



**Parks and Greenways Board  
Regular Meeting Minutes  
April 8, 2025 – 9:30 AM  
Laurel Park Town Hall**

Vice Chair/Acting Chair Judy Lyons called the meeting to order at 9:30 AM on Tuesday, April 8, 2025.

In attendance were:

Judy Lyons, Vice Chair/Acting Chair  
Denise Layfield  
Pat La Salle, Secretary  
George Banta, Commissioner and Council Representative  
Bryan Hensley, Park Technician

Aaron Hollis, Asst to Town Manager/Zoning Administrator  
Caitlyn Hinkle, Zoning Admin

Guests:

Ann Waring, P&G Board applicant  
Paula Bailey, P&G Board applicant  
John Glover, P&G Board applicant

**PUBLIC COMMENT**

None

**APPROVAL OF AGENDA**

With the addition of the review/approval of minutes from the Special Meeting on 4/4/25, update on the P&G Comprehensive Plan and the IPM Plan update, the agenda was unanimously approved on motion by Denise Layfield and second by Pat La Salle.

**APPROVAL OF MEEING MINUTES (3/11/2025 and 4/4/2025)**

The minutes from the meetings of 3/11/25 and 4/4/2025 were unanimously approved on motion by Denise and second by Pat.

**BUDGET REPORT**

While no formal report was available, Aaron agreed to look into it and report back. The Board is primarily interested what expenditures have been incurred and what is the current balance.

## **OLD BUSINESS**

- **Board Member Recruitment** – with the recent resignation of John McGregor and the relocation of Joe Robustelli in addition to the existing open position, there are three openings on the Board. Each of the three candidates in attendance were invited to speak to their background and interest in serving on the Board. Aaron reported that two additional applications have been received via the Town website (Meghan Woods and Chuck Backer). Due to the urgency of filling the positions, the Board agreed to hold a Special Meeting on Friday, April 11<sup>th</sup> at noon for the purpose of reviewing the candidates and recommending a prioritized list to the Town Council for their consideration and approval at the next Council meeting, Tuesday, April 15<sup>th</sup>. The two candidates who applied via the website will be invited to the Special Meeting to meet the Board.
- **Volunteer Appreciation Event** – with the same venue and arrangements as had been planned for the postponed event, the Board agreed to target Thursday, June 5<sup>th</sup> around 5:30ish for the event.
- **2026 Comprehensive Plan** – Pat reported that she and John McGregor had developed an outline with two distinct sections – one being an actionable item plan to be reviewed/updated annually and the second being the more “static” content (history, assets, plant lists, maps, etc.) Conceptually, we’re agreed that the Plan needs to be more readable with bullets and lists. We also need to bridge from the existing 10-year-old Plan. A good deal of effort for 2025 will be focus on developing the Plan and we are on track for an initial draft being ready in October. The Plan needs to dovetail with the Laurel Park Comprehensive Plan, the effort for which is just getting underway.

## **NEW BUSINESS**

- **Integrated Pest Management Plan** – the Bee Committee has been working on this but has yet to finalize it.
- **Canal Park Vegetation Removal** – as has been noted in previous meetings, Canal Park is not constrained waiting for FEMA assessment, hence the Board can move forward with plans for restoring and then developing the Park. At the Site Visit on 3/27, the Board agreed that the kudzu, poison ivy and other vines and invasives need to be excavated and removed, the dead or fallen trees removed and the property and seeded. The Park can be used as a demonstration of site for such a restoration. Once we have a clear view of the Park, we can proceed with a longer-range plan. We have received a bid from two of the three contractors for the work. A motion to accept the proposal from Rhoads Excavation was made by Pat, seconded by Denise and approved unanimously. Judy will bring the proposal forward to the Town Manager.

## **PARK TECHNICIAN’S REPORT**

Bryan has been supporting the FEMA Assessments as well as meeting with the potential contractors for Canal Park. Laurel Green Park is in good shape with the Christmas trees doing exceptionally well. Denise has met with Tricia regarding the work around the gazebo. Plants from the Pollinator Gardens at Canal Park can be used to fill out the spaces in Laurel Green Park. Some of the plants like the daffodils which are under shrubs need to be transplanted. Weed suppression, a big issue in Laurel Green Park needs to be addressed by crowding the plantings. There is an empty space halfway down on the berm that will be planted with “100” in annuals for our Centennial celebration.

### **INVASIVE SPECIES COMMITTEE REPORT**

No report.

### **BEE COMMITTEE REPORT**

In addition to the work on the IPM, the Committee is working on a Certification process for Laurel Park homeowners. It was noted that the IPM is an outstanding requirement for Laurel Park maintaining our Bee City USA designation.

### **CENTENNIAL COMMITTEE REPORT**

None available.

### **BOARD AND COMMISSIONER COMMENTS**

George underscored our efforts to fill the empty positions on the Board. He went on to say that he consistently hears that what attracts people to Laurel Park is our parks, walking and bike paths, green spaces, parks and tree canopy. The work we do is important.

### **ADJOURNMENT**

There being no further business, Pat moved to adjourn at 10:30 AM, seconded by Denise and unanimously approved.

### **SITE VISIT:**

Canal Park – 3/24/2025 4:00 PM