



**Town of Atherton  
PARK AND RECREATION COMMISSION**

**Minutes**

**February 3, 2016**

**Regular Meeting**

**6:30 pm**

Holbrook-Palmer Park Jennings Pavilion

150 Watkins Ave

**Regular Meeting**

**The meeting was called to order by Chairman Bob Roeser at 6:30 p.m.**

**1. ROLL CALL**

Committee Members: Bob Roeser, Denise Kupperman, Perry Narancic, Frank Merrill, Merilee Gardner, John Davey.

Absent: William Hoy (excused)

Councilmember Liaisons: Rick DeGolia

Staff: Steve Tyler

**2. PUBLIC COMMENTS – Arbor Day in Park planned for April 16, 2016.**

**3. APPROVAL OF MINUTES – December 2, 2016 & January 6, 2016**

Motion: Davey            Second: Merrill

**PASSED 7-0**

**4. PRESENTATIONS - None**

**5. REGULAR AGENDA**

**5a. Fitness equipment -**

Replacement of damaged stations at HP Park with Columbia Cascade TimberForm Pipeline Fitness Clusters (Model 9700 Groups A-D). Equipment to be ordered all at same time for significant cost savings. Color: black; flat surfacing: natural wood timbers: Signs: undetermined.

Motion: Davey            Second: Merrill

**PASSED 7-0**

**6. COMMITTEE AND STAFF MEMBER REPORTS**

**6a. Foundation report – Kupperman**

- Event garden being held up due to rain. Compaction w/saturated soils not conducive to planting. Trying hard to get the project to a point of safety where the fence can be removed. Scheduled conference call with President of F&G for Friday, February 5.

**6b. Friends of the Park report- Gardner**

- New logo ready to be unveiled soon.
- New resident social February 11.
- Easter Egg hunt planned for March 26<sup>th</sup>.

**6c. Staff reports –**

Steve Tyler reports on staff goings on, budget and special events.

- 6d. Park events - Steve Tyler reports on events revenue/expenses for January, 2016 and upcoming February events as well as tennis totals.
- 6e. Park projects – Kitchen remodel, turf rehabs and possible addition of emergency call-boxes along the park path.

7. **PUBLIC COMMENT – None**

8. **SET/CONFIRM NEXT MEETING DATE**

**Next meeting date:                    March 2, 2016**  
**Holbrook Palmer Park Main House**  
**150 Watkins Ave, Atherton**  
**6:30 PM – Regular meeting**

**Agenda items – Discussion regarding bikes in the park, past restoration plans of the Atherton Channel in the park.**

9. **ADJOURN**

**Motion: Merrill            2<sup>nd</sup>: Davey                    Ayes 7 Noes 0                    PASSED**

The Meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Steve Tyler  
Public Works Superintendent

**Holbrook-Palmer Park Foundation**  
**Event Garden, Holbrook-Palmer Park**  
**Status as of Dec. 1, 2015**

The purpose of the Event Garden is to provide an outdoor room connecting the Pavilion and Main House for the community to use for group and/or private events and classes. The garden will accommodate groups up to 150, while intimate enough to welcome individuals or small groups. The project was approved by unanimous vote of the City Council on Dec. 17, 2014. Following submission of plans by landscape architect (Freeman and Jewell) and selection of a contractor (Frank & Grossman), all required permits were obtained and documents filed with the Town allowing work to begin on Nov. 15, 2015. Work began a few days later.

Following the erection of safety fencing, installation of erosion control and protection of the trees that will remain, demolition of the existing site began and was completed on schedule. Several maples and a magnolia were saved and removed to a remote site for possible planting later in the project. Utility trenches and conduits are complete and backfilled. Leaks in the old irrigation system, which will be abandoned, are scheduled to be fixed by Dec. 1. This completes underground work and readies the site for hardscape installation scheduled to begin this week.

Next steps are installation of baserock, headers and irrigation control boxes and valves. Plant material, including 24-inch box oak trees, will begin arriving next week. The contractor plans to install the trees as they arrive. The architect has been notified of the schedule and asked to visit the site about Dec. 9 in order to approve tree orientation and to attend a pressure test of the irrigation system.

So long as the weather does not delay the schedule, the project will be completed by end December, 2015 as required by the Town. Punch list items will be addressed by Jan. 15, 2016.

The Holbrook-Palmer Park Foundation has asked the Friends of Holbrook-Palmer Park for help in raising \$10,000 by Jan. 15, 2016 to cover the added cost of 24-inch box oak trees over the cost of 15 gallon trees; a number of pledges have been received and the Foundation is optimistic that the goal will be reached.