

PARKS & RECREATION COMMISSION MEETING MINUTES

Tuesday, December 10, 2019

6:00 pm

Unity Park Fieldhouse

56 First Street

Turners Falls, MA 01376

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

Meeting Being Taped

1. 6:02pm Meeting Called to Order

2. 6:02pm Approval of Meeting Minutes from October 24, 2019

Motion: Barbara Kuklewicz makes a motion to accept the minutes as written; seconded by Albert Cummings.

Approved: 3-0

3. 6:03pm Rutter's Park Improvement Project Update

The park is officially open; it was designated substantially complete three weeks ago. The general contractor is still responsible for the facility through spring and the first few mowings

. There are warranties on some of the plantings. Jon is aware of two or three hydrangea plants that need replacing. Everything has been installed except for picnic tables that will be installed after winter. There will be a grand opening/ribbon cutting ceremony planned for this spring. There was discussion about there already being some foot traffic through plantings to access the playground near the ADA accessible path. Time will determine where traffic will flow and modifications, if any, will be addressed. Jon is very proud of the outcome of the project.

4. 6:14pm 2019 Summer Programs – Remaining P/L Statements

•**Adult Co-Ed Softball**- suffered approximately \$390 loss. This program does tend to be at a loss but Jon hesitates to raise fees. We could supplement the program with additional adult softball tournaments.

•**Movies in the Park**- this is another one of the “services” we provide for the community. We don't have the commercial infrastructure in the town to financially off set the cost of the program. We pay for the cost of the movie, with help from River Culture. River Culture payed for the musical entertainment before each movie. “Friend of Sheffield Elementary” provided refreshments. This winter on our Facebook page we will conduct a poll with different movie genre's to peak interest as to what people want to watch.

•**3V3 Youth Basketball Tournament** – Resident Josh Morse puts together the event, gets the sponsors, marketing, and sets up the tournament. This is the second year of the tournament and Josh does a great job.

5. 6:25pm FY19 Departmental Financial Evaluation

This annual evaluation provides information with regards to total funding resources that include operating budget, revolving funds, capital projects and grants; how they all interrelate to one another and how they affect programming and services. Revolving fund expenses are noted and broken down into program cost, as well as administrative expenses, salaries, facilities with parks and buildings financial expenses. It's a detailed report showing how and where the department spends and allocates its money.

- 6. 6:30pm FY21 Departmental Operating & Capital Budget**
 The capital aspect of the budget was introduced to the commission during October’s meeting: discussed was the surveying work that was needed at Montague Center. Jon was hoping for a quote on this but has not received one yet. He estimates this service to cost approximately \$5,000. The operating budget will increase in expenditures from our FY20 budget of \$139,448 to FY21 to \$143,539. The commission had no additions or modifications to the FY21 budget.
Approved: 3:0
- 7. 6:37pm 2019 Whale Spray Feature Usage**
 The operating hours were increased this summer with an 84 day season, at a cost of \$2,134 This summer’s usage was 682,000 gallons: the summer of 2018 760,600 gallons were used.
- 8. 6:44pm Parks & Recreation Director Business**
•Soap Box Derby- Jon attended a meeting in early November with Steve Ellis, Mik Muller, (who started the Soap Box Derby) owners of Nova Motorcycle, and owners of 253 Pharmacy who all be partnering to run this event. This will be a fundraiser for department as well as other town services, like River Culture. Many logistics still have to be worked out but the group is thinking the second or third weekend in September as a potential event date. The committee will meet again in January.
•2020 Winter Programs Brochure
 There were no questions.
•2019 Facility Maintenance Hours by Director
 There were no questions.
•Holiday Time-off Schedule & Operating Hours
 The office will be closed December 24 & 25. It will reopen 9:30am-1:30pm December 26 & 27. There will be regular operating hours on Monday and Tuesday, December 30, and 31 to prepare for the Sawmill Race on January 1.
- 9. 6:50pm Director’s Evaluation/Performance Review**
Motion: Motion made by Barbara Kuklewicz to table the review until January; seconded by Albert Cummings.
Approved: 3-0
- 10. 6:53pm Topics not anticipated in the 48 hours posting requirement**
 Jon requested a day off: granted by commission.
- 11. 6:54 pm Adjournment**
Motion: Made by Barbara Kuklewicz; seconded by Dennis Grader
Approved: 3-0

X _____
 Albert Cummings, Secretary Date _____

Or

 Signature

Name & Title: _____

Print: _____

Date: _____