



LEOMINSTER RECREATION DEPARTMENT

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LEOMINSTER CITY CLERK

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Nick Abruzzi
Director of Recreation

LEOMINSTER RECREATION COMMISSION

Tuesday, February 21, 2023

40 Barrett Parkway

1. CALL TO ORDER: Maureen Donatelli called the meeting to order at 4:30 p.m.
2. COMMISSION ATTENDANCE ROLL CALL: Maureen Donatelli, Jeff O'Neill, Tom Bissonnette, Theresa McEwen, Peggy Stephenson, Lisa Comeau. Doug Cormier arrived later in the meeting.
3. APPROVAL OF MINUTES FROM MEETINGS

Tom made a motion to approve the minutes from the meeting on January 17, 2023, it was seconded by Jeff. All were in favor.

4. STATEMENT OF ACCOUNTS

Statement of Accounts – In your folders is a one-page financial breakdown of recreation accounts as well as grants and capital improvement project funds. Finally at the bottom of the page is an updated balance in the department revolving account. Some items to note since our last meeting from a spending perspective.

Routine spending has taken place in our expense accounts and salaries and wages account. The revolving account has decreased due to basketball season coming to an end and plaques and medals purchased for participants. All account balances are healthy.

5. PARK BENCH SELECTION

At our last meeting the Commission approved a memorial bench style for all of our parks except Barrett Park. Upon conducting more research, the style approved only had a 10 year guarantee and an alternative bench was found with a 50 year guarantee. See folders for pictures and price quotes. The new proposed bench is more expensive but having a longer guarantee makes the cost increase worth the investment.

Pricing for the proposed bench would be \$2500 which includes install and engraving. The city will take care of the installation.

It is our recommendation that all requests for bench memorials follow the same verbiage “In Loving Memory of John Smith”. Doug made a motion to approve the bench design with the 50 year guarantee and the cost for someone to purchase a memorial bench would be \$2,500.00. Peggy seconded it. All were in favor.

6. FACILITY REQUESTS

Beacon of Hope – Looking to host the Walk for Hope on April 30, 2023, from 7:00 a.m. to noon and utilize the Barrett Park walking path.

Lapointe Matrimony Ceremony – Looking to have a brief one-hour wedding ceremony on April 29, 2023 at the Gazebo on the peninsula from 1:00 p.m. to 2:00 p.m.

Leominster Center for Excellence Graduation – Looking to host their graduation on June 1, 2023, at the Beach Pavilion from 10:00 a.m. to 5:00 p.m.

As you all know the Barrett Park Playground construction project will be starting soon. We will work with the contractor to make sure the construction work area is fenced off and secure. The walking path will be available at that time but once work begins on the path or chess tables and benches, that pathway will need to be closed to public use temporarily. Tom made a motion to accept the three facility requests. It was seconded by Peggy, and all were in favor.

7. PROJECTS/GRANTS

Skate Park and Pump Track – Two new signs have been installed, rules sign and a sign recognizing the funds from the Commonwealth of Massachusetts contribution through the PARC Grant Program. Once the weather allows seeding and the parking lot will be completed, and the tree plantings will be taken care of at no cost to the city through a DCR grant. Tom asked about the location of the rules sign and would like to see another rules sign be put up down near the pavilion. Lisa said she would keep the rules sign on the inside of the fence near the skatepark ramp.

Design and Engineering for Barrett Park Dam – No update at this time.

Barrett Park Playground Improvements – Contracts have been signed and we are awaiting a notice to proceed from the Purchasing Agent for the City. We have been in touch with the contractor, and they will be ready to mobilize when the weather allows. Three granite benches have been ordered from Leominster Monument and the pricing includes delivery, set up and install. This includes the foundation for the benches to sit on. The complete cost is \$9600.00. Lisa said the installation of the playground equipment depends on the weather this spring.

United Way Teen Program Grant – we should be receiving the next grant check from the United Way in the next few days. As mentioned previously the grant was \$42,000 spread out over 4 payments through June.

8. LICENSE AGREEMENTS

The license agreements for all organizations except flag and tackle football are ready for Commission signatures. We are working with both football groups to amend their agreement to make the shared location rules for both leagues to have more clarity. Past misunderstandings from the groups led us to be more specific in the agreement. Once the leagues approve the new verbiage and sign the agreement we will present it to the commission for signatures.

9. DISCOUNT FOR CITY EMPLOYEES

A question recently was posed to us regarding discounts for city employees. We are proposing a 10 % discount to all city employees. Jeff made a motion that the 10 % discount for employees only be approved, Doug seconded it and all were in favor.

10. DIRECTORS REPORT

Winter Event will be held this Saturday February 25th from noon to 2 p.m. at Barrett Park. In your folders is a copy of the flyer for the event.

Dick O'Brien is using wood from Barrett Park that is at the end of the maintenance road to construct a new kiosk at the entrance to Barrett Park.

11. OTHER

Jeff asked if the commission will do something for John Ciccolini and Lisa said she would look into a plaque to recognize John's contribution to Recreation Department.

12. MEETINGS AND EVENTS

The next regular commission meeting will be held Tuesday, March 21, 2023 at 4:30 pm.

13. ADJOURN

A motion to adjourn was made by Theresa, Peggy seconded it, and all were in favor. Meeting concluded at 5:35 p.m.