

## PUBLIC LANDSCAPE COMMITTEE MINUTES

**Date:** September 7, 2017

2:30 p.m.

**Provincetown Town Hall**

Meeting Called to Order at 2:35 p.m.

**Present:** Bill Docker, Anika Costa, John Krajovic, Allan MacKinnon, Steve Wlodkowski  
(DPW), Curtis Balom

**Unexcused Absence:** Frank Vasello

### Committee Discussion – Working Group Reports - Decisions – Action Items –Reports – Etc.

#### 1. Public Statements

N/A

#### 2. Chair Report

##### a. VFW follow up

VFW had no meetings this summer and nothing yet scheduled for the fall. Fred has sent a formal request to Andy Vindago (Conwell Lunber) to set up meeting.

*J. Krajovic:* There seem to be several newly planted trees around edge of circle.

*B. Docker:* There are also some new ones at the school that are planted too closely together. We've offered our capabilities for help and advice to avoid these issues, but they haven't asked

*A. MacKinnon:* It may be best for the tree warden needs to send a note or build relationships that help this process. There needs to be a combination of planning and enforcement.

*J. Krajovic:* Need to create consistency in town properties.

##### b. Update on volunteers and additional sources for plants

Chris Aslin added to volunteer list to care for Grace Hall slope

Tom helped with mums at Lopes Square and around Bus Stop Park.

*A. MacKinnon* spoke about visit to Farm to open account. He thinks we'll be better off working primarily with Garden Renovations.

##### c. Watering

Accolades to DPW for watering this summer

##### d. Pilgrims First Landing Park

*B. Docker* wants to be sure we do anything possible before the handover to get ready. John and Bas Relief team had to do a request for proposal; we'll likely need the same process. *S.*

*Wlodkowski:* Pilgrim's is still in MassDOT's hands. DPW has written a proposal that is in their hands, but we have no idea when we will get their financial commitment. Sidewalk and signs are failing, which should be taken care of before handover. MassDOT hasn't said no, but they haven't committed to it. They've been contacted. The wheels are turning, but grinding slowly. Funding for engineering work may be a problem. Currently setting up funding for 2019. If we start now, we'll just be able to make the 2020 budget.

##### e. Items to pass on to Tree Warden

1. Tree on grace hall closest to sidewalk is dead and a danger

2. The trees across from old red shack in Lopes Square. They have big branches that are dying. Safety hazard (mentioned by Mary Jo Avelar).

- f. Discussion of memorializing benches  
Discussed whether bench memorialization should move to another group. All agreed that the program has worked for us, and it should continue.
- g. Complete Streets policy  
*B. Docker*: Page 6 doesn't include us.  
*B. Docker* moves that the PLC be added to the implementation section of the Complete Streets policy.  
Motion seconded by *A. MacKinnon*  
Motion approved unanimously, a vote of 5/0  
*B. Docker* will send a request to Gloria McPherson and David Gardner.

### 3. Project Reports

- a. Tree Memorialization – Pick up discussion and Vote
  - Barbara Rushmore inventoried the trees in Waterfront Park that are memorialized. Barbara is making a map of these trees so the legend is usable.
  - Work on the Tree Manual is underway now. There will be an addendum to the tree policy some time before town meeting.

General discussion of tree memorialization and PLC's part in it.

*C. Balom* moves that the Public Landscape Committee no longer be responsible for memorializing Provincetown's public trees. The committee will continue to consult on tree selection and placement. PLC will also continue to provide information and guidance for town groups and advice for future tree memorialization. Memorialization requests should be directed to the town's Tree Warden.

Motion seconded by *J. Krajovic*

Motion approved unanimously, a vote of 5/0

- b. Bench Memorialization – Policy Review
  - A. Costa*: Three outstanding bench memorialization projects to complete, one new request.
  - B. Docker*: Slat replacement in benches should not come out of PLC budget. *S. Wlodkowski* agreed that maintenance items should not come out of PLC budget.
  - B. Docker* also noted that the gift fund should not be used for replacement. It is used for large projects that have to go before selectmen.
- c. Bas Relief Report – JK  
Michelle, the town's project manager for Bas Relief drafted an RFP. John and other provided edits. She issued new RFP and finalized. This Tuesday 9/12 at 2:30 there is a consultant briefing. Proposals due Thursday 10/05/17. Bas Relief committee will review. The RFP is to finalize design and construction. The goal is to complete by spring 2019. All steps for BAS relief will likely need to happen for Pilgrims First Landing Park (PFLP)
- d. Tree Advisory Update – JK  
Dennis Minsky, Paul Kelly (architect), Rich and Margaret (Open Space, DPW, PLC, etc) Team sent comments to Margaret for tree manual. A two-page flyer (a sort of "quick start" guide) has been suggested with the manual to be used for detailed reference.

4. New Business

a. "Naming Post" and Committee Revenue Generation – AC

*A. Costa:* We can set up a working group to design and plan. A 2-year interval for the sign to remain up might be a good starting point.

*A. MacKinnon:* Maybe use that time to also talk about changing period of time for memorializing. The Bas Relief memorialization will probably create new benches. We need to also make sure all income levels can afford them.

*B. Docker:* Input for the naming post meeting. Tony suggests a 10"x10" post that is available at Shepley's. Conwell Lumber has way to engrave text into the wood.

b. Rollout of committee's new name

Review of second draft of release. Comments added to document. B. Docker will complete.

c. Urban Design Guidelines – review working group's draft

Brief review of bench memorialization section. Complete review of document at October meeting.

d. Fall Plantings

*B. Docker* spoke to Garden Renovations; they have winter kale and cabbage. Group agreed to purchase and plant in September.

e. Discussion Spring 2018 Projects; Snail Rd.?

Discussion moved to October meeting

Chris Aslin added to volunteer list

Add meeting with Todd for next meeting for ideas and plans

5. Approval of Previous Minutes

Motion by *B. Docker* to approve minutes of August 8, 2017

Motion seconded by *A. MacKinnon*

Motion approved unanimously, a vote of 4/0

6. Treasurer's Report / Invoice Payments

Balance in General Fund: \$5051.89

Balance in Gift Fund: \$6,641.73

Motion by *B. Docker* to pay Garden Renovations invoice dated 08/29/17 from general fund: invoice number 4996, total \$162.40

Motion seconded by *C. Balom*

Motion approved unanimously, a vote of 5/0

Motion by *B. Docker* to pay Conwell Home Center invoice dated 08/30/17 from general fund: invoice number 423062, total \$14.99

Motion seconded by *C. Balom*

Motion approved unanimously, a vote of 5/0

7. New Business: Any new business that could not be reasonably anticipated within the 48-hour posting requirement.

N/A

8. Set Date for Next Meeting

The next meeting of the Provincetown Beautification Committee will be held:  
Thursday, October 12, 2017 at 2:30 p.m.  
in the Caucus Room at Town Hall  
260 Commercial St., Provincetown, MA

**Adjourned:** 1700 p.m.

Motion by *A. MacKinnon*

Motion seconded by *J. Krajovic*

Motion approved unanimously, a vote of 4/0 (*A. Costa* left a few minutes before end of meeting.)

Respectfully submitted,  
Curtis Balom, Committee Clerk