

PARK & RECREATION COMMISSION MEETING MINUTES

Wed., May 7, 2014

Park Walkthrough at 5:00 PM

Meeting 6:30 PM

Holbrook – Palmer Park Jennings Pavilion

150 Watkins Avenue, Atherton

This meeting was called to order at 6:30 pm.

1. **Roll Call**

PRESENT –	Marylue Timpson	Chair
	Bob Roeser	Excused
	Tina Isenberg	Excused
	Frank Merrill	
	Bob Oyster	
	Howard Crittenden	
STAFF-	Steve Tyler	Park Superintendent

2. **Public Comments:** None.

3. **April meeting minutes:** moved to June meeting

4. **Commission Business:**
 - Park Master Plan: Discussion of April study session with Council.
 - Park Head Gardener: +Packet of projects given to all Commissioners prior to the meeting. Discussion of projects and how some have better “timing” than others. Staff requests all commissioners to email staff a “top 5 list” of priorities.
 - Commissioners: New board positions will begin at July meeting.

5. **Foundation Report :** Frank Merrill
 - Event Garden plan that was expected to reach the Park and Rec. commission in May will need to wait until June. Currently a shortage of capitol for the project. Phasing is being considered.
 - Foundation grieving the passing of long time members Betty Ogawa and Richard Nippes.

6. **Dames Report:** Susan Masetti
 - Easter egg hunt a huge success (over 700 kids).
 - Dames propose Marylue Gardener as new Dames Representative to Park & Rec.

7. **Staff Reports** – Steve Tyler
 - Events – Provided commission with revenues/expense for last month’s events as well as planned events for April.
 - Open House planned for May 14, 2014 by new event staff.
 - Arbor Day plantings in Park.

Regular Agenda –

Carriage House project – The Atherton Dames asked the Park & Recreation Commission to pass the following verbiage of support for the Carriage House restoration project:

“The Atherton Parks and Recreation Commission endorses the Atherton Dames Carriage House Restoration & Renovation project. In addition, the Park and Recreation Commission recognizes the importance and historical value of the Carriage House to Holbrook-Palmer Park and the Town of Atherton. We support the Atherton Dames in their fundraising endeavors for the Carriage House Project”.

Motion: Merrill 2nd: Oyster **AYES: 4 NOES: 0** **Passed**

Event Garden Project – Will postpone until June.

2014/15 Park Budget – Commission reviewed proposed park budget and the following motion was made by Commissioner Timpson:

“Pass the park budget as written with the suggestion of requesting \$20,000 instead of \$10,000 in landscape supplies (plant materials)”.

Motion: Timpson 2nd: Merrill **AYES: 4 NOES: 0** **Passed**

July Park and Recreation Commission meeting – move meeting from July 2 to July 9.

Motion: Timpson 2nd: Merrill **AYES: 4 NOES: 0** **Passed**

8. Future agenda items –

- Event Garden: preview of work from architect in June.

Motion: Timpson 2nd: Merrill **AYES: 4 NOES: 0** **Passed**

9. Motion for Adjournment- 8:45 PM –

Motion: Timpson 2nd: Merrill **AYES: 4 NOES: 0** **Passed**

The next regular meeting is scheduled for Wednesday, June 4, 2014.
Regular meeting begins at 6:30 PM at Holbrook-Palmer Park Main House.

Respectfully Submitted –

Steve Tyler

PARK WALK THROUGH NOTES - 4-3-2013			
AREA	CORRECTION NEEDED/COMMENTS	DATE CORRECTED	ESTIMATED CORRECTION DATE
Entry Gates	Figure out how to improve signage, Cut off stretch rod at fence at entrance. Water leak at park exit.		
South Meadow	Looks good		
North Meadow	Looks good		
Managers Yard	Looks good		
Fountain area	Much improvement, repair timer issue		
Picnic area	Add an ashbin for BBQ's		
Childrens Playground	Repair swingset and add fibar		
Parking area - Main house	OK		
Parking area - Pavilion	OK		
Parking area - CM house	Repair planting strip trim.		
Main house - interior			
Main house - exterior	Dead branches on some bushes need removal. Trim up Redwood branches		
Main house - patio			
Pavilion/patio	Remove dead plant material from rear patio and add wood chips to entrance plantings or remove fabric.		
Tennis courts	Perhaps a new "tennis rules" sign.		
Playschool - interior			
Playschool - exterior			
Carriage house - interior			
Carriage house - exterior	OK		
Corp Yard - interior	No comments		
Corp Yard - exterior	No comments		
Water tower - interior			
Water tower - exterior			
Park lighting	OK		
Tree and shrubs	Look good - trimmed and no Ivy.		
Drinking water fountains	Appear to be working		
Walking paths/fitness stations	Equipment loose (all)		
Walking bridge	Study as park project		
Restrooms	Needs an application of stain.		
LL field	AOK		
Overall condition of park	Weeds under control.		

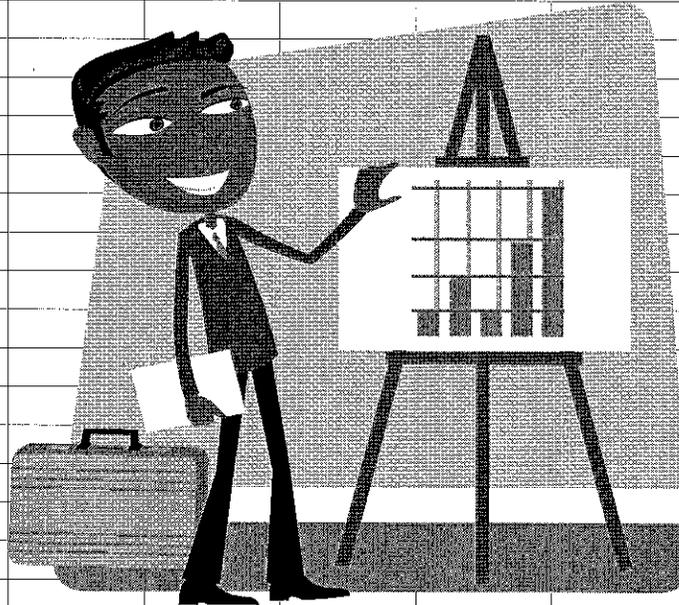
OTHER GENERAL OBSERVANCES - Park
in need of wood chips (mulch) and
volunteers need to be identified and
removed.

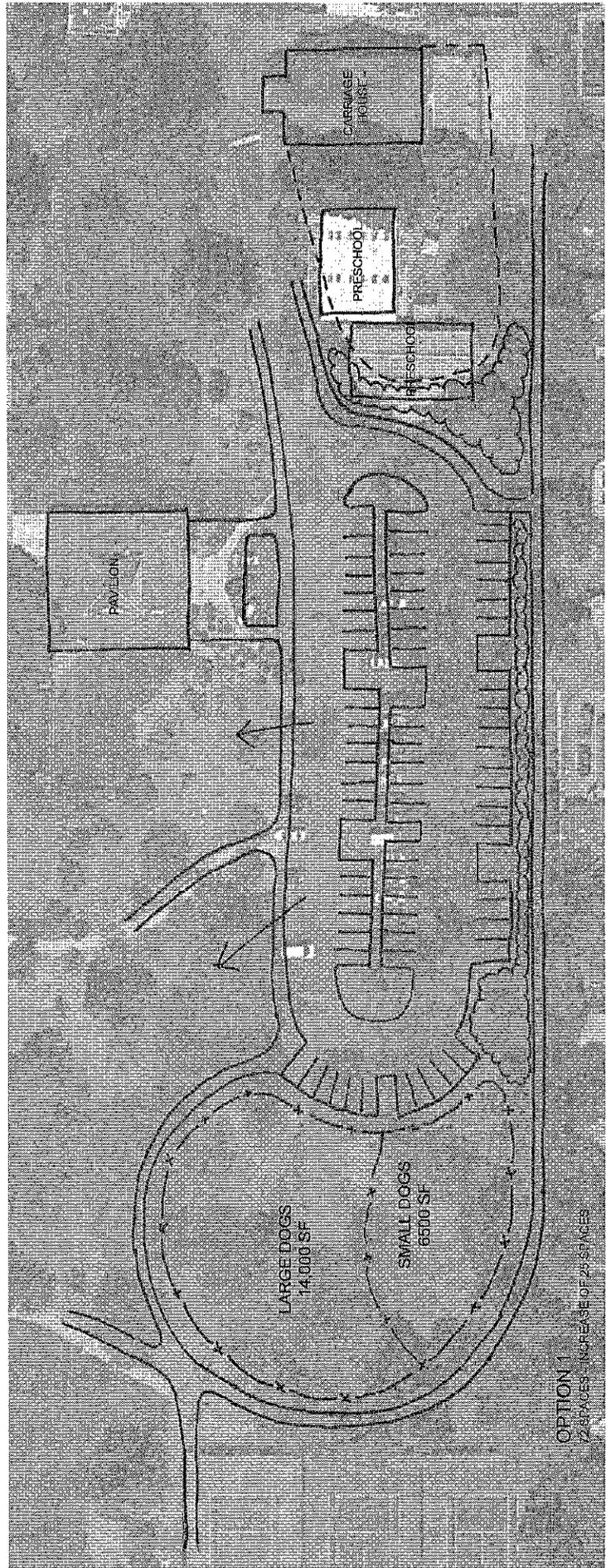
To: Steven Tyler
 From: Ed Murdock, MCE Corporation Quality Assurance Inspector
 Date: April 25, 2014
 Subject: Proposed Project Summary Sheet for Holbrook Palmer Park

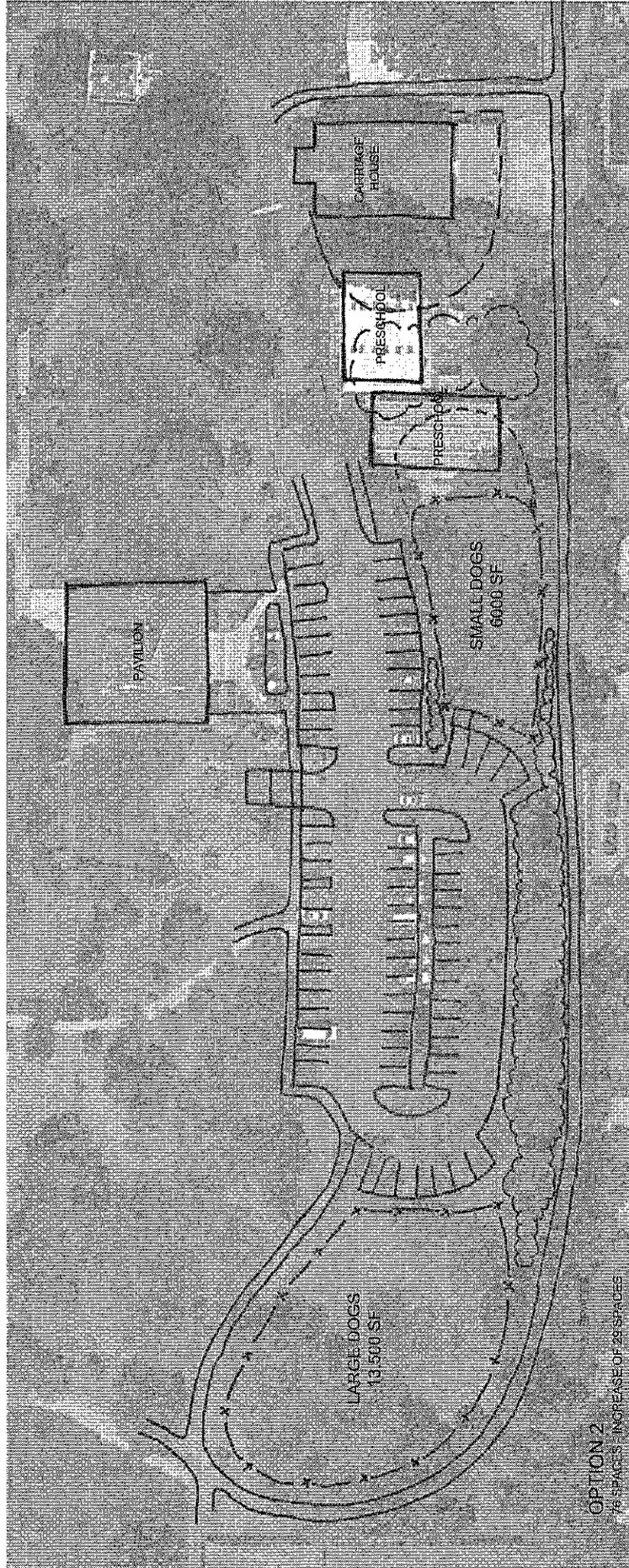
Shown below is the proposed Project Summary Sheet for Holbrook Palmer Park.

PROJECT #	LOCATION	DESCRIPTION	EST. HRS	EST \$
1	TENNIS COURT BEDDING	PLANT, MULCH, AND IRRIGATION WORK	100	\$ 8,203.00
2	BEDDING-SO. SIDE OF THE PARK	MULCH	20	\$ 1,150.00
3	BEDDING BY FOOTBRIDGE	PLANT, MULCH, AND IRRIGATION WORK	16	\$ 1,613.00
4	BEDDING-WEST SIDE OF PARK	MULCH	30	\$ 1,725.00
5	BEDDING BY ENTRANCE	PLANT, MULCH, AND IRRIGATION WORK	36	\$ 2,323.00
6	PARKING LOT-NORTH SIDE	PLANT, MULCH, AND IRRIGATION WORK	56	\$ 4,212.00
7	NORTH MEADOW PICNIC AREA	PLANT, MULCH, AND IRRIGATION WORK	15	\$ 12,694.00
8	BEDDING-NORTH SIDE OF PARK	MULCH AND REPAIR BENCH	95	\$ 16,149.00
9	OPEN SPACE AREA-EAST SIDE	MULCH	180	\$ 10,350.00
10	JENNINGS OPEN SPACE AREA	MULCH	46	\$ 2,674.00
11	OPEN SPACE EAST OF PLAY AREA	MULCH AND HEADER	200	\$ 22,934.00
12	TURF NORTH OF THE FOUNTAIN	PLANT AND MULCH	52	\$ 11,393.00
13	TURF & BEDDING AT FOUNTAIN	PLANT AND MULCH	59	\$ 11,390.00
14	TURF & BEDDING AT MAIN HOUSE	PLANT AND MULCH	38	\$ 9,447.00
15	SELECTED SPECIMEN TREES	INSTALL SPECIE NAME PLATES & POSTS	19	\$ 750.00
16	BEDDING & OPEN SPACE @ TOWER	PLANT AND MULCH	46.75	\$ 3,289.00
17	BEDDING @ MERRILL CARRIAGE	PLANT, MULCH, AND ADD A/C DRIVEWAY	12.5	\$ 16,787.00
18	BEDDING @ PRE-SCHOOL	PLANT, MULCH, REMOVE (1) TREE	6.25	\$ 691.00
19	TURF & BEDDING AT HORSE ART	PLANT AND MULCH	27.5	\$ 1,920.00
20	BEDDING AT JENNINGS PAVILION	PLANT, MULCH, ADD HEADER	21.5	\$ 3,931.00
21	ROSE GARDEN WALKWAY	PLANT, MULCH, ADD HEADER	28.5	\$ 7,866.00
22	PATHWAY LIGHTING PROJECT	REMOVE AND REPLACE THE EX PATH LTGN	???	???
		COST DEPENDS ON SELECTED FIXTURES		

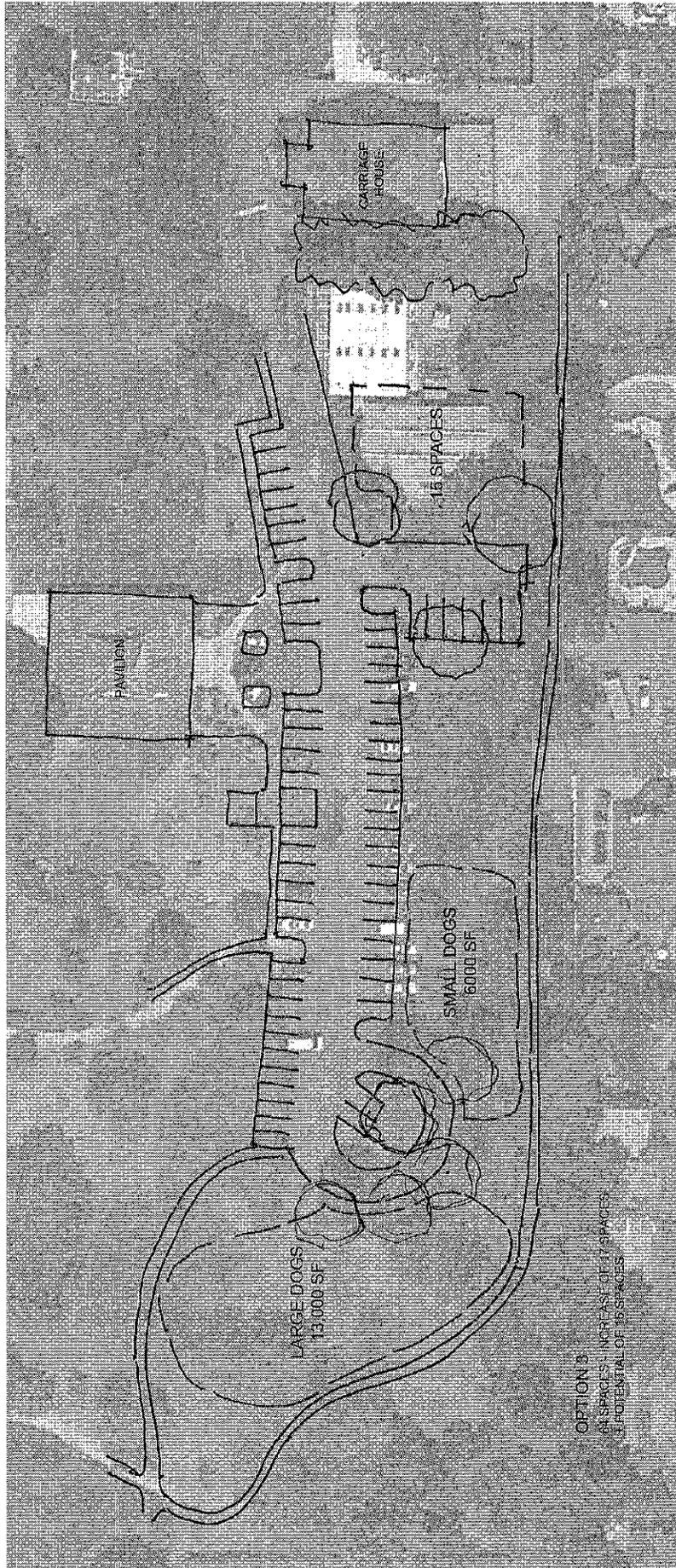
PARK PROJECT PRIORITY LIST						
SCORESHEET						
POINT VALUE	Timpson	Merrill	Roeser	Eisenberg	Oyster	Crittenden
6	15	5	5	3		4
5	3	6	16	12		7
4	13	12	17	13		8
3	16	14	13	16		10
2	5	15	21			15
1	11					19
1	19					
1	22					
Top picks	Proj. #	Points				
1	5	14				
2	3	11				
3	16	11				
4	15	10				
5	12	9				
6	13	7				

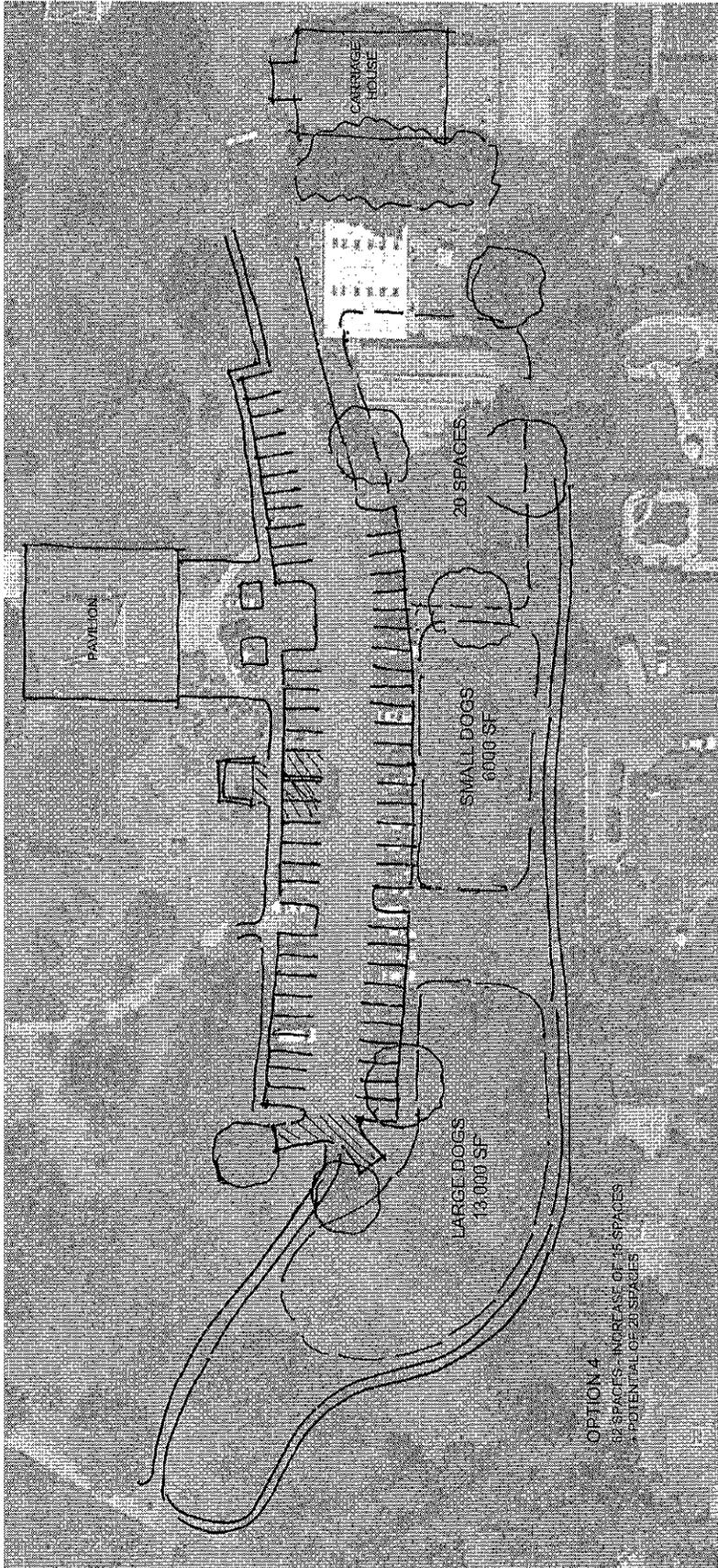






OPTION 2
76 SPACES - INCREASE OF 20 SPACES





OPTION 4
62 SPACES - INCREASE OF 16 SPACES
A POTENTIAL OF 20 SPACES

HOLBROOK PALMER PARK - MONTHLY EVENTS - FY 13-14

DATE	EVENT	TYPE OF EVENT	EVENT STATUS / PAY CENTER	FEES PAID / (inc. including deposit)	ADMIN. CHARGES (Res. 50% Non-Res)	TOTALS	NOTES
5/1/14	Pavilion	Meeting Designated Group	No Cost	\$ -	\$ -	\$ -	Dames
5/3/14	Pavilion	Social	Pay/non res	\$ 2,500.00	\$ 750.00	\$ 3,250.00	Loto Reed
5/4/14	Day Use	Day Use	Pay/non res	\$ 200.00	\$ -	\$ 200.00	Picnic
5/5/14	Main House	Meeting Town	No Cost	\$ -	\$ -	\$ -	Mr. Kashwagi mtg.
5/5/14	Main House	Meeting Designated Group	No Cost	\$ -	\$ -	\$ -	Foundation Monthly
5/7/14	Main House	Meeting Town	No Cost	\$ -	\$ -	\$ -	S. Tyler Park & Rec
5/7/14	Pavilion	Meeting	Pay/no admin	\$ 500.00	\$ -	\$ 500.00	National Charities
5/9/14	Pavilion	Social	Pay/non res	\$ 1,200.00	\$ 360.00	\$ 1,560.00	P.A Prep
5/10/14	Carriage House	Social	Pay/no admin.	\$ 805.00	\$ -	\$ 805.00	Sacred Heart
5/12/14	Pavilion	Meeting	No Cost	\$ -	\$ -	\$ -	S/MCO Elections
5/13/14	Pavilion	Meeting	Pay/no admin	\$ 400.00	\$ -	\$ 400.00	National charities
5/13/14	Carriage House	Venue Cancellation	Pay/refund	\$ 200.00	\$ -	\$ 200.00	Mezzetta Oliver
5/14/14	Carriage House	Meeting	Pay/non res	\$ 700.00	\$ 210.00	\$ 910.00	Nicole Frydman
5/15/14	Pavilion	Social Designated Group	No Cost	\$ -	\$ -	\$ -	Dames Lunch
5/16/14	Pavilion	Social	Pay/non res	\$ 900.00	\$ 270.00	\$ 1,170.00	Kaiser Lunch
5/17/14	Carriage House	Venue Cancellation	Pay/refund	\$ 150.00	\$ -	\$ 150.00	Kristen Degnan
5/20/14	Pavilion	Social	Pay/non res	\$ 400.00	\$ 120.00	\$ 520.00	Sarah Speakman
5/18/14	Day Use	Day Use	Pay/non res	\$ 100.00	\$ -	\$ 100.00	Picnic
5/22/14	Day Use	Day Use	No Cost	\$ -	\$ -	\$ -	S/MCO Elections
5/24/14	Day Use	Day Use	Pay/res	\$ 75.00	\$ -	\$ 75.00	Picnic
5/25/14	Day Use	Day Use	Pay/non res	\$ 100.00	\$ -	\$ 100.00	Picnic
5/25/14	Day Use	Day Use	Pay/non res	\$ 200.00	\$ -	\$ 200.00	Picnic
5/25/14	Day Use	Day Use	Pay/non res	\$ 200.00	\$ -	\$ 200.00	Picnic
5/27/14	Pavilion	Meeting	No Cost	\$ -	\$ -	\$ -	S/MCO Elections
5/29/14	Pavilion	Meeting	No Cost	\$ -	\$ -	\$ -	Community Trust
5/31/14	Pavilion	Social	Pay/res	\$ 2,500.00	\$ 375.00	\$ 2,875.00	Droma Inc
5/31/14	Carriage House	Social	Pay/res	\$ 400.00	\$ 60.00	\$ 460.00	Andrea Johnson
Totals				\$ 11,530.00	\$ 2,145.00	\$ 13,675.00	

Summary by Month FY 2013-14						
Month	Total Fee Revenue (not incl. Dep.)	Total Admin Revenue	Total Fee Costs	50% for Catering	By Date	Net to Town
Jul-13	\$ 9,162.50	\$ -	\$ -	\$ (3,185.00)	\$ -	\$ 5,977.50
Aug-13	\$ 9,300.00	\$ -	\$ -	\$ (4,144.00)	\$ -	\$ 5,156.00
Sep-13	\$ 12,450.00	\$ -	\$ -	\$ (4,031.00)	\$ -	\$ 8,419.00
Oct-13	\$ 11,100.00	\$ -	\$ -	\$ (4,713.00)	\$ -	\$ 6,387.00
Nov-13	\$ 4,160.00	\$ -	\$ -	\$ (1,976.00)	\$ -	\$ 2,184.00
Dec-13	\$ 2,990.00	\$ -	\$ -	\$ (2,926.00)	\$ 64.00	\$ 64.00
Jan-14	\$ -	\$ -	\$ -	\$ (1,373.00)	\$ -	\$ (1,373.00)
Feb-14	\$ 1,820.00	\$ -	\$ -	\$ (1,168.00)	\$ -	\$ 652.00
Mar-14	\$ 2,090.00	\$ -	\$ -	\$ -	\$ (3,000.00)	\$ (910.00)
Apr-14	\$ -	\$ -	\$ -	\$ -	\$ (3,000.00)	\$ (3,000.00)
May-14	\$ 11,530.00	\$ 2,145.00	\$ -	\$ -	\$ (5,765.00)	\$ 7,910.00
Jun-14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total FY 2013-14	64,602.50	2,145.00	(23,516.00)	(11,765.00)	\$	31,466.50