



**Parks & Greenways Board
Special Meeting Minutes
July 11, 2025 - 10:00 AM
Laurel Park Town Hall**

Pat La Salle called the meeting to order at 10:04 AM on Friday, July 11, 2025.

In attendance were:

Pat La Salle
Denise Layfield
Anne Waring

PUBLIC COMMENT

None

APPROVAL OF AGENDA

Approval of the agenda was moved by Anne, seconded by Pat and unanimously approved.

PARKS AND GREENWAYS COMPREHENSIVE PLAN UPDATE WORK SESSION

- **Reviewed Open Items from Last Meeting**
 - Agreed that with the assumption that pertinent information is moved to the Appendix and, as such, included in the Plan, the Plan would be considered a “standalone” document for the purpose of grant application, etc.
 - “Guiding Principles” – to be addressed at the P&G Board Work Session (to be scheduled in September/October)
 - Maintenance Plan – requires further discussion with Bryan Hemsley – seems overlap between Parks Technician work and Public Works. Is there a plan? Who sets direction?
 - Historical Markers – should be listed here but it’s not within the purview of P&G other than approval
- **Areas for Update Reviewed**
 - Agreed that there is a need for a professional graphics designer for the final version of the document.
 - The need for a Section or some reference about the constitution of the Board needs to be included.
 - Section 3 Community Demographics– while we originally intended to remove, Denise stated that it’s critical to the grant process. The Steering Committee

intends to update it and include it in the Town Plan, so we can do a copy and paste directly from that.

- Section 4 Natural Features –some belongs in Appendix, other in here. The Watershed info was relevant recently to the Canal Park planning, so *some* reference should remain here. We should still summarize and include only points relevant to P&G (e. g., Temperature and Precipitation is far too detailed). Remove Article XVI – Watershed Overlay District entirely but include the last paragraph on p. 17. In Wildlife, include info on LP P&G's position on pollinators and status as Bee City. Remove section on Historic Resources. Development Constraints is redundant.
- Section 5 Land Use Survey and Analysis – agreed to remove; belongs in or move to Town Comprehensive Plan
- Section 6 Laurel Park Properties & Master Map Features – write and re-organize. Currently contains property inventory, history, planned activity, recommendations and aspirations. Should be just a list with descriptions of our assets. Move the recommendations that are buried in the prose (pp 37 and 38) to the Recommendations section of the document. All maps need to be upgraded for quality – make them readable and ensure that legends/references are correct. Historical Markers
- Section 7 Community Involvement and Surveys – unless we plan to do a survey, delete – this is a point in time and no longer relevant. Note: Denise feels that the historical surveys are important as a bridge from previous Plan to now. Maybe just include the summaries and recommendations as a point-in-time?
- Section 8 Recommendations – this is the meat of the Plan. Agreed to use the format that the Town is using for their recommendations – Goal, Strategy, Action(s), Type, Time, Lead, Cost. It was noted that we really need to thinking in terms of the next 10 years.
- Section 9 Implementation and Funding Strategy – part of the Town Plan. Strategy may be articulated here, but sources, etc. should be in an Appendix.
- Lengthy discussion on the Implementation and Funding Strategy section. Ideally, Laurel Park needs a Funding Officer 9 (see Attachment for description from the web).
- Section 10 Parks Maintenance Plan – needs more discussion with Bryan about the delineation between Parks Maintenance and Public Works.
- **Outline for revised Plan – moved to DropBox**
- **Action Items**
 - Pat - Move all pertinent items to a centrally-accessible area, preferably in the cloud
 - Pat – figure out where to put the description of the Board and the various Sub-Committees
 - Denise – Discuss the need for Goals and Objectives for the P&G Board to be articulated by the Town Council and/or Steering Committee
 - Laurel Park Residents' Needs Survey

- Denise – Clear with the Steering Committee the inclusion of P&G-specific questions in the survey
- Pat/Denise/Anne – compose questions for inclusion in the Steering Committee’s survey
- Pat – take another stab at Section 4
- Anne? – Re-write/reorganize Section 6 – Laurel Park properties. Assume no pictures (can be added later. Consolidate items into “Open Spaces” as per recommendation of Judy Lyons. Water Tanks, Pumping Stations should be listed, but no pictures or articulation. Walking Trails can be listed. Historical Markers can be listed (Pat has reached out to Knox to ensure the list is accurate.) See link on FoLP <https://www.friendsoflaurelpark.org/past-history-posts>) Also, a good place to talk about the Ecusta Trail.
- Pat – re-write/reorganize Section 7
- Anne/Denise – talk to the P&G Board to get input on the Recommendations (focus on 10 years out). In a discussion with George Banta, he indicated that the Town has no plans for acquiring additional property.
- Denise – talk to the Steering Committee about the need for a Funding Officer (Attachment may be helpful).

ADJOURNMENT

There being no further business, Pat moved to adjourn at 11:54 AM, seconded by Anne and unanimously approved.

NEXT MEETINGS

We agreed to work on the various Action Items independently, communicate with email and by documents on DropBox and schedule another meeting in early September.

A funding officer is a professional who identifies, secures, and manages funding for an organization or project. They work to find suitable grants, write proposals, and ensure compliance with funding requirements. Funding officers also play a key role in post-award management, including financial reconciliation and reporting.

Key responsibilities of a funding officer may include:

- **Identifying funding opportunities:**

Researching and identifying potential grants, sponsorships, and other funding sources that align with the organization's mission and goals.

- **Developing proposals:**

Writing clear, compelling grant proposals and applications, including budgets and supporting documentation.

- **Managing grants:**

Ensuring compliance with grant requirements, monitoring project progress, and managing grant budgets.

- **Building relationships:**

Maintaining relationships with funders and stakeholders to foster future funding opportunities.

- **Reporting:**

Preparing reports on grant expenditures and project outcomes to funders.

- **Providing guidance:**

Offering advice and support to colleagues and project teams on funding-related matters.
Examples of where funding officers work:

Non-profit organizations, Educational institutions, Government agencies, Foundations, and Corporations.

Skills and qualifications:

- Excellent writing, communication, and interpersonal skills.
- Strong research and analytical skills.
- Organizational and project management skills.
- Financial literacy and budget management skills.
- Knowledge of grant writing and fundraising best practices.
- A bachelor's degree is often required, but some employers may consider experience in lieu of a degree.