

## Minutes

Shepherdstown Parks & Recreation - November 30, 2021

6:00 p.m.

Zoom

### 1. Call to Order:

Meeting Called to Order at 6:23 PM.

Members Present: Cheryl Roberts (Chair), Marty Amerikaner, Nick Tully, Jenny Haynes, & Effie Kallas.

Members Absent: Lori Robertson.

Staff: Frank Welch.

### 2. Approval of Agenda:

**MOTION** to approve the agenda made by Nick, second by Marty. Motion carried without objections.

### 3. Approval of Minutes:

**MOTION**, made by Marty, to approve the Minutes from October 26, 2021. Second by Nick. Motion passed without objections.

### 4. Welcome Visitors: No visitors.

### 5. Unfinished Business:

#### a. Bane-Harris Park - C. Roberts

i. Revisit Status of Tree - Frank reports that he will keep an eye on the tree. He will also call Bartlett Tree Company to get a second opinion on the safety and stability of the tree.

ii. Fence - Assessment for maintenance - Frank reports that because the fence is plastic coated it will need to be replaced. However, in the springtime he will see if spray paint will take care of the situation.

#### b. Cullison Park - M. Amerikaner

i. Playground Equipment Replacement “Toy” Follow-up - Frank reports that the spring toy will arrive in January.

ii. Walking Path Update - Marty reports that Noble Adkins from Capitol Solutions Group sent job proposals and estimates of the project which were distributed to the Committee members via e-mail. Satellite maps of the park with proposals for placement of walking paths was also distributed. Suggestion to contact other companies to see if they wish to bid on the project. Concerns are perception of due diligence, Town requirement, and legal obligations. The Town’s Finance Committee will be consulted.

iii. Park Boundary Maps - Frank reports that he has circulated tax maps of all Town parks to all Committee members. This item is now closed.

c. Bookmark The Park - E. Kallas & C. Roberts

i. Spring 2022 Plan - Effie reports that she has generated a program of calendar events for 2022 (*see attached below*). She has contacted both the Shepherdstown Public Library and 4 Seasons Books for input. Door prizes, snacks, and refreshments as well as librarian readings, local author readings, and bookstore readings were discussed. An enhanced plan will be submitted at January’s meeting.

d. Facebook Page - L. Robertson

i. Link to Instagram Status - No report.

e. Community Survey Action Plan.

Cheryl sent the results of the survey to Amy for display and posting at Town Hall. Will follow-up to see if it is indeed on display.

f. Grant Application Status - C. Roberts

i. Ineligible for LWCF - Cheryl reports that this grant required proposed projects to be “shovel ready” to apply. Because this Committee does not have a complying project, it is ineligible to apply to this grant.

6. New Business:

a. Explore Grant Opportunities - Cheryl reports that the Town's Grants Committee has suggested several ideas including hiring an architectural firm to advise on what property is available in town to help parks.

b. Future Meeting Topics.

i. Bane-Harris Rotting Rail - Cherry took photos of a rotting rail in the park and sent them to Frank.

ii. Bane-Harris Sign Support - Frank reports that a support beam needs to be replaced on the wooden sign. Current beam is untreated wood, and it is rotting.

iii. Bane-Harris Metal Sign - Cheryl reports that the metal sign on the fence is dirty. She will clean it.

iv. Cullison Park Sign - Cheryl reports that the painted wooden sign is dirty and worn looking. Frank will inspect and report back with suggestions. All committee members are asked to inspect all signs at their respected parks and report back at next month's meeting.

v. Bane-Harris Ground Material - Marty reports that the material under the swing set needs to be replaced.

vi. Programming – Create new programs for 2022 headed up by Committee volunteers. Ideas include music in the parks, sporting games, group exercise/meditation, etc.

7. Next Meeting.

**MOTION**, made by Marty, to cancel the December meeting and meet next on January 25, 2022. Second by Nick. Motion passed without objections.

Next Meeting January 25, 2022 - 6:00 pm - via Zoom.

8. Adjournment

**MOTION** to adjourn meeting made by Marty and second by Nick.

Adjournment: 7:28 pm.

Respectfully Submitted by Secretary Effie Kallas.

Approved by Cheryl Roberts, Chairperson

Attachment:

Dates for Bookmark the Park 2022 -

Saturday, April 23 or 30,

Sunday, May 15 or 22,

Saturday, June 11 or 18,

Sunday, July 10 or 17,

Saturday, August 21 or 28,

Sunday, September 18 or 25.