

MINUTES

Shepherdstown Parks & Recreation Committee
August 29, 2017
6:30PM at Town Hall

Call to Order: 6:34PM

Members Present: Chair, Cheryl Roberts, Marellen Aherne, Lori Robertson,
Staff: Mayor Jim Auxer, and Frank Welch.

Approval of Agenda: Approved with no objections

Approval of Minutes - June 27, 2017 minutes approved with corrections - See Attachment I

Welcome Visitors - Town Council Member, Mark Everhart

Unfinished Business:

Bane-Harris Park

Fence Repair - Waiting for contract from Long Fence.

Work to commence after receipt of contract. Date: Fall 2017, Work by F. Welch and Contractor.

Removal of Large Bushes - Date TBD, Work by Town staff.

Red Buds or Dogwoods to be planted after water lines project is complete - Date TBD,
Work by Town staff

Cullison Park

Rebar Repair and Timber Replacement - C. Voigt has been tasked with exploring a catalog with options for boarders which propose a safer environment -
Date TBD, Work by C. Voight & Town Staff

Library Park

Measurement for Guinness World Book - Expected September 26, 2017, Work by L. Robertson.

Rumsey Park

Wall and Concrete Caps Repair - A bid to be sought from Gull Corporation. The Job Corp will be contacted regarding possibility of doing this work. Date TBD, Work by F. Welch and J. Auxer

Monument Repair - A bid to be sought from Gull Corporation. Insurance and payment types to be explored. Date TBD, Work by F. Welch

Pruning - Rear Portion of Park. Date TBD, Tree Commission to make recommendation.

Viola Devonshire Park

Tree Planting West Fence. Date TBD, Tree Commission to make recommendation.

Riverfront Park

Place Picnic Tables - There is an issue of getting the picnic tables, due to size and weight, across the bridge. Date TBD, Work by Town Staff

New Equipment

A review of current equipment and proposal for new equipment for all parks needs to be done. Date TBD, Work by C. Voight

New Business

FIO: Budget Report: Budget line items need to be populated. Date by September 26, 2017, Work by F. Welch.

Repair surround board at Bain Harris: Date TBD, Work by Town staff.

Town Beautification Group: Date TBD, Work by L. Robertson.

Items Completed

Bane-Harris Park basketball backboards will not be adjusted.

Riverfront Park sign has been placed.

Fence slat at Viola Devonshire Park.

Town Finance Committee approved rolling over remaining fiscal year budget funds to the new year. Money will be used to fund our current list of projects which have been a priority over many months.

Adjournment: 7:28PM

Next Meeting: September 26, 2017, 6:30PM at Town Hall

Respectfully Submitted by Marellen Aherne; Approved by Cheryl Roberts,

ATTACHMENT I

MINUTES

Shepherdstown Parks & Recreation - June 27, 2017

6:30 p.m. @ Town Hall

1. Call to Order

Meeting was called to order at 6:30 p.m.

Members Present: Chair, Cheryl Roberts, Marellen Aherne, Lori Robertson, Colin Voight.
Town Staff excused: Mayor Jim Auxer and Frank Welch.

2. Approval of Agenda

A motion by Colin Voigt to approve the agenda.
As there were no objections the Agenda was approved.

3. Approval of Minutes

A motion by Lori Robertson to approve the minutes of the April 25, 2017 meeting.
As there were no objections, the minutes of the April 25, 2017 meeting were approved.

4. Welcome Visitors - No Visitors

5. Unfinished Business:

Bane-Harris Park

Fence Repair - Fall 2017 - Frank Welch:

Quotes were presented from Host Fence and Long Fence

Motion by Marellen Aherne to approve Long Fence proposal was approved unanimously.

Basketball Backboard/Rim - Adjustment has been recommended to move the repair to be performed during Fall 2017, particularly due to the backlog of projects which the Town Staff have moved as higher priorities.

Removal of Large Bushes - Removal of the bushes will be performed by the Town Staff as soon as scheduling allows.

Cullison Park

Rebar Repair & Timber Replacement - C. Voight has been tasked with exploring a catalog with options for borders which propose a safer environment.

Library Park

Measurement for Guinness World Book - L. Robertson and F. Welch will present this measurement at the next meeting.

Rumsey Park

Wall Repair - concrete caps - Gull Corporation has been contacted to perform the repair.

However, due to their current workload, it was recommended that we continue to pursue their company as a viable option.

Monument Repair - Gull Corporation has been contacted to perform the repair. However, due to their current workload, it was recommended that we continue to pursue their company as a viable option.

Pruning - Rear Portion of Park - Tree Commission

Viola Devonshire Park

Tree Planting West Fence - Winter 2017 - Tree Commission

Riverfront Park

Sign & Picnic Tables - Information was submitted by A. Beale with suggestions for placement of the sign. There is a current issue of getting the picnic tables, due to their size and weight, across the bridge. Town Staff will work together to resolve.

6. New Business

Baine-Harris Park - Red Buds or Dogwood will be planted after the completion of the water lines. We will research how the Red Buds were paid for at Rumsey Park several years ago and accept the same plan.

Budget - C. Roberts will present a request for the Finance Committee to rollover remaining funds to fund projects which remain on our current list of projects which have been a priority for many months.

New Equipment Options for All Parks - C. Voight

7. Adjournment at 7:28 p.m.

8. Next Meeting - September 26, 2017 - 6:30 p.m. @ Town Hall - 1st Floor