered in that budget account.
  - CD asked Kirk to clarify the use of and source of funds for the "Parks Fund." Kirk indicated that the funds came from rentals such as softball, soccer, and the Beach Road concert. Funds for

Veteran's Park rentals would be used in FY24 for Veteran's Park maintenance. However, the Parks Fund can be used for any parks-related expenditure. Income from the tennis program (e.g., memberships, court use fees) would go into the Parks Fund. CD suggested that a separate Tennis Fund could be set up, providing a mechanism to track income versus maintenance expenditures. Kirk agree that tracking was needed and will discuss how to do this with Suzanne.

- CD asked Kirk how the Committee could help anticipate costs deriving from future CPC projects. Kirk suggested that the Committee develop a five-year plan to anticipate needs. CD agreed and also noted that a new Open Space Plan would be needed within 2 years.

### **3. Open Space and Recreation Contribution to the Town Annual Report**

- CD noted that the report was due in early January. She requested that Committee members submit paragraphs for the Horsley Witten project (GH), the tennis program (JB), and Lake Street plans (CW). CD will prepare a summary for the bandstand project and Veteran's Park field maintenance.

### **4. GH Updates**

- A draft Veteran's Park Master Plan was received from Horsley Witten on December 8. GH responded with several questions and comments, which HW will address within 2 weeks.
- As requested at the Nov 30 Committee meeting, GH contacted Scott Horsley to check on the status of the Lake Tashmoo Targeted Watershed Management Plan (TWMP), specifically with regard to treatment and discharge within the Lake Street park. Scott responded that a response from the state was expected in January. He suggested that he, Ben Robinson, and the new Health Agent, Drew Belsky, meet with the Committee in January to discuss Lake Street planning.
- Also following up from the Nov 30 meeting, GH asked Dan Martino about his readiness for a Committee review of Phase 1 of the website development effort. Dan suggested scheduling this for a January Committee meeting.

### **8. Next Meeting**

- The Committee agreed to change our scheduled meeting day to the 2nd and 4th Thursdays. Since our afternoon meetings are inconvenient for JB, we agreed to meet at 10:30am.
- The next Committee meeting will be Thursday, January 11 at 10:30am. Agenda topics suggested are a) Blue Trails (CW), b) website review with Dan Martino, and c) 5 year planning.
- A discussion with Horsley Witten was tentatively planned for the following meeting on January 25.

### **Adjourn Meeting**

CW moved, GH seconded, approved 5-0. Meeting ended 5:05pm.

Submitted by Gerard Hokanson