

Town of Lunenburg Park Commission



Anita Scheipers, Chair
Colleen Shapiro, Vice Chair
Karin Menard, Clerk
Chris Sullivan, Member
Tim Lawless, Member

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960 Mass Ave.
Lunenburg, MA 01462

approved 3/26/2025

January 15, 2025
MINUTES

Members present: Anita Scheipers, Karin Menard, Tim Lawless, and Christopher Sullivan

Absent: Colleen Shapiro

Additional Attendees: Angela Clement, and Chris Ruth

Meeting to order at 7:00 PM and A. Scheipers read “This meeting is being broadcast live and digitally recorded.”

First item on the agenda, Facilities Director Updates

C. Ruth stated he had no updates.

Next item on the agenda, Recreation Director Updates

A. Clement stated J. Belliveau posted the lifeguard and Beach Director positions. J. Belliveau indicated she would like to be part of the interview process.

A. Clement created a list from the POS system at the beach, which she shared with K. Menard.

A. Clement stated she is finding that the busiest times for the beach were 10 am - 1 pm with 1200 individuals. 1 pm - 4 pm 366 individuals and 4 pm - 7 pm had 183 individuals.

A. Clement stated she is looking into offering afternoon swim lessons Monday - Friday.

A. Clement asked J. Belliveau if it would be allowable to increase the lifeguards salary if they were Water Safety Instructor (WSI) certified. J. Belliveau stated yes.

K. Menard asked if the town reimburses the lifeguards for the cost of the WSI test. A. Clement stated yes.

The Commission discussed other avenues to advertise for the Beach Director, social media being one of them.

A. Clement stated 2 programs are running for February vacation, STEM which will be in the classroom. The full-day class is full, with 12 registrations. The Multi-Sports program for 8-12 years is running in the gym, 10 are enrolled.

A. Clement stated that on February 7th, in the afternoon, they would have Wildlife Encounters which offers a junior zookeeper program, \$10 per person with a \$30 cap for families. A. Clement noted the class can hold 60, there are 40 registrations currently.

A. Clement stated she spoke with Stacy at MIIA about the Vendor Fair and the petting zoo, bounce house and the dunk tank are not covered under the insurance. The vendors will have their own liability insurance.

A. Clement would like the volunteers to be CORI checked.

C. Sullivan suggested using Sign Up Genius for the volunteers.

Next item on the agenda, Marshall Park Updates

The Commission reviewed the updated layout of the planned renovations. A. Scheipers noted there would be no work on the wetlands, Marshall Pond, and the boardwalk. That will be set for a later date.

A. Scheipers noted the revised phase 1 in blue includes parking. The revised phase 2 in green areas includes improvements to the ball fields.

A. Scheipers noted the Men's field needs to be raised.

C. Ruth stated the Men's field would need to be raised 6 inches to a foot for drainage.

A. Scheipers noted phase 2 also included parking off Chestnut Street.

A. Scheipers noted phase 2B includes the pavilion, food court, bathroom facilities, and picnic pavilion that are adjacent to the skate park and playground. Phase 2B also includes another bathroom facility by the softball field.

A. Scheipers asked C. Ruth if the Board of Health money could be used for connection to the town sewer instead of installing a septic system. C. Ruth will reach out to the Board of Health.

A. Scheipers asked if the walkways were concrete. C. Ruth stated they are shown as asphalt.

A. Scheipers asked if lights were needed on the access drive-in from Mass. Ave. C. Ruth noted there are lights in the parking area, adding one or two more would be a wise thing to do.

A. Scheipers indicated the announcer's booth can no longer be 2 stories as it is not handicapped accessible. C. Ruth suggested running water and power lines with the possibility of getting a booth(s) donated.

A. Scheipers confirmed with C. Ruth that the utilities would be brought to those areas, capped off and booths built later. C. Ruth stated yes.

A. Scheipers asked about relocating the existing memorials/monument stones on Marshall Park with the area to be determined. C. Ruth stated the one with the scoreboard will stay with the scoreboard the rest will have to be looked into. K. Menard will go through her notes to see what memorials were currently on the property.

T. Lawless asked where the announcing booths and scoreboards were shown on the plan. C. Ruth stated the announcing booths are shown as white blocks behind the plates and the scoreboards are not shown.

Next item on the agenda, Marshall Park Design and Phasing; next steps; preparation for annual town meeting

A. Scheipers stated the Select Board is still wanting to work collaboratively with the Commission by putting their construction projects in line with the Marshall Park project. The Select Board has a lot of building renovations and improvements to be put on the warrant.

K. Menard asked if Marshall Park and the buildings were to be one article, could it be split out. A. Scheipers stated as one article it would be itemized so motions could be made to remove items. A. Scheipers noted that was her understanding but would check with the Town Manager and if necessary Town Council.

T. Lawless asked to what extent are the baseball/softball fields being redone in phase 2A. A. Scheipers indicated most work will be done on the men's field as drainage will be required underneath. A. Scheipers noted the softball field is more of a realignment.

T. Lawless asked when the fields are not used by the school can anyone access them or will they be blocked off. K. Menard stated they are public fields and anyone can use them.

Next item on the agenda, Invoices to be approved

None. A. Scheipers notes the ones that came in she and K. Menard signed-off on as approved by the Commission.

Next item on the agenda, Earth Day Cleanup – does the Commission want to be involved formally

C. Sullivan feels the way the Commission participated last worked well.

K. Menard would like to see an event that would include the younger children.

Next item on the agenda, Master Planning Committee assignment

A. Scheipers noted the Commission has taken no action.

Next item on the agenda, Chair Updates

A. Scheipers indicated a thank you had been received from the skate park group for the Commission's support.

Next item on the agenda, Commission Updates

None.

Next item on the agenda, Approval of Minutes

None.

Adjourned: 7:59 pm

Andrea Mastrototoro, Board Clerk, Secretary