

Broad Street Park Committee  
Minutes – Special Meeting October 09, 2013

COPY RECEIVED  
DATE: 10/15/13  
TIME: 11:00 AM  
TOWN CLERK'S OFFICE

The meeting was called to order by Al Yagovane who led us in the Pledge of Allegiance.

**Attendance**

Committee Members: Al Yagovane, Bill Wilkin, Mike Horbal, and Sandy Cass. Tom Lavranchuk participated via speaker phone.

**Minutes & Financial Report**

Not presented. Both will be reviewed at regular meeting on October 16.

**Finalize Volunteer List**

Al still needs to review the final list with Sandy Cass.

**Status of Lighting Timer & Sensor**

The committee approved spending \$715 to purchase a transformer and two new well light fixtures. This should provide the necessary fix to achieve the “vertical light column” effect originally planned.

The replacement fixtures for flag pole lighting are due in October 11. The timer switch is also due that day.

**Water Service Status**

Aquarian Water Company has not yet responded to Kurt Miller's request for assistance. The project would be too big to take on without Aquarian's assistance.

**Next Brick Order**

The order will be submitted to the brick engraver next week.

**Posts for Sign Installation**

The Parks Department will order and pay for the posts as soon as the final volunteer list is submitted. The post will match those used for the light poles.

**Park Cleanup**

The committee approved spending up to \$150 for fertilizer.

The pump and barrels will be removed this weekend. One barrel will remain for trash until the iron waste basket is received.

**Transition to “Friends of Broad Street Park”**

Bill presented a “first draft” of “Duties and Responsibilities” for the new committee. After discussion a few more duties were added. A copy of the revised document is attached.

All current committee members will be available to serve the new committee.

Respectfully Submitted:  
Bill Wilkin

# **Friends of Broad Street Park**

## **Duties & Responsibilities** (as of October 9)

### Financial Duties

- Raise Funds through Brick Sales and other activities
- Set Financial Priorities for Park Maintenance & Enhancement (i.e. water)
- Authorize Expenditures

### Landscaping Duties

- Plant & water flowers
- Pull weeds
- Trim trees
- Install new engraved bricks

### Maintain Bulletin Board Posting

### Manage & Maintain park lighting

### Raise and Lower the Flag as needed

### Coordinate Seasonal Activities

- Decorations
- Events