



# LEOMINSTER RECREATION DEPARTMENT

Office: 40 Barrett Parkway, Leominster, MA 01453

Mailing Address: 25 West Street, Leominster, MA 01453

Phone: (978)534-7529 Fax: (978)534-7549 Website: [www.leominster-ma.gov](http://www.leominster-ma.gov)

Lisa Comeau  
Director of Recreation

## LEOMINSTER RECREATION COMMISSION

Tuesday, May 16, 2023

40 Barrett Parkway

RECEIVED  
LEOMINSTER CITY CLERK  
2023 AUG 25 PM 2:04

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, Theresa McEwen, Doug Cormier, Peggy Stephenson, Nick Abruzzi, Lisa Comeau.
3. **APPROVAL OF MINUTES FROM MEETINGS**
  - a. Jeff made a motion to approve the minutes for March 21, 2023, it was seconded by Doug. All were in favor.
4. **STATEMENT OF ACCOUNTS**
  - a. 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 are:
    - Routine spending has taken place in our expense accounts and salaries and wages account.
    - In the Capital Skate Park account the balance has decreased significantly due to the project being completed. We did, however; hold retainage funding for the second application of hydroseeding.
    - The balance in the Barrett Park Phase II Capital Account has also decreased as payments have been made for the playground equipment and a percentage of the work that has been completed to date.
    - Lastly, the revolving account continues to fluctuate due to registration funds coming in and supplies and salaries being paid out. All account balances are healthy.
5. **CHESS TABLE & BENCHES AT BARRETT**
  - a. Donated by Judith Sumner, Recreation Director 1994-2022 – Judy has donated funds to cover the cost of one chess table and benches and would like to see if she could have it engraved with the information above. Peggy made a motion to approve Judy's request and Theresa seconded it. All were in favor.
6. **PROPOSED RECREATION COMMISSION MEETING SCHEDULE CHANGE**
  - a. We are proposing to change the Commission meetings from the month of August to the month of December instead. With August's meeting being during our busy season, this would be easier for the department. Peggy made a motion to accept this change and Jeff seconded it. All were in favor.

## 7. PROJECTS/GRANTS

- a. Engineering and permitting for Colburn Pond Dam – We had our three-week update meeting on April 6<sup>th</sup> with GZA and Nick Kremp, Conservation Agent. Nick said we have another meeting coming up this week. Everything is progressing with the design and permitting of the dam. We have been holding regular bi-weekly meetings for progress updates. Maureen asked if we are on the list of projects with the city. Nick said we won't be on the list until we bid it, and then we get in line with the city. There is a back log at this point. Nick said the timing will be good for us because the work and the design will take time. The people from the State are very happy with the progress on the design and plans. Lisa said we have been updating Bill from the State. Lisa confirmed the work will go out for public bid. Nick said we will have a design in the next couple of weeks.
- b. Barrett Park Improvements - Phase II – The work on installing the new playground has begun. We have been holding regular meetings with the company and Brendan from AT Leonard & Associates to get progress updates. This project is due to be completed by the end of May. Lisa said they still have to do paving, volleyball court, horseshoe pit, chess table and benches, planting and hydroseeding. Maureen asked if the deadline would be met, and Nick and Lisa said yes. Nick said May 28<sup>th</sup> is the goal because we must submit reimbursement through the State for the grant that we received by June 1<sup>st</sup> and the contractor is aware of that. Doug asked about weather extensions and Lisa said there will be no extensions. Jeff asked about work being done on other playgrounds in Leominster and Lisa said those are projects managed by the school system.
- c. Prospect Park Design – Cooney & Associates has been hired to complete a design for Prospect Park. The design will include a new sign and driveway expansion with two (2) ADA compliant parking spaces. In addition to improvements to the pathway, a trail around the pond will be created that will form a loop that will be accessible. It will also include a new 150' boardwalk on the backside of the pond with a 12' viewing deck and the addition of picnic tables and benches on the back side of the pond. Nick clarified that the boardwalk is part of Phase II of the project. Maureen asked about the cost of the design work. Nick said it was \$36,000 and we have a grant for \$25,000. Nick said we are working on a grant for the construction work. Maureen asked if it would go out to bid and Nick and Lisa said yes.

## 8. DIRECTORS REPORT

- a. As many of you know, we lost a long-time employee last month, Bill Harrington. The Department sent flowers on behalf of all the staff and the Recreation Commission. He had been with our department since 2009 and he will be greatly missed.
- b. Frankie Fortuna Skate Park & Pump Track – The hydroseeding was completed and the parking lot was finished except for the striping. Tom will be working on the parking lot lines. DCR has completed planting the trees. The Grand Opening/Ribbon Cutting was on Saturday, May 6<sup>th</sup> at 9:00a.m. It was a beautiful day, and a lot of people came out to celebrate the opening.
- c. The roof on the locker room/concession building at Fournier Park was replaced a few weeks ago by Rockwell roofing. The roof had been leaking and needed replacing.
- d. We are currently working on putting in irrigation at the skatepark and repairing the irrigation on the football field at Fournier.
- e. We have a contractor that is going to seal the cracks on the pickleball & tennis courts until the court resurfacing goes out to bid. There is a line of projects to go out to bid ahead of the resurfacing bid.
- f. The water truck was finally delivered this past Friday and we are presently working on getting it registered.
- g. The summer registrations opened on Tuesday, April 11<sup>th</sup> and they are going very well. We have well over 480 registrations for all our various summer programs.
- h. The deadline for summer employment paperwork to be returned is this Friday. We still need more than half of the summer staff's paperwork.
- i. We have hired a couple of maintenance workers. Stephen Kimber, retiree from the school department, was hired as a PT seasonal worker and will be picking up the trash at all the parks in the mornings from 7am-11am. We have also hired Southakone Vongsakda-Ortwein who will be working 7am-11am to fill

the PT Year-Round Maintenance position. They are both very hard workers and have quickly become an integral part of the maintenance team.

- j. Lisa met with Deborah Richard regarding the Mangiacotti bench and Deborah approved ordering our selection. Lisa is waiting for the family to approve the wording to be placed on the bench and then she will order it.

## 9. OTHER BUSINESS

Online conflict of interest training needs to be complete if you have not already done so and please print me a copy of the certificate.

Peggy spoke with a social worker who asked about summer programs for a foster child, age 11. The social worker wanted to know if we accept DCF vouchers. Lisa said we don't take vouchers, but we will accept checks from DCF. Lisa said they will have to sign up soon because things are filling up.

Doug asked about trash collection and Lisa said we have been paying Vinny to come at night to collect trash in the park.

## 10. MEETINGS AND EVENTS

The next regular commission meeting will be held Tuesday, June 20, 2023, at 4:30 pm.

## 11. ADJOURN

A motion to adjourn was made by Peggy, Jeff seconded it, and all were in favor. Meeting concluded at 5:02pm.