

**PARKS & RECREATION COMMISSION MEETING MINUTES**

Thursday, December 13, 2018

3:30 pm

Unity Park Fieldhouse

56 First Street

Turners Falls, MA 01376

**Present:** Dennis Grader Chairperson, Albert Cummings, Secretary, Jon Dobosz, Director of Parks & Recreation, Jennifer Peterson, Clerk/Bookkeeper

**Absent:** Barbara Kuklewicz

**Guest:** Mik Muller

**Meeting Being Taped**

**1. 3:30pm Meeting Called to Order**

**2. 3:31pm Approval of Meeting Minutes from October 25, and November 15, 2018**

**Motion:** Albert Cummings makes a motion to accept the minutes of October 25, 2018; seconded by Dennis Grader.

**Approved:** 2-0

**Motion:** Albert Cummings makes a motion to accept the minutes of November 15, 2018; seconded by Dennis Grader.

**Approved:** 2-0

**3. 3:34pm Mik Muller – Soap Box Derby Event Proposal**

This event had been previously held at Unity Park from 2010-2013. It was originally conceived as a fundraiser for MCTV. Mik explained to the Commission why the hill made for a good course; the slope created a speed of at least 35MPH and the straight away at the bottom made for a good finish as the carts had enough space to slow down. He would like the Soap Box Derby to come back but feels it needs a larger body to organize the event and volunteers. It also needs to attract larger crowds, and more carts. The largest number of carts entered was 55, in 2012. If the Parks and Recreation Department took on this event, he feels it could be profitable for our department. It works as a fundraiser and has to be held by an organization with 501C status and insurance. Mik said that he would still be involved but does not want to run the event; his company Montague WebWorks would help with marketing and get the word out. He went on to say that he feels the community would support the Parks and Recreation Department if we decided to take on such an event. Jon spoke and said he enjoyed the event, his involvement at that time was small, but liked the uniqueness of the event. Jon expressed concern regarding its scale, but can't ignore the potential income for the department. September would be a likely time to hold the derby. Jon suggested voting should wait until the January meeting as Barbara Kuklewicz is not here today.

**Motion:** Made by Albert Cummings to table the vote on the Soap Box Derby until the January meeting; seconded by Dennis Grader.

**Approved:** 2-0

**4. 3:55pm Fiscal Year 2018 Departmental Financial Evaluation**

The department performs an internal evaluation annually to see how we obtain and utilize funding. It is done by evaluating the following: operating budget, revolving account (which involves program fees, concessions, gifts and donations and partnerships), capital project and grants. Jon provided tables to the commission on information from fiscal years 2014-2018. He provided a summary, conclusion, and

financial goals for FY19. The department has been doing this evaluation for the past 10 years and is important to see where we stand financially. He recommended waiting for the January meeting to talk about departmental goals due to Barb's illness.

**Motion:** Made by Albert Cummings to discuss further the department's fiscal goals until the January meeting; seconded by Dennis Grader.

**Approved:** 2-0

**5. 4:07pm**

**Fiscal Year 2020 Departmental Operating & Capital Budget Proposals**

Jon included a 2020 Budget message from Steve Ellis, Town Administrator, which included direction for the schedule and filing of the budget worksheets. The deadline for submitting the budget is January 3, 2019. Jon stated that there were no significant requests increases, aside from the step increase in the Clerk/Bookkeeper position, and the part time/temp positions need to increase wages due to the minimum wage going up to \$12 January 1, 2019. Jon also requested to reallocate a small portion (\$300) of the copier/lease line item into the facilities and grounds line item. The biggest challenge to our department's budget is the Parks & Facilities expenses as they can be unexpected and costly. A good example of this is when the whale water feature needed a \$400 repair this past August. Additionally, we will be putting up bollards near the drive way to prevent people from continuing to drive on the softball fields. Jon is also starting to research the cost of additional security cameras, which could be a Special Town Article. There currently are no capital expense requests. We originally had the repainting of the basketball courts on the FY20 schedule. However, Jon went out and inspected the courts, and they are in good condition and feels this could be deferred to next year's capital expense request. The department is requesting \$133,471 for a level services request; a little more than a \$3000 increase from FY19.

**Motion:** Made by Albert Cummings to accept Jon's proposals for FY20' departmental operating and capital budget; seconded by Dennis Grader.

**Vote:** 2-0

**6. 4:16pm**

**Parks & Recreation Director's Business**

**Winter Programs** – Youth Basketball participation is down this year with our traveling teams. We typically have 4 teams, this year we have one. We did separate our Start Smart K-2 instructional program into K/1 grade and 2<sup>nd</sup> grade groups. The Sawmill River 10k will once again be held New Years day. Open Swim begins in January. In February our American Red Cross Babysitting Course will be held February 5 and 6. Saturday, February 16 we are planning a Night Sledding event. The hill will be illuminated with lights.

**2018 Water Spray Feature Usage** – The water cost this summer for the spray feature was \$1788.00; very similar to the previous summer. It averages around 660,000-670,000 gallons of water a year which goes into our rain garden, not down the drain.

**2018 Facility Maintenance Duties/Total Hours (Director)**

Jon provided a log as to when he is out in the fields/parks for maintenance.

**Monthly Meeting/Event Log**

There were no questions.

**7. 4:25pm**

**Adjournment**

**Motion:** Made by Albert Cummings; seconded by Dennis Grader.

**Approved:** 2-0

X \_\_\_\_\_  
Albert Cummings, Secretary Date \_\_\_\_\_

Or  
\_\_\_\_\_  
Signature

Name & Title: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_