

**Parks & Recreation Committee
Meeting Agenda
09/19/2025 @ 5:30pm at Parish Field**

Attendance:

Samantha Awand-Gortel- Committee Chair
Autumn Brookmire- Big Indian Park Manager
Barbara Mansfield- Parish Field Manager
River Houska- Dog Park Manager
Christina Varga- Resource Development

Not Present:

Kathy Williams- Glenbrook Park Manager
Nick Torres- Smith Park Manager
Kevin Van Blarcum- Liaison to the Town Board

Guests:

Otia Lee
Bill Andrews

- **Meeting called to order at 5:34pm**
 - **Motion made by-** Babs
 - **Second by-** Autumn
- ~~**Pledge of Allegiance-**~~ We did not have enough committee members for a quorum, nor is there a flag in Parish Field
- **Prior meeting minutes approval**
 - **Motion made by-** Babs
 - **Second by-** Autumn
 - **All in Favor-** Y
- **Glenbrook Park:**
 - Phoenicia Library Balkan Festival- Saturday 09/20/2025 from 3pm to 7pm. Free to attend. Thank you to Kathy for cleaning the pavilion for the event.

- Playground Update-
 - Kompan will deliver the playground equipment on November 24th or sooner. Once the delivery is in process Kompan will reach out to begin site work, which will happen a few weeks before delivery.
 - We are trying to connect with Falcon Krausse to do the site prep.
 - Autumn contacted Dan at Arbor Arts for tree felling and delivery of the large tree trunk for the playground. He will be able to cut and deliver in either November or December. Gary Mead will de-bark the large tree trunk at the same time Dan fells it.
- Dog Park- River received a key for the dumpster at Town Hall because the amount of waste in the park waste bin was getting out of hand.
- Entrance Repairs- River sent the correct COI to Barbara Twerdak, the check for the down payment was received and work should be completed in the next 3 weeks if the weather holds out.
- Signage-
 - Kurt Boyer has wooden signposts and frames done; they just need to be installed. We then need to work on the information on the panels.
 - We will consult with him on doing to playground signs as well to keep them consistent with the look of the park signs.
- Grill rack- we still need to purchase a new rack for the grill by the pavilion. 32" wide and 28" deep. Babs has searched and those dimensions are specifically hard to find. We will reach out to Vermont Cast Iron to see if they have any options for us. Otherwise, we may need to reach out to someone who does welding to custom make the grill or investigate replacing the entire grill.

- Water Shut Off- Sam will ask Rob Stanley for assistance since he is a plumber and we don't want to do something wrong as a volunteer and cause an issue with the pipes over the winter.
- **Parish Field:**
 - Mini Golf -
 - The ribbon cutting was held on Friday August 29th, 2025, and was attended by roughly 25-30 people as a kickoff to the Phoenicia Festival of the Arts.
 - Sarah Kramer Harrison, who holds the newly created position of Direct of Arts, Culture and Open Spaces, was invited and attended. The mini golf course has the potential to be a great model for the collaboration of arts and open spaces.
 - Is there a funding opportunity through Sarah in her role with the County? At the moment, funding is not something they are discussing in this role, as it is newly created.
 - Currently Sarah is working on an art inventory throughout the county- indexing all artists, studio locations, musicians etc.
 - Varga received a Certificate of Acknowledgement from Senator Hinchey's office for the community mini golf in response to inviting her to join us for the ribbon cutting. See attached.
 - We appreciate the course pieces donated by Lucid Dreaming Mini Golf, but since these pieces were initially installed indoors, some could not be used outdoors.
 - We also appreciate the press Varga created around the course.
 - Currently, we are pausing the use of the mini golf course due to unfinished holes, and the need to ensure safety of all pieces. The mulch needed to be leveled out as well. Thank you, Babs, Ellie, Kerry, Bex, and Chris from Ulster Savings for volunteering on Sunday.
 - Install Peace Poles (x3) next year.

- While we thought the pieces would fit in the PFM storage shed, one PFM member thought they would not fit. We may need storage space for these pieces for the winter.
 - Babs made a banner with different rules, locations for borrowing equipment, ID and phone number need to be left with the business you are borrowing equipment from and listed the business sponsors. This was installed on Tuesday by Ted Norde and Dylan Callahan, and we thank them!
 - We are looking for someone, maybe a high school student needing volunteer hours, to sit at the park on Sundays during PFM hours to help distribute the equipment, and keep an eye on players so they do not destroy pieces as they did one of the first weekends it was used.
 - We will distribute the equipment to the businesses on Thursday 09/25/2025 with a sign out sheet. See attached.
 - Reminders: Safety is of the utmost importance, including the returning of putters and balls which can become projectiles in the case of an emergency helicopter landing in the field. Additionally, any changes to the course for next year would need to be presented to the Town Board for approval. We will ask the building inspector, Donna Lemoine, to inspect the course when complete.
- Fallnicia- Sunday October 26th, 2025. Multiple events will be held in one day. Inclement weather location inside Parish Hall.
- *Halloween Parade-* Lineup at Phoenicia Elementary at 11:30am, kick off at 12pm. Parade ends at the Parish Rectory garage, where the Phoenicia Rotary will hand out snacks and cider.
 - *Trunk or Treat-* the American Legion Auxiliary will run this part of the event this year, and we will have the cars in the Parish Field. It would be fun to have a parks trunk.... Decorate it with a wildlife theme or something similar.
 - *Phoenicia Rotary Scarecrow contest* -starts that day with a check-in booth for station assignments, and to pick up supplies we offer participants.

- Because this event falls on the same day as the final Sunday of the Phoenicia Farmers Market, we are not asking for separate vendors for Fallnicia but instead asking non-profits to setup booths promoting their organization, events, and fundraising efforts. This may be a good opportunity for the Skate Park, Shandaken Beautification Committee Summer Concert Series sponsor request, and/or other aspects of fundraising we need to do for P&R.
- Autumn and I will not be able to run a booth or participate in trunk or treat because of our involvement with PFM and Fallnicia event. If anyone is willing to volunteer, that would be greatly appreciated.

- **Smith Park:**

- NY Forward Grant- Overall picture of what we want Smith Park to look like was created by Karine at KaN Landscape Design and sent to Jan Jaffe for submission with the NYF Grant.
 - Included in the design was parking, a pump track around a concrete skate park, new play area, multi-use court, walking path connecting the park to the future Pine Hill parking lot, ADA restroom, an electronic kiosk, and a shade structure.
 - See attached documents.
- Pump track- New Company Parkitect from Switzerland is who we will explore the track with. Autumn saw a modular track in Germany and reached out to them.
 - Track is semi-permanent and can be disassembled.
 - Made of steel and fiberglass so it does not need to be placed on an impervious surface and doesn't need maintenance like a dirt track.
 - Best solution for the floodplain park.
 - Autumn has a call scheduled for next week and will discuss options and ask for a quote.

- Skate Park Update-
 - Zeffy campaign has been successful, raising just under \$3000.00 to date.
 - They started to plan a fundraising performance event that will hopefully take place in November. More to come when details have been worked out. This will either take place at the Phoenicia Playhouse or PHCC- Kerry is working with Allen Vella from the Playhouse to check availability.
 - They are hoping the NY Forward Grant will be successful this year. Kerry spoke with Karine at KaN Landscape Design and sent her conceptual drawings as part of an overall vision for Smith.
 - They have looked at other grants, but they require large matching financial commitments.
 - Letts of inquiry for the Tony Hawke Skatepark Project are due January to March 2026 and they will submit a letter. They can provide grants up to \$25k for underserved populations.
- **Big Indian Park:**
 - Summer Concert Series- Big success this year, and the Shandaken Beautification Committee will be asking for sponsors much earlier for next year.
 - Maintenance- A list was given to Steve White from Shandaken Highway to complete smaller tasks in the park. They have been paving so he hasn't started any of the items on the list.
 - Schedule a date to paint the merry-go-round, and 4-way seesaw play equipment. Saturday 10/18 at 230pm.
 - Need to remove the swing rings as one is missing and install special needs swing.
 - Steve's list included installing the rock-climbing wall and the spinner from Glenbrook.
 - Love Your Parks Day; 1st Saturday of May 2026 in Big Indian Park.

- **Rock Cut:**

- Manager- Still looking for someone to manage this park. Please direct anyone interested in joining the committee to apply via email to supervisor@shandaken.gov

- **Old Business:**

- Parks Benches- Gary Mead will start working on two more black locust benches- We still need a sponsor form for these.
- Dogs of Shandaken Instagram- The PBA agreed to collaborate with River on the new Instagram page. PBA members will be asked to tag us when they post anything to their pages that showcases their furry friends or guests. Sophie from the PFM has a lot of content to share with us. 🐾🐾
- Garbage- Babs will look for grants that would help pay for bear proof bins (found in Tannersville) and garbage pickup.
 - The best way to go about this is not directly through the town, as employees are civil servants and payment is more complicated. Looking for a non-profit to receive funding to pay someone outside of the town. Possibly Catskill Alliance of Housing Preservation?

- **New Business:**

- Events at all parks-
 - Everyone intending to use the park for an event of 25 people or more, or open to the public, must complete a Town of Shandaken Park Application with Joyce Grant, Town Clerk, regardless of their involvement in community/town committees or businesses. For profit events are not permitted to rent the parks.
 - A one-day event certificate of insurance must be provided prior to the event date, listing the Town of Shandaken as additionally insured.

- All trash must be removed from the park after the event. It is also a reasonable request for the event coordinator to visit the park where the event was held a couple of hours after the event ended, to ensure no one else was lingering, leaving more trash to be picked up. (This did occur after 4th of July and PFOA and will be something Sam and Heather do after Fallnicia this year)
- Autumn, Babs, Sam and Joyce discussed increasing the deposit taken for events for residents and non-residents and using it for any trash removal we need. The current rental fee structure is as follows.
 - **Non-residents = \$100 deposit**
 - **Residents = \$50 deposit**
 - **Rental fee for all = \$50**
 - Double all fees to align with the Town of Olive.
- Trail Cameras-
 - With the uncertainty of who might be leaving large quantities of trash in our parks, we are looking at installing trail cameras at all our park's locations. This could help target responsible parties for garbage or other damage.
 - It was suggested that we put out an ask from anyone that hunts to donate trail cams they no longer need before we purchase cameras.
- Fiber Festival- Next year, River would like to put together a fiber festival and try to align it with the Fallnicia event.

A motion to adjourn the meeting was made by Autumn and seconded by Christina. The meeting was adjourned at 6:52pm.

The October meeting is scheduled for Friday October 24th at 5:30pm at Town Hall.