

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: December 17, 2025

Time: 7:00 PM

Location: 470 Liberty Street, Braintree, MA 02184

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

Meeting Proceedings

7:05 PM

- The Pledge of Allegiance was recited.

Roll Call (7:06pm)

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

Guests

Present: None

Approval of Previous Months Minutes

- **7:07 PM:** Chair called for approval of previous meeting minutes.

Motion: Motion to accept November 19th minutes by Commissioner Folan

Second: Commissioner Wentworth

Vote: Unanimous Approval

Treasurer's Report (7:07 PM)

- Given by Commissioner Bowdre
 - Everything is stable and accurate on the Treasurers end.

- Supervisor Keefe added that the Commission received the money from the Town of Weymouth appropriated for the Smelt Ladder project. The money has already been received from Braintree. Project is in the hands of the Army Corps.

Chairman's Report (7:08 PM)

- Chair Flanagan has scheduled a meeting with Town of Weymouth Mayor Michael Molisse, Director of Administrative Services, TJ Lacey & Chief of Staff Ted Langill. Supervisor Keefe will be joining them on Tuesday, January 13, 2026. This will be an opportunity to provide a comprehensive briefing on the District. The briefing will include the full scope of the District's Mission along with challenges present and successes over the past several years.
- Chair Flanagan began discussion on the upcoming budget season process. Braintree DPW Director has reached out to ascertain the timeline for receipt of a first draft budget. Braintree has assigned the WBRRC budget the Braintree DPW Annual Operational Budget. Supervisor Keefe will respond in with information as it becomes available.
 - Supervisor Keefe brought up challenges formulating the budget, reliant on HR providing accurate FY27 salary numbers. He will continue to work with HR to ensure accurate numbers are obtained for the budget proposal.
 - The addition of the Ranger 3 position and the change in Ranger 2's health insurance from private to municipal will generate new costs, necessitating new figures from Weymouth Human Resources.
 - Weymouth Retirement Board has been contacted for FY '27 figures for the staff, now including the new Ranger 3 position.
- Chair Flanagan met with Bill Ng (Computer VIP) to revise the conservation update page. Commissioner Flanagan and Ng have cleaned up the outdated information on the informational page and Bill Ng will keep an eye out on other outdated material if it comes up.

Supervisor's Report (7:23 PM) – Given by Supervisor Keefe

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

- Digital Pedestrian Counter Total (as of 11/10/2025): 86,253
- Period of 11/10/2025 – 12/8/2025: 29 Day Daily Average of 279.

Highlights:

- #4 Assisted Liberty Painting and Siding with door replacement project.
 - Deadbolts must be special ordered due to the key lock on both sides.
 - Doors will be painted when weather improves.
 - All new doors are currently primed and look great.
- #7 Meeting with Braintree Town Officials on temporary Bridge repairs and Beaver Dams
 - Chairman Flanagan, Brion Keefe, Matt Jaques, John Thompson, Peter Matchak, and Hilary Waite. They are confident that they will come to a solution to make temporary bridge repairs and are aware of the impact the beaver dams represent.
- #8 Order annual subscription of QuickBooks enterprise
 - \$1809.44 for calendar year
 - Forced to do so to recover and maintain historical records that would have been locked behind the paywall otherwise.
 - QuickBooks had discontinued support for legacy services to push clients towards the new subscription-based model.
 - Consulting with Ed Deluca, District Accountant on best option going forward but will use the enterprise version of QuickBooks for the upcoming year.

- #9 Surge protector backup purchased
 - After the unintended BELD power shut down, Commissioner Flanagan inquired with Bill Ng (VIP Computing) on the most appropriate power protection. Ng recommended an APC unit that protects and provides a battery backup in “Brown Out” as well as “Black Out” scenarios.
 - #10 Conducted interviews with Ranger 3 Subcommittee. This has ended in the recommendation of a candidate that has high qualifications for the Ranger 3 role.
 - #14 Met with Ed Deluca CPA working on QuickBooks. Because of QuickBooks inability to have a back and forth with portable media via usb flash drive, Ed Deluca is required to be onsite to do the work.
 - Cleanup / Removal of line items that no longer fall under the purview of the Commission anymore (i.e. Summer Nature Program etc.)
 - Consolidation of line-item categories to mirror the appropriation budget form used by the Towns. This will be some work up front but in the long run will provide transparent and easily identifiable budgetary numbers.
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Friends of Pond Meadow Park Report (7:43 PM) – Presented by Commissioner Collins

- Commissioner Collins with some input by Chair Flanagan, collaborating with Jordan Collins (Son of Commissioner Collins) have developed artwork sign to post for “Friends of Pond Meadow” donations. QR Code to be 3inch x 3inch and will allow users the ability to donate to the Friends of Pond Meadow Park electronically, which in turn will go towards their Mission of “Beautification of the Park”.
 - Balances in the account are roughly \$1668 in savings plus and approximately \$25,000 in checking
 - 4 Signs will be purchased and installed when weather is appropriate.
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Sub-Committee Reports (7:50 PM)

- **Ranger 3:** After many hours of deliberation, eight candidates were identified and offered interviews. The interviews were conducted, background checks completed and a consensus was reached. Decision to be presented in New Business.
 - A special Thank You from Chairman Flanagan to Commissioners Bowes and Folan for their work on the selection sub-committee.
- **By-Laws:** Will be continued until the recruitment of Ranger 3 is completed.

Old Business (8:24 PM)

- **Smelt Brook:** Funds from both Towns have been received for Smelt Brook Fish Ladder Army Corps project as mentioned by Supervisor Keefe in the Treasurers report.
 - **Invasive Species:** Waiting for Invasive Expert, Randy Prostack report to have the best plan moving forward with the invasive species. Still pending but after speaking with him it should not be much longer.
 - **Status on Quickbooks:** in Supervisors Report
 - **Wildland Timber:** Waiting to schedule the work until after the first of the year.
 - **Signage for Pavilion and Picnic area:** Waiting to schedule installation until after the first of the year.
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New Business (8:01 PM)

- **Annual Organizational Meeting**
 - Chairman Flanagan opened discussions on filling officer roles for the upcoming year. All commented on the momentum and success of the current structure.

- Elections were opened and Chair Flanagan called for nominations.
 - Nomination for Commissioner Flanagan to be Chairman by Commissioner Collins
 - Second: Commissioner Folan
 - Vote: Unanimous
 - Nomination for Commissioner Collins to be Clerk by Commissioner Flanagan
 - Second: Commissioner Wentworth
 - Vote: Unanimous
 - Nomination for Commissioner Bowdre to be Treasurer by Commissioner Collins
 - Second: Commissioner Folan
 - Vote: Unanimous
- **Ranger 3 Subcommittee Report**
 - Chairman Flanagan presented
 - 3 Finalists were identified with one a consensus choice for selection.
 - Mr. Tim Krutz was recommended by the subcommittee to the full Board.
 - Mr. Krutz meets the educational requirements of the position.
 - Mr. Krutz works in the field for an invasive species removal company.
 - Mr. Krutz has had extensive experience with most of the machinery and equipment currently used in the field.
 - Mr. Krutz was also impressive when it came into the culture aspect necessary to fulfill this role and his general knowledge.
 - Both Supervisor Keefe and Ranger Nikiciuk endorsed this decision.
 - Commissioner Flanagan made a motion to extend full offer to Mr. Tim Krutz currently of Woburn, MA for the Ranger 3 position with standard 90-day probation period according to the District Bylaw's.
 - Second by Commissioner Wentworth
 - Unanimous Approval

Commissioner Comments (8:07 PM)

- Commissioners extended Happy Holidays to each other.

Adjournment (8:07pm)

Motion: Motion to adjourn Commissioner Flanagan

Second: Commissioner Folan

Vote: Unanimous Approval

Respectfully submitted,



Ryan C. MacLeod
Recorder