



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

Judith Sumner
Director of Recreation

LEOMINSTER RECREATION COMMISSION

Tuesday, April 19, 2022

LEOMINSTER CITY CLERK
2022 AUG 17 PM 12:25

1. **CALL TO ORDER** at 4:36 p.m.
2. **COMMISSION ATTENDANCE ROLL CALL**–New Commissioner Margaret (Peggy) Stephenson – Theresa McEwen, Tom Bissonnette, Doug Cormier, Peggy Stephenson, Judith Sumner, Director of Recreation.
3. **APPROVAL OF MINUTES FROM MEETINGS** – D. Cormier made a motion to accept the minutes, 2nd by T. Bissonnette. All in favor.
4. **ELECTION OF OFFICERS** – The Commissioners recommended tabling this to the next meeting because three Commissioners were not present.
5. **MAINTENANCE REPORT- written** – We purchased a thatcher attachment this year for the mower. We are hoping to be able to purchase a John Deere tractor. We received a quote for the tractor and sent the purchase requisition down to Greg Chapdelaine a few months ago. We were hoping to purchase it off the State contract, but Greg hasn't had time to look at it yet. The Brooks Pond Development, Peter Bovenzi, donated \$25,000.00 towards the purchase of a tractor for us to do maintenance at all our Recreation Facilities that would also benefit Brooks Pond Residents using these facilities. We also have a quote for a trailer to haul the tractor around on. The one we have a quote for will be able to fit and be stored right in the garage.
6. **PROGRAM and STAFF UPDATES**
 - a) **Office Staff** – We interviewed five people for the PT Office Support position, and we recommend Evelina Paulino-Rodriguez to fill that position. She is the Vice President of New View. She has 22 years of customer service experience. She was also a preschool teacher. She speaks and writes in English and Spanish. J. Sumner is checking her three references now. She was able to reach two of them and the third she is unable to leave a message as their voicemail is full. J. Sumner recommends we hire her.
 - b) **Pool Staff** – Ray Faucher, the person we hired last year part time to help at the State Pool as the Pool Coordinator to oversee the pool staff has resigned. He is retired and came on last year to help us out and then help be a liaison between us and the State this year. He went to work PT with EMS and working doing landscaping also to get hours for social security. He doesn't have the time to work for us any longer. Right now, we don't have a pool manager. It is recommended that the Assistant Pool Manager be bumped up to pool manager, however she won't be 21 until August. The State requires pool managers to be 21 years or older. Ray recommends bumping her up and working with her and the State will approve since we have no other manager who applied. Tim Levesque, Grace Levesque's brother, was shown how to test the pool chemicals and how the mechanics in the pumphouse works. He wants to be the assistant manager. Ray recommended that he could handle that position and Tim agreed to go to the pool managers training/CPO class. He will need some training. He is friends with staff and he's the same age as some of the lifeguards as well. Right now, we have no Water Safety Instructors. Several recreation departments in the state said they don't have enough guards, so they are going to have to limit their hours or not staff their beaches. To pay the same rate as the state and based on the number of guards we have; we will have to limit the number of people at the pool to 100 at any given time. We will have to have 5 guards on because you need 1 guard per 25 people and one to rotate in every 45 minutes. We have 2 new people that have applied to be guards so we will need 1 more guard to make this work and to make sure we are covered for vacations and sickness. We have 2 lifeguards willing to become WSI's but if we have them as WSI then we won't have enough guards for when the pool is open. Because we don't have enough swim instructors and they are not certified or experienced,

then the only option is to not offer swim lessons. We certified 2 people as WSI last year, but they are not returning this year. One graduated from college and the other is doing a student internship this summer. Gabrielle Grimley who was a WSI last year cannot teach if she is to be the manager this year. We will be paying the lifeguards \$21/hr. just as the State is paying theirs. We are not giving them a \$500 sign on bonus or \$500 end of year completion like the State is. We won't have the income from the swim lessons, but we also won't have the expense of paying the WSI to teach so we may just have to adjust the budget and the Revolving Account a little bit.

- c) **Summer Program Staff** – We are interviewing this week but don't have enough staff for our summer programs. We may have to reduce our numbers of participants to maintain the state required staff to participant ratio. We usually have 2 preschool directors but don't have any this year returning. Preschool is usually a bigger group as we are one of the few places that accepts them during the summer. We will have to reassess after we complete all the interviews.
 - d) **Maintenance Staff** – Darryn Hume is leaving because his hours will be up in July, and he was concerned he wouldn't have a job for the summer. He had come in over the winter to help DJ. He didn't qualify for the Summer Youth Works Program, which would have paid him through the end of August. He was able to get a seasonal job with the Cemetery Department in which his hours are reset for the calendar year. He was an excellent worker and highly recommend him for any job. We had 3 people apply for the seasonal maintenance position. We interviewed two of them and the third never called back. We hired Joshua Flinkstrom, a friend of Darryn's. He had excellent references. We also hired John Koutonen, who is retired and a Forester by trade. He has great references as well. He is looking for a job to stay active. He has been on the Fitchburg Conservation Commission for over 22 years. DJ wants to have him based at Barrett and J. Sumner said between Barrett, Fournier, and Prospect Park, he can help with any tree issues or trails etc. They both will be FT Seasonal maintenance staff. Bill Harrington will be working part-time doing trash and help with cutting grass this season at the various locations.
 - e) **Program updates- Fishing Derby and school vacation programs** – Fishing Derby was a great success. J. Sumner thanked D. Cormier and T. Bissonnette for volunteering to help. Jr. was also a big help. There were 75 youth and 75 adults that took part. Plus, there were a lot of people that came in that didn't register. We can make signs next time directing them to register in the program building prior to starting to fish.
 - f) **School Vacation Programs** – We have a Snapology program in the program building for April Vacation this week. We gave financial assistance for that program that we had through a grant from CDBG. Also, we have the Wow Magic Lessons and a Magic Show tomorrow from 1-2pm and a free Hands-On Family Science Night tomorrow night from 6:30-8pm. Then on Friday we have Violet the Clown Show & Teddy Town from 10:30-12noon.
 - g) **Earth Day-April 22** – J. Sumner has a group of 30 people from Leaktite Corporation coming to do some volunteer work at Fournier Park for Earth Day. J. Sumner will have them spread playground safety surfacing, some weeding, and pickup trash around the park. LUK will also be bringing some youth on Friday to Fournier Park to pickup trash. There is also an earth day hike on the new Hill Street Trails on Friday as well.
 - h) **Spring & Summer Brochure** – Handed out a copy of the brochure to the Commission with all our upcoming programs.
7. **PROJECTS/GRANTS- UPDATES**
- a) **Frankie Fortuna Skate Park & Pump Track- Bid opening April 28 at 11:00 am** – No one bid on the project the first time. It is going out to bid again and the bid opening is April 28th at 11:00 a.m. If this project is not complete by the end of June, we will lose the State grant funding. There may be money through the American Rescue Plan. We will see once we have the bid opening. J. Sumner is hoping that the contractor can at least put in the skatepark section by the end of June and then submit a design change to the state, this being phase I, then the contractor can do the rest as phase II.
 - b) **Engineering and permitting for Colburn Pond Dam** – Greg Chapdelaine issued the contract for the engineering and permitting for Colburn Pond dam. We have the Phase I update for the dam if anyone would like to look at it. We are hoping that GZA will be able to get the permits in time, it was a little late getting the contract. This state grant must be finalized by June 30th. J. Sumner also asked GAZ, as part of the contract, to do a dam maintenance plan and have it approved by the Conservation

Commission.

- c) **Barrett Park Improvements -Phase II** – Greg sent the contract to Andrew Leonard to do the landscape design for the playground and picnic area. Whitman & Bingham has been here marking the wetland areas and will be applying for all the permits. O'Brien and Son's sent three playground design options depending on cost.
- d) **Hill Street- April 22 grant deadline – Community Foundation Grant** – Awarded to the Trail Stewards in which we are the Fiscal Agents for that grant. We are working with a contractor to do all the chipping there. He has not been diligent in getting the work done. He came once and then has not returned to finish. J. Sumner may be the one to write and ask for an extension.

8. OLD BUSINESS

- a) **FY'23 Revised budget request** – J. Sumner revised the budget and gave a copy to the Commissioners. Sallie Poirier requested a \$2/hr. raise, so had to change the budget, only had her in for \$1/hr. raise. We don't have anyone yet to water the flowers on the weekends – advertised at \$18/hr. They must be at least 18 yrs. old and can drive and operate the watering tank. J. Sumner had to revise the budget to include overtime for someone to water on the weekends. T. Bissonnette said there is someone at the DPW that is a horticulturist, who might be interested in the weekend watering. Also, we were notified that the Recreation Department must pay the light bill every month from the new park in front of the Fix. This needed to be added to the budget.

9. NEW BUSINESS

10. FACILITY REQUESTS – Barrett Park – T. Bissonnette and the Commission approved the requests.

- a) **Stacey Chilcoat, Nashua River Watershed Association – Water's Edge Program, April 24, 1:30-3:30pm Approved by J. Sumner**
- b) **Matthew Casaubon, Birthday party – April 24, 12-3:30pm – Approved by J. Sumner**
- c) **Cynthia Driscoll, Girl Scouts Central & Western MA – Troop activity for Nature Art badge, 10am-2pm**
- d) **Jenny Smith, LUK – Field Day, team building activities – May 27, (Rain date June 10) 3-6pm**
- e) **Natasha Beckford, Birthday party – May 28, 3-6pm**
- f) **Emma Brassard, Leominster Center for Excellence – Last day of school picnic, June 17, 10am-1pm Approved by J. Sumner**

11. OTHER

- a) T. McEwen found out from the City Council President that we are allowed to accept donations because there is an account set up to receive those donations and wouldn't have to be accepted by the City Council every time a donation is made. J. Sumner thinks that is just for monetary donations and not in-kind, goods and services, donations to make sure it isn't a conflict of interest perhaps. That may be the concern.
- b) Trails Grant - Dick O'Brien submitted to the American Trails Committee for chainsaw safety trainings...2 two-day training certifications. Dick had received an email back telling him that there is an overwhelming number of applications for the funding that they have. So, this may not be funded. Dick will submit the same grant application to another non-profit organization to see if we can still get some funding for these trainings.
- c) The Leominster Recreation Department won the 2022 Massachusetts Recreation & Park Association Regional Community Impact of the Year Award for the Central Region. We received a nice plaque. Unfortunately, we could not make it down to the Cape for the dinner. Luckily Jen Anderson from Grafton Recreation accepted it on our behalf.
- d) Thomas Conlin – built benches for the Gardner Hill Trail at Barrett Park as an Eagle Scout Project which was approved by the Conservation Commission. That project is complete.
- e) T. Bissonnette wanted an update on the Playground Inspections – J. Sumner said that DJ Munroe has completed all the inspections and ordered replacements for the parts that were broken at Doyle Playground. The picnic table at Third St. playground is still broken and chained off...we have ordered those parts over a year ago and they keep getting back ordered. We will probably have to pull those out.

12. MEETINGS and EVENTS

- a) **Next Regular Commission meeting will be held Tuesday, May 17, at 4:30 pm.**

13. ADJOURN – Motion made to adjourn made at 5:33 p.m. by T. McEwen, 2nd by P. Stephenson.

