

Portland Parks and Recreation Commission

Regular Meeting Minutes

Monday, November 13, 2023

Buck-Foreman Community Center

Parks & Recreation Office

265 Main Street

Present: Commission Members: Karen Agogliati, Chair, Chris Donahue, Deb Rooth, Kevin Backman

Also: Andy Dionne, Parks and Recreation Director

Absent: Brian O’Connor, Amanda Herzog, Alt.

1. Call to order

Chris Donahue called the meeting to order at 6:00 p.m.

2. Roll Call/Appointment of Alternates

No action.

3. Approval of Agenda

Deb Rooth made a motion to approve the Agenda for November 13, 2023 and seconded by Kevin Backman. The motion was approved unanimously.

4. Approval of Minutes – Regular Mtg. October 16, 2023

Kevin Backman made a motion to approve minutes for Regular Meeting on October 16, 2023 as presented and seconded by Deb Rooth. The motion was approved unanimously.

5. Seasonal Events

a. 5K

“Come on Over” 5K/2.1 Mile Fitness Walk drew 77 participants with 7 signing up on the day of the event. Thank you notes to sponsors have been sent out. Parks and Rec around \$2,900. There was a discussion about budgeted figure for the event and that it is considerably high.

For next year it was suggested that there be a fun run for children at the circle path around the gazebo. A September date for next year will be determined to align with the Fall Festival.

b. Tree Lighting

Tree Lighting and Parade are scheduled on December 3, 2023. Supplies will be loaded at Parks and Rec at 3:45pm and brought to Town Hall. PRC members will meet and set up at 4:00pm. Check-in is at 4:30 p.m. and parade begins at 5:00 p.m. Karen Agogliati will bring the box for the toy drive. Tree Lighting will follow the parade. Hot cocoa will be provided and served by Parks and Recreation. Tripod lighting will be set up by Public Works. Cones, barricades (appropriate sizes), and rope will be set up along the street/parade route. Andy will get the permit to Biz and will purchase tickets for the raffle. Hot cocoa, raffle and toy box will be set up in one area for easy access. Christmas lights will adorn tables. PRC commissioners will purchase candy canes to hand out to the kids.

6. Capital Improvement Plan Update

Andy Dionne said that the new fence for the Rec Complex will be purchased and installed. Money will come from LOCIP funding. Select Fence and Guardrail is secured as the vendor and selected from the state contract list. Finance has approved and work can begin ASAP. Middlesex irrigation is next on the list but parking lot needs to be done first. This will ideally be done in-house. Trees purchased through donations will be identified so that donors have a selection to choose from. A layout for the trees and benches will be available.

7. Other

Andy Dionne said that the Board of Selectmen authorized funding for an AED at the Portland Recreational Complex. The Knights of Columbus and the Kenny Fletcher Memorial Car Show both contributed \$1,000 each to be used towards this AED. Security Cameras have been installed at the Portland Rec. Complex.

8. Public Comment

There was no public comment.

9. Adjourn

A motion to adjourn was made by Deb Rooth and seconded by Kevin Backman. The motion was approved unanimously. The meeting adjourned at 7:00 p.m.

Respectfully submitted,

Dawn Guite

Recording Secretary