

PARKS & RECREATION COMMISSION MEETING MINUTES

January 26, 2015

3:30 p.m.

Unity Park Field House

56 1st Street

Turners Falls, MA 01376

Present: Dennis Grader, Chairperson, Linda Ackerman, Vice Chairperson, Jon Dobosz, Director of Parks & Recreation, Barbara Kuklewicz, Secretary

Guests: Bryan Dolan and Barry Scott from the Skate Park Committee

Meeting Being Taped

Agenda:

- 1. Meeting Called to Order: 3:30 p.m.**
- 2. Approval of December 15, 2015 Meeting Minutes:** Barbara Kuklewicz makes the motion of accepting the minutes, seconded by Dennis Grader.

3. Skate Park Project Update

At this point in the project the concrete and landscaping remains to be completed. The project foreman will be back on site in one week; he had a family emergency. When he returns he will remove the fence and shape the landscaping for planting/seeding to begin this spring. Once the fence is removed the park is open, with a grand opening to be planned later this spring. A final walk through will take place Friday afternoon with the landscape architect. One panel of the fencing will remain and will be used to mount a temporary banner with the Skate Park rules which will include the 6 month BMX stipulation. The permanent fence and sign will be installed this spring. L & L Fence Company will be installing the fence; they provided an estimate of \$3,800. Jon let the Commission know that at this point in time the project remains on budget. Jon will check to find out what happens if this project runs under budget. He went on to thank the Skate Park Committee for their part in securing the donation for the fill that was needed at the start of the project. He estimates the savings around \$14,000.

Along with the grand opening, we will have to plan the planting and placement of the donated trees. The Skate Park Committee began discussions of possible locations for the dedicated trees and benches. They envision donor's plaques being stainless steel for the benches and three steel skateboards as memorials. Jon invited the committee to the final walk through on Friday, at 9 a.m. Bryan did notice there were cracks in the concrete, and wanted to note them before the walk through and signing off of the park.

Jon updated both the Commission and the Skate Park Committee that the concept of the emergency contact information that was brought up by the Chief of Police was sent to M.I.I.A., the town's insurance company, and they did not recommend going forward with this concept as it would imply responsibility of oversight and could open the door to liability.

4. FY 17 Operating Budget Revision Request

The Finance Committee requested information regarding our Telephone's Line Item in our Operating Budget. For the last several years that Line Item has had \$1000 budgeted, now they would like to reallocate that money into the Part Time Temporary Wage Line Item as our annual telephone expenses are no longer that high. Jon was able to provide a figure to the Committee by averaging out the cost the telephone for past few years.

Motion: Linda Ackerman makes the motion to reallocate the money; Barb Kuklewicz seconds the motion.

Vote: 3-0

5. Dog Waste Concerns at the Park

It was brought to Dennis's attention by a resident that there is a problem with excessive amounts of dog waste in the park. The Commission discussed ways of addressing this issues. One being putting up more signs and providing more waste receptacles. The current receptacles cost around \$500-\$600 and are heavily used. Jon feels this is most likely occurring after office hours. In the past the department did send information out to the public through the newspaper asking people to please clean up after their dogs. We will continue to monitor this situation.

6. Fall Programs P/L Statements

Our soccer program did receive a \$500 donation, equipment and materials from Dillon Chevrolet this fall. Despite this donation the program did take a loss. Jon did order a more expensive uniform shirt for the players and purchased a banner thanking Dillion for their generous donation, which may have been the cause of the program's deficit. Perhaps next fall an increase in registration fees by \$5 will help as well as ordering less expensive uniforms. The Pumpkinfest's Pumpkin Carving booth was also discussed and it ran as a loss as well. This program however, does not generate any revenue but instead provides the department with great exposure within the community. The One Pitch Tournament ran this fall and Jon felt perhaps a larger concession stand would increase revenue. Pizza and beverages were sold. Linda asked for more clarification of the Administrative Fees listed in all the P/L Statements. Jon reminded the Commission this fee included the Sportsman Computer Software Program we use as well as other office supplies, and postage expenses incurred through out the year which are not directly linked to a specific program. This amount is added up and divided by all programs. The Scarecrow Stuffing Program also ran this fall but not held on the same day as the Pumpkin fest.

7. 2015 Financial Study

Jon restructures the format of the study to make it easier to read this year. There were some omissions to the list of groups/organizations that the department works with such as the Franklin County Technical High School and the Franklin County Sheriff's Office. Linda did question a group placed in both categories of Partnerships and Sponsorship and Jon agreed with her on this matter. Changes will be made.

Motion: Barb makes the motion to accept the 2015 Financial Study with the mentioned corrected to be made.

Vote: 3-0

8. Director's Report

The MRPA State Conference will be held on Cape Cod, March 21-23. Jon will return to the office on March 24.

9. Other Business

Linda would like the Commission to send Stanley and Helen Dobosz a thank you card for all of their generous donations of time, and baking, they continually do for the department.

On the February Agenda Jon would like to discuss the possibility of increasing the Summer Playground fees \$5 to accommodate the increase in minimum wage.

10. Adjournment: 4:35 p.m.