

MINUTES OF PARKS & CEMETERIES COMMISSION MEETING OF OCTOBER 15, 2019

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

CALLED TO ORDER: 7:31 P.M..

OLD BUSINESS

NEW AND OLD BUILDING UPDATE: PER S. SHEPARD, REGARDING OUR NEW BUILDING, ALL OF THE PLANKS ARE UP AS ARE THE WALL PIECES AND ARCH. BACK WALL WORK IS TO BEGIN IN 2-3 WEEKS IN EARLY NOVEMBER. S. SHEPARD NEEDS PARKER FENCE TO INSTALL A SWING GATE IN THE FRONT WALL AS IT'S AN ARCH. FRED PARKER WILL DO THIS WORK FOR \$2,500.00. THIS NEW BUILDING SHOULD BE READY FOR OPERATION BEFORE THE FIRST SNOWFALL PER S. SHEPARD. AS FAR AS THE OLD BUILDING (HEARSE HOUSE) IS CONCERNED, 2 X 8 ROOF RAFTERS AND WALLS ARE NOW UP TO CODE. THE NEXT STEP IS TO MAKE A WEATHER TIGHT SHELL AND TO ADDRESS THE STRUCTURE'S FRONT DOORS. PER S. SHEPARD G. REHAK HAS SOME IDEAS REGARDING THE DOORS. IRON TREE IS ALSO DONATING SOME PINE LOGS FOR CUSTOM CUTTING, WE JUST NEED TO PAY FOR SHIPPING. S. MSCISZ SUGGESTED SPEAKING WITH HIS BROTHERS CHRIS AND MARK ABOUT SOME 300 YEAR OLD 12 X 12 PINE RAFTERS WHICH ARE IN THEIR POSSESSION THAT COULD BE USED IN THIS BUILDING AT NO COST TO OUR DEPT. G. REHAK CHANGED HER MIND ABOUT THE DOORS. SHE WOULD LOVE TO RETAIN THE OLD GLIDING DOORS. S. MSCISZ IS CONCERNED THAT BARN TYPE DOORS MAY NOT BE WEATHER TIGHT. NOTE: THIS IS A 6 X 8 OPENING. G. REHAK INQUIRED AS TO WHETHER WE CAN CREATE A BARN DOOR LOOK WHICH WOULD ALSO BE WEATHER TIGHT. S. SHEPARD FEELS THAT OUR CARPENTERS ARE VERY TALENTED AND COULD PERHAPS CREATE A CERTAIN LOOK FOR THESE DOORS. M. HOOK SUGGESTED LEAVING THE ORIGINAL BARN SLIDING DOORS, BUT HAVING THEM OPEN TO ANOTHER SET OF WEATHER TIGHT DOORS. S. MSCISZ FEELS THAT IN ORDER TO GET THAT BARN DOOR LOOK WE COULD USE BEVEL GLASS DOORS INSIDE WHICH WILL ALLOW FOR LIGHT. S. MSCISZ ADDED THAT THE DOORS THAT WE WANT WILL HAVE 2 PANELS OF GLASS WITH WOOD AT THEIR BASE, AND A CURVED TOP WITH BEVELED GLASS. THE COMMISSION THEN WENT OUTSIDE TO LOOK AT THE ACTUAL BUILDING AND DOORS. AFTER RETURNING S. SHEPARD AGREED TO CALL ANDERSON WINDOWS TOMORROW TO ORDER DOORS CHOSEN BY THE COMMISSION. HE DESCRIBED THEM AS ¼ ROUND TWO PANEL BEVELED GLASS DOORS.

SMITH MONUMENT: S. SHEPARD DISCUSSED WORK AND HOW IT'S PROGRESSING. THE WORK ALSO REQUIRED SECURING PERMISSION FROM A PRIVATE LAND ABUTTER TO DO TREE REMOVAL FROM THEIR PROPERTY IN THE CEMETERY. THERE HAS BEEN A LOT OF HEAVY EQUIPMENT IN THE CEMETERY WITH QUALITY WORK BEING DONE BY IRON TREE. FORTUNATELY THE STONE WALL DID NOT HAVE TO COME DOWN. THE NEXT STEP WILL INVOLVE DIGGING FOR THE MONUMENT'S FOUNDATION. THE MORMON CHURCH AND THE LANES ARE DOING THE ENTIRE PROJECT. S. SHEPARD'S ROLE IS TO OVERSEE ALL WORK MAKING SURE THAT SAFETY IS EVERYONE'S #1 PRIORITY ALONG WITH AVOIDANCE OF ANY GRAVE DESECRATION WHILE SECURING THE CEMETERY DURING WORK OPERATIONS. ROBIN CROSBIE HAS ALSO REVIEWED THE CONTRACT AND ALL IS MOVING FORWARD. NORM ISLER WILL ALSO BE RESPONSIBLE FOR INFORMING US AS TO DETAILS REGARDING THE FUTURE PLANNED DEDICATION CEREMONY. THE CONTRACT FOR THE MONUMENT WAS ALSO SIGNED BY THE P&C COMMISSION AT TONIGHT'S MEETING.

EEE: ALL SIGNAGE IS UP. M. HOOK ALSO EXPLAINED THAT SOCCER SENDS OUT EMAILS ON MONDAYS WITH DAILY DUSK TIMES, SO THAT ALL OF ITS PARTICIPANTS ARE OUT OF THE PARKS AT THE CORRECT TIME. FOOTBALL ALSO SPOKE WITH MARSHALL AND THEY ARE ALL SET WITH OUR EEE GUIDELINES. PER S. MSCISZ MOST OF THE EEE DEATHS TO DATE IN MASSACHUSETTS HAVE INVOLVED PERSONS WITH COMPROMISED IMMUNE SYSTEMS. S. MSCISZ ALSO BELIEVES THAT WE HAVE ELIMINATED LIABILITY WITH OUR SIGNAGE. S. SHEPARD STATED THAT SIGNS ARE POSTED AT EACH PARK ENTRANCE AND ALSO INSIDE EACH PARK. ALSO, PER G. REHAK THE WEATHER CONDITIONS NEED TO BE 28 DEGREES FAHRENHEIT OR BELOW FOR FOUR CONSECUTIVE HOURS TO TOTALLY ELIMINATE EEE MOSQUITOS.

HOT TOPPING: THIS PROJECT IS UNDERWAY PER S. SHEPARD. ROADS HAVE BEEN TORN UP AND GRADING HAS BEGUN. BY THIS THURSDAY OR FRIDAY WORK WILL BE COMPLETED ON ALMOST 1000 PLUS FEET OF ROADWAY. S. SHEPARD HAS ALSO SUBMITTED A CAPITAL PLAN TO OUR TOWN ACCOUNTANT WHICH ALLOCATES UP TO \$20,000.00 ANNUALLY FOR A TOTAL OF \$100,000.00 FOR FIVE YEARS TOWARDS THIS WORK. FUNDING WILL COME FROM OUR TRUST FUNDS AND/OR TOWN MONIES.

WATER LINE REPLACEMENT: THIS WORK WILL BE TAKING PLACE VERY SHORTLY PER S. SHEPARD. HE HAS SPOKEN WITH A CONTRACTOR. THIS IS ESSENTIAL WORK, AS THE OLD WATER LINE CAME UP DURING RECENT ROAD GRADING. WE WILL HAVE SEVEN SPICKETS OR WATER STATIONS. WE WILL HAVE A SPICKET AT THE END OF EACH CEMETERY SECTION GOING UP THE HILL. IT WILL BE UNIVERSAL AND WELL MARKED. WE ARE ALSO ONLY GOING TO CUT THE ROADS IN TWO LOCATIONS.

HOLIDAY ON THE GREEN: G. REHAK STATED THAT THE HOG (HOLIDAY ON THE GREEN) HAS BEEN MEETING IN SMALL COMMITTEES, BUT SHE IS CONFIDENT THAT THEY WILL PULL IT TOGETHER. BASICALLY WE NEED HELP TO TEST ALL OF THE ELECTRICAL CORDS ON THE TREES. S. SHEPARD SUGGESTS THAT IRON TREE MAY BE ABLE TO PROVIDE US WITH A SMALL BUCKET TRUCK, PERHAPS AT NO COST, IN EXCHANGE FOR FREE PUBLICITY. G. REHAK WILL TRY TO STAY WITHIN A SMALL BUDGET OF \$2,000.00. SHE SUGGESTS THAT WE SHOULD ALSO HAVE A LOT OF TRASH BINS ON SITE FOR THE EVENT. IT WAS SUGGESTED THAT SOMEONE BE PRESENT DURING THE EVENT FROM EITHER THE HIGHWAY OR PARKS & CEMETERIES DEPT. TO EMPTY THE TRASH BINS, WHICH WOULD BE AN OVERTIME EXPENSE. S. SHEPARD RECOMMENDED A MINIMUM OF 2 PERSONS ON HAND FOR SAME. S. SHEPARD ALSO SAID THAT JEN LARUSSO HAD CALLED DIG SAFE IN THE PAST RELATIVE TO THE INSTALLATION OF THE SNOWMAN CUTOUTS. G. REHAK SUGGESTED A DEADLINE OF 12/1/19 TO CHECK ALL LIGHTS, WITH AN ACTUAL EVENT DATE OF 12/7/19. DARCY FULTON IS WORKING WITH THE FIRE AND POLICE DEPTS. CONCERNING ROAD CLOSURES AND FOOD TRUCKS.

DARCY WILL ALSO BE SPEAKING WITH JENN COLLINS OUR FIRE CHIEF REGARDING ALL THE ISSUES THAT WE HAVE HAD IN THE PAST WITH THE BONFIRE EVENT. THERE WILL ALSO BE NUTCRACKER PERFORMANCES, AND TRACTOR HAYRIDES WHICH ARE COORDINATED WITH THE ESSEX COOP AND ERIC SCHMAKEL. THE COOP PROVIDES THE HAY. S. SHEPARD DETERMINES THE LOCATION OF THE PENS AND THE P&C DEPT. ALSO PUTS OUT THE SLEIGH AND EXTRA SPOTLIGHTS FOR THE EVENTS. G. REHAK SAID THAT THE COMMITTEE IS ALSO SEEKING SOMEONE TO COORDINATE THE MARY ELLEN MAGEE AWARD FESTIVITIES.

TENNIS COURT RESURFACING: THIS IS THE FIRST ITEM ON OUR CAPITAL PLAN PER S. SHEPARD.

NEW BUSINESS

VOTE# 10-1-19: M. HOOK MOTIONED TO ACCEPT THE MINUTES OF SEPTEMBER 10, 2019 AS WRITTEN. THE MOTION WAS SECONDED BY S. MSCISZ. ALL VOTED IN FAVOR OF SAME.

17 NORTH STREET (RADOCHIA RESIDENTS): KLOCK PARK IS ONE BIG PARCEL AND IT IS TOWN PROPERTY. WE CAN'T GET INTO ONE SMALL AREA OF IT WITHOUT ENTERING ONTO THE RADOCHIA PROPERTY. THE RADOCHIA'S ASKED OUR DEPT. TO CLEAN UP DEAD TREES WHICH HAVE FALLEN ONTO THEIR PROPERTY. S. SHEPARD HAS A QUOTE FOR THIS CLEAN-UP IN THE SUM OF \$2,000.00.

S. SHEPARD'S VACATION TIME: S. SHEPARD NOTED THAT THE COMMISSION NEEDS TO VOTE ON HIS VACATION TIME ROLLOVER AS WELL AS A RE-APPOINTMENT TO HIS CURRENT POSITION. S. SHEPARD ADDED THAT HE HAS BEEN TRYING TO USE FOUR WEEKS OF VACATION TIME WHICH WILL LEAVE HIM WITH 10 WEEKS, WHICH HOPEFULLY THE TOWN WILL BUY BACK. G. REHAK ALSO ASKED WHO IS COVERING MONDAYS AND FRIDAYS WHEN HE IS OUT. S. SHEPARD REPLIED THAT P. FONTAINE, THE ASSISTANT SUPT. WILL BE IN CHARGE THOSE DAYS

VOTE#10-2-19: G. REHAK MOTIONED FOR THE REAPPOINTMENT OF STEVE SHEPARD SR. AS THE SUPERINTENDENT AND FOR HIS ROLLOVER OF 553 VACATION TIME HOURS PLUS 200 HOURS OF ADDITIONAL VACATION TIME, WHICH ACCRUES SOON, FOR A TOTAL OF 753 HOURS. THE MOTION WAS SECONDED BY M. HOOK. ALL VOTED IN FAVOR OF SAME.

S. MSCISZ'S HOME SALE: S. MSCISZ TOLD THE COMMISSION THAT HE HAS SOLD HIS HOME IN TOPSFIELD AND WILL BE MOVING OUT OF TOWN IN THE FUTURE. BUT FOR NOW HE WILL BE RESIDING IN TOPSFIELD UNTIL AT LEAST JANUARY OR FEBRUARY WHILE HIS NEW HOME IS BEING BUILT. ONCE HE MOVES OUT OF TOPSFIELD HE WILL UNABLE TO CONTINUE TO SERVE AS A COMMISSIONER.

OLD DUMP TRUCK: G. REHAK INQUIRED AS TO THE TRADE IN VALUE WHICH WE WILL RECEIVE FOR OUR OLD DUMP TRUCK. S. SHEPARD REPLIED THAT WE WILL PROBABLY GET \$5,000.00 TO \$10,000.00 AS A TRADE IN FOR IT TOWARDS OUR NEW TRUCK.

BILLS, DEEDS, CONTRACT FOR THE MONUMENT AND PAYROLLS WERE ALSO SIGNED.

THE MEETING WAS ADJOURNED AT 8:35 P.M.

OUR NEXT MEETING WILL OCCUR ON TUESDAY NOV. 19, 2019 AT 7:30 P.M.

***ATTACHMENTS:** HOLIDAY ON THE GREEN EVENT SCHEDULE FOR THE DEC. 7TH EVENT WHICH RUNS FROM 3-7 P.M.

"NOTE: THESE MINUTES WERE REVIEWED AND ACCEPTED AT THE PARKS & CEMETERIES COMMISSION MEETING OF NOVEMBER 19, 2019. PURSUANT TO THE 'OPEN MEETING LAW, G.L. c. 30A, SECTION 18-25, THE APPROVAL OF THESE MINUTES BY THE COMMISSION CONSTITUTES A CERTIFICATION OF THE DATE, TIME AND PLACE OF THE MEETING, THE MEMBERS PRESENT AND ABSENT, AND THE ACTIONS TAKEN AT THE MEETING. ANY OTHER DESCRIPTION OF STATEMENTS BY ANY PERSON, OR THE SUMMARY OF THE DISCUSSION OF ANY MATTER, IS INCLUDED FOR THE PURPOSE OF CONTENT ONLY, AND NO CERTIFICATION, EXPRESS OR IMPLIED, IS MADE BY THE BOARD AS TO THE COMPLETENESS OR ACCURACY OF SUCH STATEMENTS."