



Regular Meeting of the Longmeadow Parks and Recreation Commission  
Tuesday, July 25, 2023  
Location: Longmeadow Adult Center, Classroom 1

**Present:** Chair Berke, Vice Chair Duquette, Commissioner Robinson, and Director Jarvis

**Absent:** Commissioner Horowitz, Commissioner Rintoul, and Assistant Director Judd.

- I. Public Participation-** None
- II. Approval of the June Meeting Minutes** - A motion was made by Vice Chair Duquette to accept the June 14, 2023 minutes as presented. Commissioner Robinson seconded the motion. The motion was passed.
- III. Community Preservation Committee Update-** There were no new updates to report at this time.
- IV. Long Range Plan update-** Chair Berke reported the community survey is still available and addresses climate change, multigenerational programming and facilities among other topics. The plan will likely wrap up mid-2024. At the next Park and Recreation Commission meeting in September, the Commission will conduct a directed discussion to addresses the needed department piece of feedback.
- V. Parks & Recreation Department Financials-** June financials were unavailable because the full time salary and benefit payback has not yet been completed by the Finance Department.
- VI. Old Business**
  - a. Wolf Swamp complex update-** Signage has been approved by the Planning Board and reviewed by the Town Manager and DPW Director. SRL now needs to develop a cost estimate to the Department can solicit quotes for creation and install. On 7/17/23, the Select Board approved the request to honor Mr. Peter Landon with a plaque as part of the Wolf Swamp design plan.
  - b. Active Recreation Study Update-** The subcommittee recently met with consultant, SLR, to review progress. Assignments were given to subcommittee members to review the documents and make edits.
  - c. Signage/banner policy-** The Planning Board has approved the policy and was reviewed by the Town Manager. Additional benchmarking is needed regarding solicitation practiced of other towns, then a legal review is needed.
- VII. New Business-**
  - a. Chair and Vice Chair positions-** Tabled until all Park Commission members are present at the September meeting.
- VIII. Announcements-**
  - a. Next Meeting-** The next meeting has been set for Tuesday, September 12, 2023 at 6:00pm.
- IX. Adjournment-** A motion to adjourn was made by Vice Chair Duquette and seconded by Commissioner Robinson. Individual roll call vote was taken and the motion was carried unanimously, without descent.

Meeting was adjourned at 6:30pm.

*Respectfully submitted, Bari Jarvis, Recording Secretary*