

MINUTES  
Shepherdstown Parks & Recreation Committee  
October 23, 2018 7:00 p.m. –  
Town Hall

1. Call to Order: Called to Order at 7:00 PM.

Members Present: Cheryl Roberts, Chairperson; Jenny Haynes, Nick Tully, Lori Robertson

Members Absent: Effie Kallas, Lilly Potter-Saum

Staff Present: Frank Welch.

2. Approval of Agenda:

MOTION to approve the agenda made by Lori. Motion approved without objections.

3. Approval of Minutes:

MOTION to approve September Minutes made by Jenny. Motion approved without objections

4. Welcome Visitors: No Visitors.

5. Unfinished Business:

A. Bane-Harris Park

i. Funds are available to proceed and the contract with Taylor Sports & Recreation (TSR) has been signed for Mulch to be installed. Public Works will dig out at their earliest convenience.

ii. Information is complete, funds are available to proceed for local equipment repairs and labor to be performed. Contract TSR through Miracle Recreation

will be signed this week.

iii. Equipment Purchase Update- Equipment purchase using quote from TSR/Miracle Recreation will be revisited at February meeting.

#### B. Cullison Park

i. Local Repairs Contract is pending; expected to be signed this week. TSR is performing the labor using Miracle Recreation parts.

ii. (Same as Bane-Harris above) - Funds are available to proceed and the contract with Taylor Sports & Recreation (TSR) has been signed for Mulch to be installed. Public Works will dig out at their earliest convenience.

#### C. Rumsey Park

i. Wall Repair – still waiting for Gall Corp. to send us a date for repair of concrete caps, monument repair. Handrail specs are schedule to be presented to the town's Historic Landmarks Commission for approval.

#### D. Viola Devonshire

i. Additional work is needed prior to colder weather. Lori agreed to dig up and transplant Liriope. Holes need to be filled. Public Works will provide 30-40 bags of mulch from their current supply.

ii. Plan for part 2 of cleaning up the park tentatively scheduled, November 17 at 10:00 a.m.

**ACTION:** Cheryl will contact members for availability and encourage additional help through the use of social media.

## E. Riverfront Park

- i. New Sign - Status. Sign is ready for pick-up. Frank will coordinate pick-up and installation.

## F. Monarch Waystation Garden

- i. In order for us to apply for the grant, the area needs to be sprayed several times before colder weather arrives and again early spring. We have to be able to show that we have performed those steps prior submission of the application.

## G. Additional Clean-Up Days TBA for Spring 2019

## 6. New Business

### A. Meeting Time Change:

MOTION to move the Parks & Recreation meeting time to 6:30 p.m., instead of 7:00 p.m., made by Lori. Motion approved without objection.

MOTION to adjourn meeting made by Lori. Passed unanimously. Adjournment: 7:25 p.m. Next Meeting: November 27, 2018 – 6:30 p.m. at Town Hall.

Reminder: Parks & Recreation Committee will not conduct meetings in December or January.

Respectfully Submitted by Cheryl Roberts, for Effie Kallas

Approved by Cheryl Roberts, Chairperson