

# Summary of Parks & Rec planning

Created on February 17, 2026 by Summary AI

Draft

## Action Items

### Speaker B **Prepare & circulate agendas and minutes**

Finalize agendas and circulate them at least two weeks before meetings; post minutes after approval and send finalized minutes to Amanda and Shelley. Ensure next meeting (Mon, March 16) agenda includes Fishing Derby, Easter follow-up and 4th of July planning.

### Speaker C **Solicit donations & coordinate event pickup**

Contact local businesses (Dunkin', Bristol House of Pizza, Black Forest Nursery/Bosquin) for donations (coffee, munchkins, pizza, flower pots); pick up donations (Dunkin' at 10:30, pizza at 11 per plan) and arrange setup for Easter event. Place donation boxes/baskets at agreed locations and collect supplies.

### Speaker E **Investigate keys, shed access, inventory & outreach**

Check who holds keys (highway department / selectmen) and obtain access to the storage shed; compile an inventory of Parks & Rec equipment. Email Mr. Robert and coordinate with Charlie/Robert about deposits and with Tiffany/Brennan (police) about bike safety/helmet coordination. Confirm deposit procedure and who will receive event deposits (Amanda or Judy).

### Speaker A **Search past records & emails**

Search personal/old emails and files for prior Parks & Rec documentation, minutes, and equipment records to help rebuild missing historical information.

## Overview

**Meeting length:** 56:16. **Next meeting:** Mon, March 16.

**Key focus:** restart Parks & Rec operations, **events planning (Easter, Fishing Derby, 4th of July, pig roast)**, donations & volunteers.

**Budget items:** mowing line changed by about \$6,000, Easter/event line items ~\$2,000, fireworks estimate ~\$103,000 if contracted.

**Operational gaps:** missing previous-years documentation, keys/shed access, no dedicated town Parks & Rec email yet.

**Process decisions:** keep meetings short, post agendas ~**two weeks** in advance, use recording for transcription of minutes (AI tested but inconsistent).

## Recording, minutes & AI

Recording device was brought and used to record the meeting for transcription.

Agenda process: agendas will be shared before meetings to allow additions; secretary will read only the minutes to keep meetings short.

Previous board records were missing; departing members did not transfer documents; volunteers will search old emails or contact selectmen for records.

AI transcription was tested and produced errors (misidentified names); recording will support manual review; Selectmen meeting test gave mixed results.

Voting scheduled for **March**; events scheduled for **April**.

## Missing records & handover

- Previous years' documents are missing; board is starting from scratch.
- Departing members were supposed to hand over documents but did not transfer them.
- Attempts were made to contact **December** and others; initial communication occurred then stopped.
- **AI transcription** was tested and failed, producing incorrect names and errors.
- Secretary read minutes aloud; members preferred shorter meetings and having copies instead of full read-throughs.

## Budget & finance discussion

- Town highway employees will take over mowing this year, reducing cost by approximately **\$6,000** (initial estimate **\$2,800**).
  - Capital reserve fund contains unused money for several years and earns minimal interest.
  - An additional account with funds was mentioned; details and account checks remain unknown.
  - Proposed budget is the only one lower than the previous year.
- Budget was based on prior years' expenditures and anticipated changes; budget committee had limited information.

## Easter event planning & donations

- Advertises only on **Facebook** to date; plans to post flyers around town.
- Volunteers unknown; budget appropriation undecided.
- Requests donations and supplies: **250-300** plastic eggs; Dunkin' Munchkins and hot chocolate; pizza (previous donation **4** small pizzas); Black Forest Nursery for flower pots and small Easter items; collection baskets/boxes at Shelly, Lynn, Amanda and school (Mr. Conley).
- Schedules: stuff eggs at end of March; pick up Dunkin' at **10:30** and pizza at **11:00**; event start **12:00**; team to arrive early to avoid delays.
- Event layout and prizes: older kids assigned to small park area; hide **6** large prize eggs in flower pots (six big winners), split **3/3** between ends; prevent eggs from reaching pond waterline.

## Facilities, keys, inventory & volunteers

- Discussion to restart Fish & Derby and Chicken Barbecue; Park & Rec historically partnered with Friends of the Library.
- TTCC requested ball-field use for practices/games; contacts provided (including liaison Hall); bases stored in **white shed**; outreach planned after snow melt.
- Proposed community cleanup on weekend of **April 18-19** to coincide with Earth Day (**April 22**); volunteer sign-up to occur at March voting event.
- July event planning: suggested kickoff Saturday **June 27** (week before **July 4**); Leslie offered to coordinate salads with **two weeks** notice and seek donations (e.g., Hannaford); fireworks require a certified insured professional and town liability will not cover; bouncy houses/trampolines/rebounds are prohibited.

PMCD  
2/20/26