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MINUTES OF THE SALEM PARK AND RECREATION COMMISSION NOVEMBER 14, 2023

A meeting of the Salem Parks and Recreation Commission was held on November 14, 2023, at 6:45 p.m., in person at 401 Bridge Street and via remote participation in accordance with Chapter 2 of the Acts of 2023. Present were Amy Everitt, Chair; members: Deborah Amaral, Bob Callahan, Johnel Roberts and James Shea; Trish O'Brien, Superintendent and Commission Clerk Joanne Roomey.

Ms. Everitt called the meeting to order at 6:45 p.m.

1. Approval of Park and Recreation Commission Meeting Minutes of September 19, 2023

Mr. Shea made a motion to approve the Park and Recreation Commission Minutes meeting of September 19, 2023. Mr. Roberts seconded the motion. The motion carried unanimously.

2. Visitors and Requests:

- a. Naomi Cotrell/Amanda Chiancola – Landscape architect for the Curtis Park Planning/design feedback.

Ms. Cotrell presented the commission with preliminary plans for redesigning Curtis Park. She showed two different schemes which included playground areas, tree designs and showed a natural lawn, with upgrades to the soil, drainage and irrigation. The Commission asked about installing synthetic or artificial turf to increase usage months and less maintenance. Although it may be more expensive in the short term, it would be easier long-term maintenance. It is a smaller site and would be good to try it there.

The commission had some questions regarding who was responsible for the maintenance of the playgrounds, what is the exact square footage for each scheme and a cost estimate for the two different designs and would like to know which design the school would prefer. The commission decided to table this discussion until the next meeting for Ms. Cotrell to come back with these answers. Ms. O'Brien will meet with Dan Laroe from the Planning Department, who is overseeing the project.

- b. Discussion and vote on establishing a policy for the naming and renaming of parks, playgrounds, buildings and ways.

The commission discussed the above policy. They used samples from the cities of Boston and Cambridge to draft it. They also discussed No. 2. in the policy regarding: *Include a*

letter from the Ward Councilor where the space is located indicating support, non-support or no opinion of the proposal. Their main concern is they do not feel it should be up to the Park and Recreation Commission alone to decide what should go into this policy. This goes beyond the Park and Recreation's discretion. They believe this should be sent to the city councilors and Mayor, with the Park and Recreation Commission's recommendations and that they should make the decision. They feel that the policy should be consistent throughout the City. The commission wants to set a precedent/process and make sure they are consistently moving forward.

Mr. Shea made a motion to table this discussion until they know how policies were handled in the past. Mr. Roberts seconded the motion. The motion carried unanimously.

- c. Discussion and vote on establishing a policy on the installation of plaques, statues and other memorials honoring a person or event.

The commission discussed the **Policy for a Memorial Plaque, Statue or Educational Sign in a Park or Playground** and only had one addition (attached). They wanted to add number 6 to the policy:

6. Vote by simple majority of the commission that is present.

Mr. Shea made a motion establishing a policy on the installation of plaques, statues and other memorials honoring a person or event with the above addition. Ms. Amaral seconded the motion. The motion carried unanimously.

3. **Old Business:** None

4. **New Business:** CPA request for comment

Mr. Callahan said they had a meeting tonight and the CPA came out with the draft plan and if there are any comments, they can make them. He also said, we have to get the preliminary application in as soon as possible as the money has been appropriated and it is sitting there. It is not going to be as high as in the past three years. He said there are going to be a lot of people applying so we should get the projects "shoveled" ready.

5. **Adjournment:** There being no further business to come before the Salem Park and Recreation Commission this evening, Ms. Amaral moved to adjourn the meeting. Seconded by Mr. Shea. The meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Joanne M. Roomey
Commission Clerk

SALEM PARK AND RECREATION COMMISSION

POLICY FOR A MEMORIAL PLAQUE, STATUE OR EDUCATIONAL SIGN IN A PARK OR PLAYGROUND

To place a memorial plaque, statue or educational signage in a park or playground, a petition must be sent to the Salem Park and Recreation Commission in accordance with the requirements and procedure set forth below:

1. Submit a petition in letter form requesting the installation:
 - a. Justification for the proposal
 - b. If a plaque, statue or sign is requested for a particular person, what is that person's direct relationship to the space, what extraordinary thing(s) has this person contributed to the space or community and why should the proposed individual be elevated compared to others. An Individual must be deceased for no less than ten years to be considered.
 - c. Provide biographical information of any proposed named individual with resourced material if it is a historical figure. Final language of any informational signage must be approved by the City's Preservation Planner.
 - d. Identify the cost and funding source and requested location of the installation. The City of Salem will have final say on the location.
2. Include a letter from the Ward Councilor where the space is located indicating support, non-support or no opinion of the proposal.
3. Include letter(s) of support from any neighborhood group and neighbors abutting the space, such groups may be identified by contacting the Mayor's office.
4. Submit a petition signed by 25 adult residents within 1/4 mile of the park or playground.
5. Work with the Park Superintendent to schedule a time to present the petition to the Commission at a publicly noticed meeting.
6. Vote by simple majority of the commission that is present.

This Policy excludes conditional gifts or bequests, if accepted by the Commission.