



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

Lisa Comeau
Director of Recreation

RECEIVED
LEOMINSTER CITY CLERK
2023 MAY 17 PM 2:06

LEOMINSTER RECREATION COMMISSION

Tuesday, March 21, 2023

40 Barrett Parkway

1. **CALL TO ORDER:** Maureen Donatelli called the meeting to order at 4:30 p.m. Maureen congratulated Lisa Comeau on her promotion to Director.
2. **COMMISSION ATTENDANCE ROLL CALL:** Maureen Donatelli, Jeff O'Neill, Theresa McEwen, Peggy Stephenson, Doug Cormier, Tom Bissonnette, Lisa Comeau, Lucy Parker.
3. **APPROVAL OF MINUTES FROM MEETINGS**

Theresa made a motion to approve the minutes from the meeting on February 21, 2023, it was seconded by Doug. All were in favor.

4. **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 continues to fluctuate due to registration funds coming in and supplies and salaries being paid out. All account balances are healthy.

5. **FACILITY REQUESTS** – None.

6. **PROPOSED ADDITIONAL TEEN LEAGUE BASKETBALL AWARD**

In your folders there is an email from Daniel Ducksworth, Basketball Coordinator, proposing an additional Teen Basketball Award in Memory of Austin Aryee, who passed away in a tragic accident in 2021. He was a young man who had played basketball in our Teen Basketball League. He was very shy in the beginning but really started to come out of his shell and thoroughly enjoyed the game of basketball. (Need a motion) Tom made a motion to approve this and Doug seconded it, and all were in favor.

7. **PROJECTS/GRANTS**

- Frankie Fortuna Skate Park & Pump Track – Once the weather allows, seeding and the parking lot will be completed, along with the tree plantings being taken care of at no cost to the city through a DCR grant.
- Engineering and permitting for Colburn Pond Dam – A written update has been submitted to the state on the progress thus far with copies of invoices that have been paid to the consultant up to this point. GZA is continuing to work on plans and permits for repairing the dam. Starting this Thursday, we will be holding meetings every three weeks for status updates with GZA. Our next meeting is scheduled for April 6th, which Nick Kremp, Conservation Agent for

the city, will also be present.

- Barrett Park Improvements -Phase II – Friday, March 10th we had a pre-construction meeting with the two project managers from the contracted company, Green Acres Landscape, and Brendan from A. T. Leonard & Associates, to discuss the deadlines/project schedule and the construction logistics. Tomorrow the construction fence will be up, and straw waddles will go up at the end of the week. Nick Kremp will inspect and then they can move forward with the work. The playground must be done by May 31st.
- United Way Teen Program Grant – We just received our second payment from the grant of \$10,625.00.

8. DIRECTORS REPORT

- a) The spring registrations are going well. We have well over 150 registrations for all our various spring programs, which most will be beginning the end of this month and the beginning of April.
- b) Our All-Day Summer Programs have been renamed to more descriptive and creative names. We have also changed the formats of these programs. In the past we had utilized the school for multiple ages including preschool and the facility gets extremely hectic due to the number of children in one location. We have spread them out to three separate locations. These programs will be for five weeks Monday-Friday from July 3-August 4 with no programs on July 4th.
 - 1) The Preschool Program is now named Little Flamingos, with ages 2.9-5, and will be located at the Leominster United Methodist Church on Hall St. The program hours will be 9am-3pm and the cost is \$120.00/week.
 - 2) The Playground Program is now named the Sunshine Bunch, with grades entering 1-4 and will be located at Samoset School. The program hours will be 9am-4pm and the cost is \$120.00/week.
 - 3) The Intermediate and Sportsmania Programs have been combined and have been named the Adventure Squad, with grades entering 5-7, and will be located at Barrett Park. The program hours will be 9am-4pm and the cost is \$120.00/week.
 - 4) F.A.S.T. Athletics has been hired to run the Sportsmania program for the five weeks for grades entering 3-5 and this will be a half day program from 9am-1pm and the cost is \$145.00/week. We are still working with the AD's office to see if we could utilize Fallbrook field and then have Fallbrook gym as backup in the event of rain.
 - 5) The Special Education Program will remain the same for grades 2-6 and will be located at Samoset School. The program hours will be half days from 12noon – 4pm Monday-Thursday and 9am-4pm on Fridays and the cost is \$70.00/week. They will be attending after summer school hours.
- c) We have met with the Directors of these programs, and they have assisted with picking the new names.
- d) We are almost finished with the Summer Brochure, and it will be going out on our website and on MyRec by the end of this week. Summer registrations will open on April 11th at 8:30am.
- e) Last Friday was the deadline for returning staff to submit their summer applications. We have received about three quarters of them back with a handful of them not returning. We are keeping applications open as some of them are still trickling in. Once we have the final count of who is returning, we will assign them to program locations and to pool positions. Then we will fill in with new applicants.
- f) We started interviewing for summer staff last week. We have found many great candidates for both the summer programs and the pool to fill in the open spots that returning staff has not filled.
- g) CPR, FA & AED training dates for the staff have been scheduled in June as well as staff

training dates for the summer programs.

- h) We had a company come out to look at Barrett Park to give us a quote on installing disc golf. The cost would be approximately \$6,000.00.
- i) We have contacted MHQ regarding the water truck on several occasions to find out the status and have not received any communication back. We will continue to reach out to them to get an ETA on when we should be receiving it.
- j) A plaque was made for John Ciccolini, who retired from the Commission, and is ready to be brought to him. Maureen said she would bring it to John.

9. OTHER

Doug Cormier asked for volunteers for the Fishing Derby on April 15th. Tom asked when the maintenance staff would be coming back. Lisa said DJ said he doesn't need people back until mid-June, but Lisa and Nick are thinking they are needed back in mid-April for John and Dominic and mid-May for Sally and Larry. Jeff asked about the Osowski basketball camp and how enrollment was coming, and Lisa said it was slow. Tom suggested LATV and radio for getting the word out.

10. MEETINGS AND EVENTS

The next regular commission meeting will be held Tuesday, April 18, 2023, at 4:30 pm.

11. ADJOURN

A motion to adjourn was made by Tom, Jeff seconded it, and all were in favor. Meeting concluded at 5:10 p.m.

