

**RECREATION MASTER PLAN STEERING COMMITTEE
MEETING MINUTES
FRIDAY, JANUARY 24, 2020, 7:00 AM
WESTON COMMUNITY CENTER
20 ALPHABET LN., WESTON, MA 02493**

Members Present: Alex Cobb, Trevor MacDonald, Michelle Callanan, Kristin Barbieri, Melissa Crocker, Mark Ferris, Ben Polimer, Pete Foley, Christopher Fitzgerald, Mike McGrath

Remote Participation: Charlie Hipwood (Geographic location)

Member absent: John Power

The meeting commenced at 7:03 AM

Public Comments – None

The minutes from December 20 were reviewed and approved.

Annual Report

The 2019 Annual Report for the Recreation Master Plan Steering Committee was reviewed and minor adjustments made for approval. The report with changes can be seen in attachment 1.

VOTE: To approve the 2019 Annual Report of the Recreation Master Plan Steering Committee with changes discussed.

Motion - Mr. Cobb, Second - Ms. Callanan, all in favor – none opposed. Motion carries unanimously.

Recreation Master Plan

The Committee discussed revisions that were approved at the December meeting and feedback from the Town Manager's office and the chair of Recreation Commission. Minor edits to the Master Plan document include: Referencing the town's PILOT/SILOT program for access to private facilities in the Opening Remarks section, re-wording a sentence on page 14 to state review of staffing for maintenance activities, re-wording the priorities statement on page 53 to reflect that they were the recommendations of the consultant, and a brief concluding statement referring the reader to the Opening Remarks section for a more concise and direct summary of the plan.

Next Steps

Once final changes are included the plan will be published, Mr. Fitzgerald and Mr. Polimer with input from Mr. McGrath to develop a year-by-year graph of priorities. Goal is to have an initial draft of this at the next meeting.

Water Master Plan

Mr. Polimer reported on a working group that he met with to develop a Water Master Plan for the town. The impetus of this was spurred on by a situation in 2016, during a historical drought year, where the Town's water reserved dropped to near dangerous levels because of lawn irrigation at both private and public homes and facilities. The Planning Board and Board of Selectmen have worked together to lead this group and hired a consultant to analyze this. Primary water users were pointed out, and strategies were discussed on how to reduce use within the town. Some ideas included:

- Raising water rates.
- Limiting lawn sizes for private residents.
- Licensing landscapers to work in town.
- Mandating more automation in irrigation systems to regulate the system.

Mr. Polimer asked about the need for representation from this committee on that working group to be able to speak to pros and cons of all ideas, especially with regards to field irrigation. The Committee was comfortable having Ben attend the meetings on their behalf, and to request the presence of a voting member when necessary.

Mr. Polimer presented attachment 2 to detail water use over the past few years on field irrigation.

Field and Grounds update

Mr. Polimer submitted attachment 3 to highlight Field and Ground activities since last meeting.

Next Meeting

The next meeting will take place on Friday, February 28, 2019 at 7 AM.

Attachment 1: 2019 Annual Report

REPORT OF THE RECREATION MASTER PLAN STEERING COMMITTEE

The Recreation Master Plan Steering Committee (RMPSC) worked throughout the year to complete a new 10-year Recreation Master Plan for the Town of Weston. Financed mostly with \$50,000 in Community Preservation Act (CPA) administrative funds, the goal of the plan was to analyze the condition of existing facilities and needs of the town, and to plan capital upgrades and projects to meet those needs.

The previous Master Plan was developed in 2005 and resulted in the creation and preservation of numerous fields and courts in town, and resulted in other initiatives, including hiring a full-time Field and Grounds Coordinator.

The new Master Plan re-analyzed the facilities and upgrades that resulted from the 2005 study, but additionally looked into indoor spaces and swimming pools. Because indoor spaces are ineligible for CPA funding, a portion (\$8,000) of the Master Plan budget was split between the School and Recreation Departments' budgets.

The primary initiatives coming out of the Master Plan were to:

- Identify ongoing capital projects for maintenance purposes, including court re-surfacing/replacement, field maintenance and anticipated projects for the upkeep of the new track and artificial turf at Proctor Field.
- Embark on a major renovation of Weston Memorial Pool to address the aging infrastructure and to upgrade existing amenities (to be led by the Recreation Commission).
- Improve parking and access to select outdoor facilities.
- Build pickleball courts.
- Conduct feasibility studies for the expansion and/or replacement of the Middle School Pool, and also for the addition of gymnasium and/or indoor field space.
- Implement a town-wide electronic scheduling system for recreation facilities that is viewable to the public.

In addition to the Master Plan, the Recreation and School Facilities departments solicited bids for surface repairs to the High School tennis courts. Bids came in over budget, and the project will now be incorporated as part of the Master Plan.

Irrigation system was expanded to include Pastor Park, around Proctor Field and Field #6 at the High School.

The Fields and Grounds Coordinator continues to bring together multiple departments for better overall turf and landscape conditions. This includes School Grounds, Recreation, and DPW.

The next page shows a summary of the field maintenance budget and how it was used. The field maintenance budget increased by 3.4% over FY 2018. The success of field maintenance efforts in recent years has made it necessary to continue similar levels of funding in order to ensure safe and healthy field conditions.

Town Wide Field Maintenance budget

Description	FY15	FY16	FY17	FY18	FY19
Aeration		6,359	14,000	28,000	28,000
Seeding		840	600	3,700	4,000
Field Treatments	4,738.72	3,185	23,220	58,000	60,000
Small equipment purchases	7,024.05	6,505	9,360	10,000	10,000
Irrigation maintenance		9,475	7,152	11,000	12,000
Small equipment maintenance				1,500	1,500
Seeding		9,756	5,764	15,000	15,000
Fertilizers		3,035	8,000	15,000	16,000
Pesticides		17,682	800	2,000	2,000
Soil Amendments		3,148	1,068	3,000	3,000
Testing		2,131	990	1,800	1,800
Soils/Mulch	4,976	2,712	1,765	4,000	4,000
Professional Development/Dues		248	330	1,000	1,000
Site Maintenance	11,030	837		2,000	2,000
Tree Maintenance				5,000	5,000
General Maintenance		5,100		1,000	1,000
Synthetic Maintenance		3,900	1,950	2,000	3,900
Total, Town Wide Fields & Grounds Maintenance	27,769	74,913	75,000	164,000	170,200

2019 Recreation Master Plan Steering Committee Members

At-large members jointly appointed by the Board of Selectmen and School Committee

Trevor MacDonald At-large, Chair
 Kristin Barbieri At-large
 Michelle Callanan At-large
 Alex Cobb School Committee
 Melissa Crocker Recreation Commission
 Mark Ferris Weston Youth Lacrosse
 Charlie Hipwood Weston Little League Baseball and Softball
 John Power Weston Youth Soccer
 Peter Foley Athletic Director (retired), ex officio
 Ben Polimer Field and Grounds Coordinator, ex officio
 Michael McGrath Athletic Director, ex officio
 Chris Fitzgerald Recreation Director, ex officio

Attachment 2: Irrigation Water Usage Data

TOWN OF WESTON

89 Wellesley Street
WESTON, MASSACHUSETTS 02493
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Fields & Grounds Coordinator
Ben Polimer

MEMORANDUM

TO: Field Steering Committee, Gary Jarobski
FROM: Ben Polimer
DATE: December 19th, 2019
RE: Irrigation Water Usage Data

With the conclusion of 2019 growing season, we have data available for irrigation water usage. Yearly water consumption analysis from 2018 to 2019 is below. Our "smart irrigation systems" have been in place for 2 full growing seasons with data. We did have some data retrieving issues in 2019. These issues overall have been corrected for the 2020 growing season except for Fields 2-4, which will need some new wiring.

Rainfall in 2019 was 11.1 inches less or 57% lower than 2018. 2018 was a very rainy year. Evapotranspiration was up 16.2 inches or 82% in 2019. PD Station, DPW and HS Courtyard systems run strictly on ET data. The data confirms the increased ET, and in turn a minor increase in water usage.

Irrigation systems town wide were started on April 22, 2019 and winterized on November 4th, 2019 and December 6th, 2019. Normal watering schedule did not start until May 29th, 2019 and concluded on October 10th, 2019. We keep the systems operational late into the fall due to Proctor Field Support Building, and the need to mark the systems for aeration.

- Alphabet Field- decreased 28% (66,000 gallons) from 2018-2019 *data retrieval issue for 2019
- Brook School Field- increased 96% (8,400 gallons) from 2018-2019
- Burchard Park- decreased 76% (298,200 gallons) from 2018-2019
- Country School- decreased 52% (19,500 gallons) from 2018-2019
- Field 11- decreased 45% (57,800 gallons) from 2018-2019
- Field 12 decreased 63% (95,400 gallons) from 2018-2019
- Field School Field- increased 74% (111,300 gallons) from 2018-2019 *limited data due to system installed in August 2018*
- Field 2-4- decreased 33% (286,800 gallons) from 2018-2019

- Field 7-10- decreased 31% (143,900 gallons) from 2018-2019
- HS Courtyard- decreased 15% (2,700 gallons) from 2018-2019
- PD Station- increased 89% (8,000 gallons) from 2018-2019
- Proctor Field/Field 6/Pastor Park- no 2018 data due to installation in August 2019, 350,000 gallons used
- DPW- increased 27% (7,600 gallons) from 2018-2019 *data retrieval issue for 2019
- Woodland Mini/Memorial Pool- decreased 71% (89,100 gallons) from 2018-2019

The decreases in water at some facilities was approximately 1,059,400 gallons from 2018-2019. With increased in water usage from ET based systems, Field School online a full year, and the new Pastor Park/Proctor Field/Field 6 system, total savings was 574,100 gallons was achieved town wide. This equals to 767.46 cubic feet of water at \$12.00 per HCF, approximately \$9,209 cost savings.

Attachment 3: Field and Grounds Report

Fields and Grounds Coordinator Update- January 24th, 2020

- Weather has been mostly clear of snow and ice the last month. It has given us opportunities to do some more leaf cleanup, and cleaning and pruning in landscaped beds.
- Received 3" of snow on the night of January 18th.
- Non frozen ground has not allowed us to start on any tree removals on sports fields.
- Mild weather allowed for fixing of some plow damage around town.
- Took advantage of school vacation in December to remove 1 dead tree at MS parking lot, 1 leaning tree at MS parking lot, and removed small trees under power lines at Alphabet Lane near WS.
- Cobblestone cross walk at the entrance of the Library has been damaged during snow operations. Cold patch has been used for a temporary fix.
- School grounds installed a new bicycle rack at the entrance of the MS.
- East Middlesex County Mosquito Control removed organic matter, debris, brush and downed trees in 525 linear feet in drainage waterway at the Middle School. DPW helped removed about 69 yards of material.
- Brush removal was completed between Field #2 and the Wellesley St. and Route 30 intersection. Lots of dead trees and brush. Removed invasives like burning bush and bittersweet. Pruned about 10 crabapple trees that were over grown, sucker growth.
- Winter equipment maintenance continues. School grounds maintains over 40 pieces of equipment. This includes all mowing/trimming equipment, vehicles, trailers, snow blowers, etc.
- Spring 2020 turfgrass maintenance bids have been sent out to perspective vendors. Released so far is core aeration, and Field School topdressing/aeration.
- 2019 irrigation water usage data has been analyzed. Memo will be included to this report.
- Head Groundskeeper for School Grounds attended a day long training in CT on electronic fuel injected small engines on January 21.
- Participated in the Water Conservation Policy Group on January 13th.
- Helping coordinate possibly moving the summer concert series to the FS Field area for summer 2020. Upgraded electrical might be needed at the rear of the Community Center.
- School Grounds received a grant from MIIA for new tree safety equipment.
- Coordinated tight tank pumping at the MS.
- Helped removed downed tree at Warren Ave apartments on January 15th.
- Minor pruning of trees for construction work at Case House and Brook School Apartments.
- Attended New England Regional Turfgrass Foundation Board of Directors representing NESTMA. Foundation directs monies for turfgrass specific research in New England and organizes the largest turfgrass specific conference in New England yearly.
- Participated in national best management task force conference call on January 16th.
- School Grounds crew watched a training video on cold weather safety tips on January 10th and received training on January 23rd on the use of the DPW Wash Station.
- School Grounds to receive tree safety equipment though MIIA grant. Value is around \$2,100 worth of safety equipment for pruning and removing trees.

-meet with Conservation Agent on possible coordination of maintenance equipment for brush mowing.

-Working with Recreation Director and Animal Control Officer on possible language change to dog by laws pertaining to dogs on school and recreational fields.

-Continuing working new Case Campus buildings and wayfinding signs. Installation is 75% complete.

-Working with on RMP with Rec Director, Facilities Deputy Director of Capital Projects and consultant.

- Proctor Field, Pastor Park, Field #6 Irrigation construction started June 7th, 2019. Project is 95% complete. Broken light pole will be replaced in early spring.

- Working on department 20-year tree and site evaluations for all outdoor town facilities. This includes drainage, pavement, tree pruning/removals, stone walls, etc.

-School grounds continue to move equipment/setup for custodial staff, IT Department, Music Department, Food Service Department, Physical Education Department, waste water treatment plant deliveries, CH construction, school in- service workshops. Will continue regular moves for the district.