



Parks and Recreation Committee  
**Regular Meeting**  
**Minutes, April 2, 2018; 4:30 PM**  
**Council Chambers**

**ITEM 1**

**CALL TO ORDER:** 4:33 PM – The meeting was called to order by Chair Jeff Dobbs. Committee members present were Eric Ankrom, Tommy Parham, John Kelly, and Committee Liaison Public Works Director Chip Reeves. Another in attendance was Eben Salvatore of Ocean Properties, Ltd.

**ITEM 2**

**Excused Absence(s):** Greg Veilleux.

**ITEM 3**

**APPROVAL OF AGENDA:** Mr. Kelly moved, with second by Mr. Parham, to approve the Agenda; motion passed (4-0).

**ITEM 4**

**APPROVAL OF MINUTES:** Minutes of March 5, 2018. Mr. Ankrom moved, with second by Mr. Kelly, to approve the Minutes; motion passed (4-0).

**ITEM 5**  
**REGULAR BUSINESS**

**A. Harborview Park: Ocean Properties, Ltd. Proposal.**

Mr. Ankrom announced that he is an employee of Ocean Properties, Ltd. (“Ocean Properties”). Mr. Kelly moved, with second by Mr. Parham, to recuse Mr. Ankrom from participation on this item; motion passed (3-0).

Mr. Salvatore represented Ocean Properties and reported that it has replaced the underground fuel storage tanks at Harborview Park and offered a proposal to improve Harborview Park, to include funding assistance. He provided concept drawings that illustrate the proposed feature layouts. The overall features include upgraded pavers, benches, bike rack, curbing, drainage, aesthetically sited planters with built-in irrigation sourced from Ocean Properties facility, and the permanent installation of the Chamber of Commerce information kiosk with electricity and seasonal canopy. The transformer would remain in place, camouflaged by a wayfinding sign (approved by the Design Review Board). Railings would be Town-provided to match the existing Pier railings. There is approximately \$15,000 currently budgeted for this park.

The Committee agreed that the information kiosk would be sited close to the transformer, which would improve the view shed when approaching the park from Main Street. Mr. Salvatore explained that the kiosk allows the park to be more usable because it keeps people off the street while they queue up and get their bearings. It is a Chamber of Commerce function; the Chamber would continue maintenance, to include the added canopy. Mr. Reeves remarked that the relationship between the Chamber and Town is a Council purview, which could be served via a memorandum of understanding (MOU).

Mr. Salvatore said that cab parking is included. He added that any aspects are open for discussion at any time. The proposed bike racks could remain or be removed from the project. Some of the proposed benches are double, a back-to-back configuration that faces both north and south. Mr. Reeves noted this is a different bench style from those in other Town parks, which incorporate the “purple heart” bench that is not built in this design. Also, the planters should be re-arranged so that they are symmetrical and more pedestrian-friendly.

Mr. Kelly remarked that the proposal is exactly what is wanted and should be constructed. He stressed that it is an extremely generous offer. Chair Dobbs clarified that more may be included down the road to bring the area closer to a better water front. Mr. Salvatore clarified that it is not the intent to close up the project. It is designed to grow and improve public water access. It is time to incorporate a railing that is not deteriorated. They would like to begin the project around May 2. Going beyond the seawall is a separate project. Mr. Parham said he likes the plan, pavement, and it is will attract people to the area.

Mr. Reeves said that if Ocean Properties builds the project, the Town maintains the park. For example, the planters are Town-maintained under contractor provision. (The planter irrigation from Ocean Properties facility becomes a savings to the Town in terms of water and watering labor.) The railing is a costly expense. With no guarantee, there is the potential to use cruise ship funds. He will have the Planning Department check on the U.S. Department of Interior Land and Water Conservation Fund (LWCF) requirements. The park use and layout have not changed. LWCF signage must be maintained.

Mr. Kelly moved, with second by Mr. Parham, to recommend to Town Council that it accept the Ocean Properties very generous offer for the proposed improvements to Harborview Park, noting the information kiosk would be relocated closer to the exiting transformer; motion passed (3-0).

**B. Other Discussion.**

- Athletic Field Comfort Station and Snack Shack: Acadian Little League recommends that the comfort station and snack shack be improved to combine into one building, to include electricity and water for the snack shack. It is time to earmark the work as a targeted project.
- Memorial Requests: Consideration is to be given to establishing a Parks and Recreation bench / plaque revenue line item to accommodate memorial requests and to fund bench replacement(s). The item would need to be included in an advertised public meeting.

**ITEM 6**  
**NEXT MEETING DATE**  
As needed.

**ITEM 7  
ADJOURNMENT**

The meeting was adjourned by acclamation at 5:10 PM.

Respectfully Submitted,

Suzanne Banis  
Recording Secretary