

## Parks Commission Minutes 11/13

Attendance Rich DeMarco, Page Mead, Kristina DeMarco, Denise Payne, Maury Hepner Tom Hibschan, David Lincoln (present until 6pm), Mike Morrison

### Membership review

- Membership is considered full at 7 members and 2 associate members (vote unanimous)
- 4 voting members is considered a quorum (vote unanimous)
- Associate members will fill in as voting members if/when there are not 7 voting members at a meeting (vote unanimous)
- Associate members have same responsibilities as regular members (meeting attendance, etc) and (vote 4-3)
- Associate members have first priority when a membership spot is available. (vote unanimous)
- If there are multiple associate members a vote will be taken by the Parks Commission on which associate member is chosen (vote 4-2-1)
- The Parks Commission will vote for approval of new member and renewal of existing members when term expires (vote unanimous)
- Associate member, Gale Turner, will be next to fill any open membership spot when available (vote unanimous)

### Communications

- Members are to use careful consideration when using "reply to all". Messages should only go to appropriate parties.
- Communication with
- Both co-chairs need to be aware of new membership request asap.
- Focused agendas with no need to include project updates unless voting or problem solving is needed

### Committee

- Meeting schedule is to remain 2<sup>nd</sup> Thursday of each month at 5:30pm (vote 6-1)
- Meetings will have a timeline of one hour (6:30pm) with vote taken at 6:30 to extend the meeting if needed
- Public can attend any meeting with the understanding they are there to observe until the end of the meeting
- Guest are only to be invited by co-chairs and need to be on agenda before being allotted time to speak in a meeting
- Review:
  - PC involvement: Fort Foster, Seapoint Beach
  - PC Limited Involvement: Legion Pond, Rice Ave, John Paul Jones Park (when town owned), Crescent Beach.
  - No PC involvement: Shapleigh School, Solid Waste, Haley Field, Seaward Rec Complex, Rice Library, Traip Academy, Town Hall, Frisbee Field, Memorial Field, Memorial Circle, Emery Field, DPW, Naval Museum, Frisbee Commons, Wallingford Square, Mitchell School, Old Red School Houses, Fort McClary, Remick Preserve, Norton Preserve, Molton (forest), Furbish (forest), Cutts (forest), Fairchild (forest), Martin Rd (forest), Rogers Park, Ram Island, Town Landing, Town Farm (forest), Norton Rd (forest), Frisbee Wharf, Wood island

### Existing Projects

- FF Management Plan (Rich) – timeline, final draft
- FF signs (Tom) – update on sign plan/design. If multiple signs are recommended, vote to prioritize sign most important to least important. Co-chairs will present prioritized designs to Norm Albert of Public Works to implement through current and future budget.
- Invasive Species initiative with schools (Kristina and Mike) – update on communication with Kittery schools for learning program to start in spring
- Memorial Benches/Trees (Tom) – update on recommendations for potential locations or future concerns. Vague text can be included in FF Management plan
- FF Historic affiliation (Tom) – update on what can/can not and what has already been done to improve/capitalize on public awareness of historic nature of FF. Review of current brochure and vote if changes are recommended. Share any communication from Earle G. Shettleworth, Maine's Historic -Preservation Officer
- -New brochure (Tom) – quotes on recreating a digital format.