

MINUTES OF PARKS & CEMETERIES COMMISSION MEETING OF JUNE 25, 2019

PRESENT: STEVE MSCISZ-CHAIRMAN, MARSHALL HOOK - COMMISSIONER, STEVE SHEPARD SUPT. PARKS & CEMETERIES DEPT.,

CALLED TO ORDER: 7:35 P.M..

OLD BUSINESS

PROPOSED ADDITION TO THE SMITH MONUMENT: THE LANES HAVE GIVEN A \$150,000.00 QUOTE FOR THE MONUMENT WORK. THIS QUOTE IS BEING REVIEWED BY THE MORMON CHURCH. THE CHURCH IS ALSO DOING FUNDRAISING FOR THIS PROJECT, WHICH IS ON HOLD AT PRESENT PENDING THESE ISSUES. THERE IS NO FUNDRAISING DEADLINE. S. MSCISZ ALSO DISCUSSED THE NATURAL STONE DUST RAMP WHICH IS PLANNED AND NOTED THAT A STONE WALL WILL NEED TO BE TAKEN DOWN FOR THE WORK. A SMALL BOOM TRUCK WILL BE USED TO INSTALL THE MONUMENT, AND NO GRAVES AND/OR LOTS WILL BE DISTURBED. THERE WILL NOT BE ANY GRANITE CURBINGS, ONLY GRANITE BENCHES, AND THE RAMP WILL BE OUTLINED BY POSTS.

NEW AND OLD BUILDING UPDATE: NEW BUILDINGS ARE GOING UP, THREE PANELS ARE LEFT ON THE NEW BUILDING, WITH ONE TO GO AND SIDE PANELS ALSO GOING UP. MORE YARD WORK/CLEANUP IS ALSO ONGOING. THE HEARSE BARN IS ALSO BEING RENOVATED. THERE WAS A DELAY DUE TO HEALTH ISSUES OF THE CONTRACTOR, BUT NOW WE ARE ON TRACK. NEW WINDOWS ARE ALSO PARTIALLY INSTALLED.

EMERSON PARK: OUR SELECTMEN SIGNED THE NEW LEASE AND HAVE SENT SAME ALONG TO THE CHURCH TO SECURE THEIR SIGNATURES. NOTHING HAS BEEN RECEIVED BACK AS OF YET FROM THE CHURCH. THIS MAY BE A 6 OR 12 MONTH LEASE. NOTE: THE SELECTMEN HAD WANTED A SHORTER 6 MONTH LEASE. TAA IS NOW PLAYING ON FIELD #1 AND #2. THERE IS GOING TO BE MORE CONSTRUCTION AT THE PARK AND MORE TREES WILL BE COMING DOWN ON THE RIGHT SIDE WHICH WILL INVOLVE HEAVY EQUIPMENT. S. MSCISZ BELIEVES THAT THE CHURCH IS DOING WORK ON THE WEEKENDS, NOTING THAT HE SAW A PILE OF LOOM IN THE AREA. M. HOOK WANTED TO KNOW MORE ABOUT THE SCOPE OF THE CHURCH'S WORK. COULD THEY BE DRYING CERTAIN AREAS IN ORDER TO PASS A PERK TEST? S. SHEPARD PLANS TO VISIT THE AREA. S. MSCISZ SUGGESTED THAT STEVE S. COULD MAKE SOME CALLS TO GET A STATUS ON THE LEASE, AS WELL AS TO CLARIFY THE SCOPE OF CONSTRUCTION. COULD ANY OF THIS WORK CONSTITUTE A VIOLATION OF THE LEASE?

STAFFING: OUR DEPT. RECENTLY ADVERTISED IN-HOUSE FOR A FULL TIME LABORER POSITION. S. MSCISZ INTERVIEWED ONE CANDIDATE FOR THE POSITION, S. SHEPARD JR. WHO WORKED FOR THIS DEPT. SINCE 2005. NOTE: S. SHEPARD SR. ALSO COMPLETED A DISCLOSURE FORM WITH TOWN HALL SINCE S. SHEPARD JR. IS HIS SON. ONE OF OUR COMMISSIONERS MAY NEED TO ATTEND A SELECTMEN'S MEETING RELATIVE TO THE HIRING OF THIS NEW STAFF MEMBER.

NEW BUSINESS

T.A.A. LITTLE LEAGUE: S. SHEPARD SAID THAT T.A.A. IS LOOKING FOR FINANCIAL ASSISTANCE. THIS YEAR T.A.A. CONTRACTED OUT THE MAINTENANCE OF 4 FIELDS AT PYEBROOK. ALL NEW NETTING WAS ALSO INSTALLED AT A TOTAL COST OF APPX. \$5,000.00. OUR CONCERN IS THAT T.A.A. ALREADY DID THE WORK AND IS SEEKING REIMBURSEMENT, BUT THEY DID NOT DISCUSS THIS WORK WITH US IN ADVANCE. S. SHEPARD SAID THAT NETTING IS MUCH WORSE AT PROCTOR AND EMERSON VS. PYEBROOK, AND HE WOULD NOT HAVE REPLACED ALL OF THE NETTING AT PYEBROOK. OUR DEPT. HAS DONE SOME NETTING AND FENCING WORK AT PROCTOR THIS SEASON. S. MSCISZ SUGGESTED THAT WE OFFER FINANCIAL SUPPORT EQUAL TO THE SUM OF MONEY THAT WE WOULD NORMALLY SPEND FOR A REGULAR SEASON, NO MORE. M. HOOK ALSO CONCURRED THAT T.A.A. SHOULD HAVE CONSULTED WITH US FIRST BEFORE CONTRACTING OUT THIS WORK AS WE COULD HAVE ALSO PRESUMABLY DONE THE WORK AT A LESSER COST. S. SHEPARD SAID THAT HE WOULD RECOMMEND A CONTRIBUTION OF \$2,500.00. THE COMMISSIONERS ALSO QUESTIONED WHY WE ARE MAINTAINING PROCTOR FIELD SINCE THE SCHOOL DEPT. OWNS THAT FIELD. M. HOOK DOES NOT WANT US TO SEND THE WRONG MESSAGE TO T.A.A. THAT IT IS OKAY FOR THEM TO DO WORK WITHOUT CONSULTING WITH US AND THEN EXPECT FULL REIMBURSEMENT. THE CONCLUSION WAS THAT WE WILL EXTEND AN OFFER OF \$2,500.00 FOR CONTRIBUTION TOWARDS THEIR COSTS WHILE LETTING THEM KNOW THAT WE NEED TO BE INFORMED IN THE FUTURE IN ADVANCE OF ANY SUBSTANTIAL WORK SO THAT WE CAN MAKE CERTAIN THAT THE WORK IS DONE AT THE LOWEST COST POSSIBLE WITH OUR CONTRACTORS.

NON RESIDENT LOT SALE REQUEST: FORMER RESIDENT CHARLES AND MARY WORTH WERE APPROVED FOR A PRE-NEED LOT SALE IN PINE GROVE ON THE BASIS THAT THEY ALREADY OWN A LOT IN OUR CEMETERY AND WERE FORMER RESIDENTS OF TOPSFIELD.

VOTE# 06-1-19: S. MSCISZ MOTIONED TO ACCEPT THE MINUTES OF MAY 14, 2019 AS WRITTEN. THE MOTION WAS SECONDED BY M. HOOK. ALL VOTED IN FAVOR OF SAME.

VOTE# 06-2-19: S. MSCISZ MOTIONED TO ACCEPT CANDIDATE S. SHEPARD JR. TO FILL THE NEW FULL TIME LABORER POSITION WITHIN THE PARKS AND CEMETERIES DEPARTMENT. THE MOTION WAS SECONDED BY M. HOOK AND ALL VOTED IN FAVOR OF SAME.

VOTE# 06-3-19: S. MSCISZ RECOMMENDED THAT WE SELL TWO CEMETERY LOTS IN PINE GROVE CEMETERY IN SECTION F TO FORMER RESIDENTS CHARLES AND MARY WORTH. THE MOTION WAS SECONDED BY M. HOOK AND ALL VOTED IN FAVOR OF SAME.

DAWSON'S CLOSING/NEW OWNERSHIP EXPECTED: DAWSON'S TRUE VALUE HARDWARE IN TOPSFIELD, ONE OF OUR VENDORS WILL BE CLOSING SOON AND THEN REOPENING UNDER NEW MGT. S. MSCISZ SUGGESTED THAT WE SHOULD KEEP A WATCH ON ITEMS GOING ON SALE WHICH MAY BE NEEDED BY OUR DEPT.

FUTURE PLANNING: S MSCISZ NOTED THE NEED FOR A FUTURE LONG TERM STAFFING PLAN FOR THE PARKS & CEMETERIES DEPT. THE REALITY IS THAT WHEN PETER AND PAUL LEAVE OUR DEPT. WE WILL BE LEFT WITH ONLY STEVE SHEPARD JR.

BILLS, DEEDS AND PAYROLLS WERE ALSO SIGNED.

THE MEETING WAS ADJOURNED AT 8:08 P.M.