

**PARKS & RECREATION COMMISSION MEETING MINUTES**

Thursday, October 2, 2019

3:30 pm

Unity Park Fieldhouse

56 First Street

Turners Falls, MA 01376

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

**Missing:** Albert Cummings and Jennifer Peterson

**Meeting Being Taped**

**1. 3:40pm Meeting Called to Order**

**2. 3:41pm Approval of Meeting Minutes from September 26, 2019**

**Motion:** Barbara Kuklewicz makes a motion to accept the minutes; seconded by Dennis Grader.

**Approved:** 2-0

**3. 3:42pm Rutter’s Park Improvement Project Update**

Jon states that the improvements are almost complete, just waiting for substantial completion and for a portion of the park to be opened. There was a meeting Tuesday that Jon was unable to attend so he did not know if there was substantial completion. Last week the concrete slab for the picnic shelter was completed. The grading around the shelter and some modifications to the fence around the playground area need finishing. Jon is concerned about the size of the planting beds and their maintenance; he will be calling on the lake Pleasant Association to help establish a maintenance plan. This park won’t be something our DPW will maintain. Jon is hoping to open the park before winter comes.

**4. 3:50pm Montague Center Park Improvement Project Update**

Last night we held the unveiling/information session for the master plan. The master plan process was reviewed and the three options that the students submitted and the final mater plan were discussed. Jon will be meeting with the committee as to the next step. We may find that a formal design process may not be needed. We will look at what our needs are and what we want to keep, what we want to modify. We may also be able to phase this project where things can be taken care of in-house. The one are that will need formal engineering plans will be the parking, accessibility and ADA requirements.

**5. 3:55pm Unity Park Enhancements – Landscaping, Fieldhouse Roof and Lighting Upgrades**

**Fieldhouse Roof** – the article appropriating \$100,00 for the purpose of repairing or replacing the fieldhouse roof was approved at the Special Town Meeting. The amendment for a metal roof was voted down but Jon is very happy with the tile roof.

**Lighting Upgrades** - we were approved for a Green Community’s Grant. Jon does not know the timeline on the project. We appreciate the work Walter Ramsey put into this grant.

**Automatic Main Door** – we are considering making the main door of the fieldhouse an automatic door so that it is ADA friendly. The door will remain the same but will receive an automatic mechanism that will open with a push of a button.

**Garage Space at the Town Hall** – Jon sent a formal letter of request to Steven Ellis claiming some garage space at the Town Hall so that we can begin cleaning out our garage for more programing space.

There was general conversation about possible other areas of the fieldhouse that need improvements.

**6. 4:10pm Summer 2019 Programs –**

●**Profit/Loss Statements**– Jon went through the statements. Two programs were omitted, 3V3 Basketball Tournament and Movies in the Park. These statements will be on the November agenda.

●**Summer Camp Participation Statistics** Jon was very happy with our new Summer Director; he thought she did a great job. He was also very happy with our young staff. We always have children that are challenging but we did have two staff members that are behavior interventionist - our director and one of our site supervisors. We had good people at the right spots for our 8 week program.

**7. 4:15pm FY21 Budget – Capital Requests**

Included in the commission packet was the capital project schedule. Jon went through the various programs and parks. A possible addition to FY21 capital budget is survey work at Montague Center. The Assessors office is looking into the plot lines to see if it needs additional surveying. The cost of survey work is less than \$5,000 so Jon would like to propose that we do this. The deadline for submitting requests is November 1.

**Motion:** Barbara Kuklewicz makes a motion to request surveying of Montague Center Park for \$5,000; as a capital expenditure; seconded by Dennis Grader.

**Approved:** 2-0

**8. 4:25pm Parks & Recreation Director Business**

●**X-Country Ski Donation from Turners Falls High School:** we would like to start something down here at Unity Park for the community. The majority are adult sizes. Jon is unsure about charging for the use. We won't be grooming any trails.

●**Director's Vacation (Week of Thanksgiving):** Jon requested to take a vacation the week of Thanksgiving. Granted by commission.

**9. 4:27pm Topics not anticipated in the 48 hour posting requirement**

●**November Commission date:** Jon recommends not having a November meeting but meeting again in December to discuss the FY 21' budget. If we need to meet in November for any reason, Jon will contact the commission.

●**Commission Meeting Time:** Jon asked the commission if future meetings could be later in the day as Al has a difficult time making the current meeting time due to personal issues. Barb and Dennis both agreed to later meeting times.

●**Jon's evaluation:** Dennis would like to put Jon's evaluation on next meeting's agenda.

**10. 4:30pm Adjournment**

**Motion:** Made by Barbara Kuklewicz; seconded by Dennis Grader

**Approved:** 2-0

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

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

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

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

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