



**TOWN OF LEICESTER  
BURNCOAT PARK SPORTS PLANNING COMMITTEE**

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**MINUTES OF MEETING  
December 17, 2020**

**MEMBERS PRESENT:** Dawn Marttila, Chair, Russ Anderson Recorder, Harry Brooks, Kevin Desaulnier, Vice Chair and Sue Sears

**NOT PRESENT:** Steve Parretti and Kevin Desaulnier, Vice Chair, Dianna Provencher, John True

Meeting called to order at 6:03pm by Chair, Dawn Marttila. Meeting held online due to Covid-19 restrictions

**MINUTES:**

October 22, 2020

Motion to accept minutes made by Harry Brooks

Second by Russ Anderson

All in favor

**Old Business:**

**New Business:**

Mass trails grant aka RTP: Conservation Works, Dick O'Brien is writing the grant for the committee. Scope of work and draft of grant proposal was sent to all committee members. Dawn and Russ, who met with Dick on site, answered questions of other board members. In summary, it is a 80/20 grant. BPSPC will have to make up the 20% of cost with in-kind work or money. Total cost \$49,420.00 for labor and \$18,220 in materials. This can be reduced if we find or can provide other forms of labor or materials. The scope of work will improve the existing trails by removing hazards, installing trail marker and a kiosk. A portion of the trail from the parking lot to the beach will be handicap accessible and meet ADA standards. We may choose to do this in two parts. Harry Brooks stated it should be run by the town's disability committee. Sue asked how will this be maintained in the future? Dawn pointed out that this in fact involves trail maintenance but, in the future, when the park is opened there will be a number of things needing maintenance as part of an ongoing project which may come in many forms ie. Highway Department, volunteers, work parties, grants, fund raising or town funds. Harry pointed out that for the next few years we may still have some money to put towards these things from Cultivate which could be applied towards matching funds.

**MOTION:** was made by Harry Brooks to go ahead with the full scope of this grant proposal as written.

**SECOND:** Russ Anderson

All in favor

Report from ConCom: they have agreed fund the wetland survey around the ball field using NOI funds for \$1,200 by EcoTech. It was noted that we need to delineate the wetlands and buffer zone before making any changes or improvements to the ball field.

Park Master Plan” we have received an estimate and proposal to create a master plan for the park by Alice Webb of Earth Design for \$8,600.00 This master plan is essential for planning any future park development and will be very helpful when applying for grants. Dawn suggested we could fund this using GWCF grant funds of \$4,000 for the initial payment and then \$4,600 for the final payment from the 2006 town warrant article currently named Environmental Surveys and will be requested at Spring Town Meeting 2021 to be renamed for this purpose and for future park work. Kevin pointed out that the GWCF funds must be used for facilitating opening of and improvements to the park. Harry said there might also be funds available from CMRPC for this and he will chick into it.

MOTION: Harry Brooks moved to go ahead with making this master plan.

SECOND: Sue Sears

All in favor

Backpack blower: Steve Parretti won the blower and donated it back to the committee. Plans were to hold another raffle but due to Covid-19 this was not possible. Dawn’s family has offered to buy the blower and give these funds to the committee.

MOTION: Adjourn the meeting made by Harry Brooks, 2<sup>nd</sup> by Russ Anderson. All in favor.

Meeting adjourned 6:55pm.

Next meeting, tentatively scheduled for held January 21, 2021

