The Corporation of the Township of Norwich
Friends of Otterville Park Management Board
Minutes - May 15, 2017

Location - Otterville Park Pavilion

In Attendance: Robert McQuiggin, Gail Lewis, Jennifer Grant, Trish Scholten, Barb VanBeisen, Kerrie Gill-McQuiggin, Susan Deroo. Staff: Pat Hovorka, James Schaafsma Council: John Scholten

Call to Order - Chair Robert McQuiggin opened the meeting at 6:45pm

Approval of Agenda – Moved by Trish Scholten, seconded by Barb VanBesien that the agenda be accepted as presented. Carried

Disclosure of Pecuniary Interest - Robert asked if there were any pecuniary interests - none

Minutes of the Previous Meeting – Moved by Jen Grant, seconded by Kerrie Gill-McQuiggin that the minutes of September 19, 2016 be accepted as presented. Carried

Business from the minutes – Pat Hovorka reported Eric Herremens was our summer student. Everyone was pleased with his work ethic.

Township Report - Pat Hovorka reported paved pathways are to be installed to the ball diamond and sod added. Three trees were taken down in the park near the pathways. They are looking for one more staff at the pool to make a total of 8 for this summer. The Tri-county swim meet planned for Aug 2017 is coming together nicely. Concerns about space close to the creek for safely putting in canoes, for the Canada Day canoe races, was raised. Township staff is concerned with liability. Board members deferred to the Canada Day Committee who has rules and waivers in place from previous years for participants. Board members considered the possibility of putting a gate into the fence beside the park bridge and creating a properly graded boat launch area or small dock for public water access. See Canada Day Committee minutes for more info.

Correspondence - none

New Business – Barb VanBesien received a quote from Oxford Insta-Shade which was more money than we were hoping to spend on the replacement memorials trees for the park entrance. Trish Scholten has contacts with a tree nursery company to locate and price out two appropriate sized trees. She will get a quote and send to staff. Planters will be Red and White for the Sesquicentennial year. Mulch is needed.

Board suggested a small raised deck with a hole around the water tap would prevent wet feet and mud being tracked into the historic pavilion. A question of the date that water will be turned on at the park. A new water line has been put in beside the baseball diamond for treating the new surface. Trevor to resurface with red clay. New score-board sponsored by Paul form Speedy Electric to be on West side of bleachers. The old scorekeepers booth will be a bench with a removable patio umbrella when new bleachers are complete.

WORK: Members washed all interior pavilion walls at start of spring season.

Closed Session - none

Next meeting - Aug 28 7pm at pavilion.

Meeting adjourned
The Corporation of the Township of Norwich
Friends of Otterville Park Management Board
Minutes - Aug 29, 2017

Location – Park Pavilion

In Attendance: Robert McQuiggin, Helen Davis, Gail Lewis, Jennifer Grant, Barb VanBeisen, Kerrie Gill-McQuiggin. Regrets - Trish Scholten, Susan Deroo.

Call to Order - Chair Robert McQuiggin opened the meeting at the Otterville Park Pavilion 7pm.

Approval of Agenda – Moved by Helen Davis, seconded by Jennifer Grant to approve the agenda.

Disclosure of pecuniary Interest – Robert asked if there were any pecuniary interests. n/a

Approval of previous Minutes -

Presentations/Deputations – n/a

Business

Arising from the minutes – It was noted what a good job Eric the Park’s summer student has done again this year. The Pavilion and the washrooms were very well kept.

Newly planted trees at the entrance have been regularly watered all summer thanks to Committee members to give them a good start. Thank you to all members who took a turn to water the trees. Does this need to continue into the fall months?

Flowers in the planters and beds have looked great all summer. Barb has done much of the care for the flowers this summer and we appreciate her time to this beautification.

The park is looking good with a new ball diamond, bleachers and pathways. There is a new small wooden deck on the pavilion that will hopefully keep water away from the building. Much work has gone into making the Park look great and function well for the Sesquicentennial celebrations this year. Thanks to the Township staff and their contractors.

Township Report – n/a
*The Committee was not requested to attend any issues at the Park over weekends this summer for rentals by the Township. We wondered how many rentals there were and if it all went smoothly.

Correspondence – n/a

Other Business – Items that need attention in the Park are the Basketball nets, one latch missing from a stall in the ladies washroom, and a Firemen’s sponsored picnic table near the playground needs to be chained down.

The planters from July 1 are still in the park and look good. Robert McQuiggin will try to get them back to their owner in the fall so that we could have them filled again for next year.

Closed Session – n/a

The next meeting for the Friends of Otterville Park Management Board is set for Monday Oct 23, 2017 in the Pavilion.

Meeting adjourned
The Corporation of the Township of Norwich
Friends of Otterville Park Management Board
Minutes - Oct 23, 2017

Location – Otterville Park Pavilion

In Attendance – Robert McQuiggin, Jennifer Grant, Barb VanBesien, Kerrie Gill-McQuiggin, Trish Scholten,
Staff: Pat Hovorka, James Schaafsma. Regrets – Gail Lewis, Helen Davis, Susan Deroo.

Call to Order - Chair Robert McQuiggin opened the meeting at 7pm.

Approval of Agenda – Moved by Jen Grant, seconded by Trish Scholten. That the agenda be accepted as presented. Carried

Disclosure of pecuniary Interest – none

Minutes of previous Meeting – Moved by Jen Grant, seconded by Barb VanBesien. That the minutes of Aug 29, 2017 be accepted as presented. Carried

Presentations/Deputations – none

Business

Arising from the minutes:

A) Pavilion floor has not been repaired. This was brought forward by the board at the May 2017 meeting. A quote for repair of a single board which currently has a hole needs to be done has not been gathered yet and the township staff, wish to use a contractor they are familiar with. They will look into a quote for repair. This work was suggested by the township to be completed in the spring of 2018 with our approval.

B) New park entrance trees have been watered by board volunteers into September and no longer need watering.

C) Items that need attention in the Park are the Basketball nets, one latch missing from a stall in the ladies washroom, and a Firemen’s sponsored picnic table near the playground needs to be chained down.

Township Report – Township Staff reported that the park is now in off season maintenance schedule of basic grass cutting and leaf removal as needed. Baseball diamond will be closed for the winter to prevent damage and tennis net taken down for winter storage. Fifteen pavilion rentals this summer and all went smoothly. Staff relayed info on future capital project plans for the park.

Correspondence – none

NEW Business – TREE: This past week a tree has come down in the park just south of the bleachers and to the immediate west of the food booth. Luckily no damage is apparent and the Township will have the tree and/or its branches removed.

REPAIR NEEDED: A Board member brought to our attention that the retaining wall beside the splash pad be looked at for possible structural issues. Also a picnic table which was not chained up is now located in the creek.
WORK: Barb and Jen are planning to trim the entrance gardens of hostas etc. before the Remembrance service, which in Otterville, is held the Sunday before in Nov; as well as the grass around the splash pad. If you wish to assist please let them know.

Closed Session – n/a

The next meeting for the Friends of Otterville Park Management Board is set for Monday Nov 20, 2017 in the band room at the Norwich Arena.

Meeting adjourned.
Location – Band Room of Norwich Arena

In Attendance – Robert McQuiggin, Jennifer Grant, Gail Lewis, Helen Davis, Susan Deroo, Barb VanBesien, Kerrie Gill-McQuiggin Staff: James Schaafsma

Regrets – Trish Scholten

Call to Order – Chair Robert McQuiggin opened the meeting at 7pm.

Approval of Agenda – Moved by Kerrie Gill-McQuiggin, seconded by Helen Davis, that the agenda be accepted as presented. Carried

Disclosure of pecuniary Interest – none

Minutes of previous Meeting – Moved by Barb VanBesien, seconded by Jen Grant, that the minutes of Oct 23, 2017 be accepted as amended. Carried

Presentations/Deputations – none

Business

A) Budget for 2018 – no big projects planned for 2018. Board members discussed possibility of tree planting a few native species trees each year in existing treed areas of park to maintain the natural area and atmosphere. Staff expressed issue with donated/memorial trees that if not viable or damaged the Township would then be obligated to pay for the cost of replacement.

B) 2018 Meeting Schedule – Mondays March 5, April 23, May 14, June 18, Oct 1.

C) Picnic Tables – tables not chained down are increasing ending up in the creek, moved into undesirable locations or even off property down the trail as two tables are currently. Land owner is aware of the table’s location and township will attempt to move it back when weather dries out.

Township Report – Township Staff reported that Township Council budget is brought forward next week and that 2018 in regards to the Otterville Park will be a status quo budget without any capital projects in 2018. The home run fence proposal is being brought to council with a community deputation. Friends of Otterville Park Management Board has mixed opinions about the installation of a permanent home run fence. Some see benefit and that baseball teams wish to use it, while others are unsure about how it might affect community events (Easter egg hunt, Canada day fireworks, etc.) that take place in the outfield area of the park.

Correspondence – none

NEW Business – none

Closed Session – none

The next meeting for the Friends of Otterville Park Management Board is set for Mon March 5, 2018 in the Otterville Park Pavilion (if inclement weather, the band room at the Norwich Arena).

Meeting adjourned