



Lisa Comeau
Director of Recreation

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
Email: recdept@leominster-ma.gov Website: www.leominster-ma.gov

LEOMINSTER RECREATION COMMISSION

Tuesday, June 20, 2023
40 Barrett Parkway

2023 JUN 11 AM 9:58
LEOMINSTER RECREATION DEPARTMENT
RECEIVED, CLERK

1. CALL TO ORDER:

Maureen Donatelli called the meeting to order at 4:30 p.m.

2. COMMISSION ATTENDANCE ROLL CALL:

Maureen Donatelli, Theresa McEwen, Doug Cormier, Thomas Bissonnette, and Nick Abruzzi.

3. APPROVAL OF MINUTES FROM MEETINGS

- a. Tom made a motion to approve the minutes for May 16, 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 and salaries and wages account. Balances are lower as we approach the end of the 2023 Fiscal Year. The Grants and Capital accounts have been reduced due to the skate park and Barrett Park construction being completed and money spent on design for improvements to Prospect Park.

All accounts are in good standing as we approach the end of the 2023 Fiscal Year.

5. PROJECTS/GRANTS

- a. Engineering and permitting for Colburn Pond Dam – Lisa and Nick met with GZA a few weeks back to discuss the updated design plans for improvements to Colburn Pond. Preliminary plans were presented to the Recreation Department and we will be responding with edits in the next few weeks. Once the plans are finalized it will be sent to the DCR, Office of Dam Safety requesting a permit to complete the work. The same plan will be sent to the Leominster Conservation Commission for their review as well. Once permits are approved a timeline for construction will be developed and funding will be sought.
- b. Barrett Park Improvements - Phase II – The Barrett Park Playground was completed on June 1, 2023 and all grant required paperwork was filed prior to the deadline. A final walk through was held earlier today with the consultant and contractor and some final touches are being

completed that include benches being delivered and installed and seeding over thin areas. The project was a huge success and working with Green Acres Construction and Andrew Leonard designers was fantastic. The playground will be opened to the public in the next few weeks and a formal opening ceremony will be held in the near future.

6. Prospect Park Design – Cooney & Associates continues to work on design plans for improvements to Prospect Park. The Recreation Department was awarded a grant for design and we will be looking for funding for construction over the next few months. The plan includes new signage, a parking lot with accessible spots, trail work and adding picnic tables and benches. We are also working on constructing a boardwalk with a lookout that goes over the wet areas and completes a loop for people to walk in the park.

7. Facility Requests:

- a. A facility request for a graduation party on Saturday, July 29, 2023 at Barrett Park was next on the agenda. The request was for 100 people between the hours of 2:00 p.m. and 6:00 p.m. The Commission discussed concerns over the large number of people and the duration of the event. Assistant Director Abruzzi recommended policies be created for facility requests that include length of time and total number of people allowed. The department will work on this and present a draft at the September meeting. Following brief discussion, Tom made a motion to deny this request, it was seconded by Theresa. All were in favor.

8. DIRECTORS REPORT

- 2023 Summer Programs – We continue to prepare for an exciting summer season. Summer programs are being offered at Samoset School, Barrett Park and Leominster United Church for Preschool. Our summer season begins on July 3rd and training will take place next week. Numerous 3rd party programs will also be held that include baseball, babysitting, science programs, snapology and much more.
- Leominster State Pool will be opening this Saturday, June 24th. This season we have brought swim lessons back and will offer daytime and after work lesson programs. We hired 16 lifeguards and 11 water safety instructors for lessons this year. This is great for this year but also for years to come. Three swim lesson registrations were held over the last two weeks and the registrations are extremely high. The pool will be open seven days a week throughout the summer and closing on August 13th.
- The DCR will be in town later this week to conduct final inspections at the Skate Park and Barrett Park which will officially complete both projects.
- A trip to Polar Park for a family Woosox game was held on June 10th. Christina took a group made up of families to the game. The cost to attend included bus transport to and from, ticket to the game and 13 dollars loaded on each person's ticket for concessions. We are already planning another trip later this summer.
- Finally, some projects that we have completed or are working on for our facilities:
 1. New irrigation at the Skate Park
 2. Repair irrigation at Fournier Football Field
 3. New water line installed at Fournier Field for Splash Pad
 4. New computer controller at 3rd street park splash pad
 5. New sidewalk completed by our in-house crew at Barrett Park
 6. Repair to pickleball and tennis court surfaces at Doyle Field
 7. Improving handicap accessibility at Samoset Soccer Fields

8. New infield at softball field at Fournier Park
9. New roof on youth football field concession stand
10. New mower for maintenance department
11. New netting system at Barrett Park volleyball to keep balls from going to the pond
12. New fertilizing program for two facilities (Mechanic Street and Fournier) to improve weedy conditions and establish turf development. Combination of chemical treatments and aerating/overseeding. This is a test program and if all goes well other facilities will be included as well.

9. OTHER BUSINESS

Doug asked about the gate that is on the access road that leads down to the playground being in disrepair. Assistant Director Abruzzi confirmed that the gate would be looked at for repair or replacement as soon as possible.

Assistant Director Abruzzi complemented the maintenance staff and DJ Munroe for their excellent work this spring and early summer.

10. MEETINGS AND EVENTS

The next regular commission meeting will be held Tuesday, September 19, 2023, at 4:30 pm.

11. ADJOURN

A motion to adjourn was made by Tom, Theresa seconded it, and all were in favor. The meeting concluded at 5:25 p.m.