

# Weymouth-Braintree Regional Recreation-Conservation District

470 Liberty Street / Braintree, MA / 02184 / Tel/Fax: (781) 843-7663



## Board of Commissioners

*William Flanagan, Chairman*  
*Corey Bowdre, Treasurer*  
*Frank Collins, Clerk*  
*Kathy Bowes*  
*Kaitlin Folan*  
*John Wentworth*  
*Rick Feeney*

### Meeting Minutes

**Date:** November 19, 2025

**Time:** 7:00 PM

**Location:** 470 Liberty Street, Braintree, MA 02184

**Called to Order (7:00pm) By:** Commissioner Flanagan

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### Meeting Proceedings

7:02 PM

- The Pledge of Allegiance was recited.

### Roll Call (7:03pm)

#### Commissioners

**Present:** William Flanagan (Chair), Frank Collins (Clerk), John Wentworth, Kaitlin Folan, Corey Bowdre (Treasurer)

**Absent:** Kathy Bowes, Rick Feeney

#### Staff

**Present:** Supervisor Brion Keefe

**Absent:** Ranger Mike Nikiciuk

#### Guests

**Present:** None

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### Approval of Previous Months Minutes

- **7:03 PM:** Chair called for approval of previous meeting minutes.

**Motion:** Motion to accept October 15<sup>th</sup> minutes by Commissioner Wentworth

**Second:** Commissioner Folan

**Vote:** Unanimous Approval

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## Treasurer's Report (7:04 PM)

- Given by Commissioner Bowdre
  - Comments given by Supervisor Keefe:
    - Working on recovering QuickBooks with the new accountant.
      - Original plan was to run with QuickBooks 2024 to avoid paying annual fee since we only use it for bookkeeping, checking & savings account.
      - Unfortunately, the software purchased last year has changed into a new modern subscription-based service (high cost ~\$1800/annually).
      - The subscription-based process may be the only option at least for the upcoming year to retain the historical information and continue with improving financial accounting practices.
      - Chair Flanagan suggests consulting with Accountant Ed Deluca for guidance on help with QuickBooks versions.
- Everything is stable on the Treasurers end.
- Commissioner Flanagan inquired about Pond Restoration Fund balance. \$7,891.32.
  - First treatment of ~\$4500 and maintenance treatment of ~\$1500 will be covered by the Pond Restoration Fun. The balance had grown due to non-expenditures in past years due to Vendor failure.

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## Chairman's Report (7:21 PM)

Met with DPW Director in his office and was happy to meet with Commissioner Flanagan and Supervisor Keefe

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- Meeting scheduled for this upcoming Friday with the DPW Director and Director of Community Development for Braintree. This will be an opportunity to give these new members of the Braintree Municipal Leadership team background and insight on Pond Meadow and it's Mission.
- Wildflower meadow was a huge step forward and a success thanks to the rangers. Mixed outcome due to Mugwort infiltration within the Wildflower meadow. The invasive species specialist has recommended a treatment with a targeted herbicide over the course of Several life-cycles of the invasive. This will result in a browning of the field for at least one season.
  - Commissioner Collins mentioned the group of people harvesting mugwort and the necessity to post signage during treatment.
  - Commissioner Flanagan feels it is an appropriate time while the Wildflower meadow is in the state that it is to provide context to the park users with laminated notices regarding an update to the conservation efforts in the plantings and treatments of invasive species. A draft was submitted to the Commission to review.
    - Unanimous approval to forward to Computer VIP to post on Website

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## Supervisor's Report (7:31 PM) – Given by Supervisor Keefe

### Park Usage Data (Began 5/21/2025):

- Digital Pedestrian Counter Total (as of 11/10/2025): 78,164
- Period of 10/06/2025 – 11/10/2025: 36 Day Daily Average of 419

### Highlights:

1. **Julia Flaherty of Braintree Podcast** – Julia would love to do a podcast regarding awareness of the Park. Supervisor Keefe inquired with the Commission on their thoughts on the podcast. Commissioner Flanagan said the timing might not be appropriate now but stated that is a great opportunity for awareness. Commissioner Flanagan stated there are many things in motion and, once they begin to take shape, would be a wonderful time to take advantage of this opportunity. Commissioner Folan suggested that Spring/Summer are the best times to showcase the park. Supervisor Keefe will touch base once the timing becomes appropriate.
2. **Candidates for the Ranger 3 Position** – The candidates have confirmed that they will all come to interview in person. Supervisor Keefe was encouraged that the candidates were serious enough to travel as far as from Maine.
3. **High Water complaint** – Liberty Street resident was complaining of high water adjacent to her property which she thought could potentially be on hers. There is a chance that the water could end up on her property. Supervisor Keefe and Ranger Nikiciuk assessed the area and found it to be caused by a beaver dam. They advised that the timeline for beaver remediation is quite extensive. They advised that the resident begin with the Board of Health and Conservation Department in Braintree. Supervisor Keefe received information from the State on beavers, and the expansion throughout Southeast Mass indicates that they are here to stay.
4. **Grant Workshop** – Supervisor Keefe attended a Grant Workshop in Westborough, MA to ascertain the steps on applying for grants RE: bridge / culvert replacement.
  1. Land Water Conservation Fund Grant
    1. Grant is a 50% payback awarded that maxes out at \$1,000,000
    2. Reporting is paramount and the application process is difficult for someone who is unfamiliar with the process.
      1. Weymouth has offered to assist with their grant writer providing support.
      2. Milestones and reporting are stringent and does not guarantee the award of the grant.
      3. Both Towns would have to have public hearings and meeting with vote of consent.
5. **#7 Randy Prostack** – Met with Prostack (UMass Amherst invasive species specialist) on building a management plan for the meadows.
6. **#9 John Oliveri** – Met with Oliveri regarding insurance. The Commission has the hard copy of the insurance binder. He advised that terrorism insurance would be added for \$23 annual fee. A 5% increase should be factored into next budget.
7. **#13 Ed Deluca** – Met with Deluca CPA regarding quickbooks and cleaning up records. (Mentioned in Treasurers report)
8. **#14 20 invasive Buckthorn Trees** were removed in the Weymouth Parking area. 3 truckloads of wood chips were provided to cover an area of hand pulled invasives by volunteer Nancy Connolly.
9. **#15 Land Water Conservation Fund** (Mentioned Above in #4)
10. **#17 Jordan Macy** – Army Corps of Engineers informed that the Smelt Fish Ladder project will not be held up by the recent government shutdown. Design and construction work will be allowed to progress as intended.
11. #18 \$175,650 was received for the Smelt Fish Ladder project from the Town of Braintree. Funding from Weymouth is still outstanding.
12. #19 Big Meadow was mowed to continue the fight with mugwort invasive and hopefully restore the wildflower meadow.
13. #20 Braintree Police radio that was not functioning properly was replaced by Braintree Police Department.
14. #21 Commissioner Flanagan and Supervisor Keefe met with Planning Department and Conservation Administrator for the Town of Weymouth regarding the possibilities surrounding bridge culvert

replacements. A meeting was had with representatives of APEX Engineering to propose cost estimates for the project.

15. #22 Commissioner Flanagan and Supervisor Keefe met with Matt Jacques, DPW Director of Braintree. Future meeting to be held at the park with Jacques and Peter Matchak, Planning Director of Braintree. Meeting to be held November 21, 2025 at the park to see bridges, flood control structures and a park tour.

Commissioner Flanagan elaborated on the Weymouth meeting with Bob Luongo and Andrew Hultin. The modern culverts would be more stylized as a bridge over open water. Precast concrete box would be used to be up to code. Commissioner Wentworth suggested due to the salt content of the highway runoff that the original design for steel beams might be better than concrete. Cost will be a factor going forward in any manner.

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## **Friends of Pond Meadow Park Report (8:02 PM) – Presented by Commissioner Collins**

- Checking account balance: \$26,919.89
  - Braintree Gardeners guild has donated \$1500.00 for improvements. They will continue to sponsor several Braintree children annually to attend the Summer Program managed by Weymouth Parks and Rec.
  - Signage for donation kiosks. Explanation was given for the potential design of the sign.
    - Donation percentage
    - Catch phrase “Let’s Keep it Beautiful”
    - Mission Statement of Friends of Pond Meadow Park
    - Contact information for FOPMP
      - Commissioner Folan suggested most of the information be on the “QR” landing page and make the sign more basic.
      - Ranger Keefe suggested the size be smaller.
      - Commissioner Collins will follow up with some designs
      - Need to have an annual meeting in March of the Friends of Pond Meadow Park.
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## **Sub-Committee Reports (8:23 PM)**

- **Ranger 3:** Interviews will begin the first week of December. As stated above, the candidates have confirmed that they will all come to interview in person. Supervisor Keefe was encouraged that the candidates were serious enough to travel as far as from Maine
- **By-Laws:** Will be continued until the recruitment of Ranger 3 is completed.

## **Old Business (8:24 PM)**

- **Smelt Brook:** Half the assessment funding has been received. The Town of Braintree has sent their portion. Waiting on Town of Weymouth to transfer theirs.
- **Invasive Species:** Waiting for Prostak report to have the best plan moving forward with the invasive species. Will follow up in a week or two with him.
- **Abutters Letter:** A letter was composed to assist the rangers in situations with abutters and tree work near and on the property lines.
  - Motion to accept letter by Commissioner Flanagan
  - 2<sup>nd</sup> by Commissioner Collins
  - Unanimous Approval
- **Re-treatment of the Pond:** Successful and they will return in the spring to treat once again.

- Signage at the Pavilion: Due to litter and general disregard for the cleanliness of the area, signage was suggested. They will go on the posts and in other visible spaces.
    - Motion to accept Pavilion Rules signage
      - By Commissioner John Wentworth
      - 2<sup>nd</sup> by Commissioner Folan
      - Unanimous Approval
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### **New Business (8:01 PM)**

- **Park accountant** – Ed Deluca (mentioned above in the Treasurer’s report)
  - **Land Timber** will begin Forestry Mowing in December under the Forestry Grant Partnership.
    - Buckthorn along the paved path.
    - Enough grant money for 5 days of total work.
    - Designated area within the triangle of the ranger trail to be assigned and prioritized to maximize the work.
  - **Doors for Ranger Station**
    - Libert Painting and Siding will begin work potentially next week.
  - **QuickBooks need** (mentioned above in the Treasurer’s report)
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### **Commissioner Comments (8:30 PM)**

- Commissioner Collins had to establish a new debit card account. The QuickBooks account was auto-billing with the old account.
  - Supervisor Keefe suggested training \$80 per ranger for chainsaw training online through OSHA360.
    - Safety line item in the budget.
    - Unanimous support was given on safety trainings.
  - Commissioner Collins kudos to new scribe.
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### **Adjournment (8:42pm)**

**Motion:** Motion to adjourn Commissioner Flanagan

**Second:** Commissioner Folan

**Vote:** Unanimous Approval

**Respectfully submitted**



**Ryan C. MacLeod**  
Recorder