



LEOMINSTER RECREATION DEPARTMENT

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Nick Abruzzi
Director of Recreation



LEOMINSTER RECREATION COMMISSION AGENDA

Tuesday, August 16, 2022

40 Barrett Parkway

4:30 pm

1. CALL TO ORDER: Jeff O'Neill called the meeting to order
2. COMMISSION ATTENDANCE ROLL CALL: Jeff O'Neill, Tom Bissonnette, John Ciccolini, Peggy Stephenson, Theresa McEwen, Doug Cormier, Lucy Parker, Nick Abruzzi, Lisa Comeau.
3. BENCH DEDICATION

In your folders is a letter from Deborah Richard (Mangiacotti) requesting a memorial bench for her father, Tony Mangiacotti. In attendance this evening is Michelle Mangiacotti and her mother, Rachel. Michelle referred to the packet of information she provided with a picture of the bench the family is proposing, the location, and testimonials. Nick said Deborah Richard could not be here tonight and clarified she is one of Rachel's daughters. Nick asked if they are looking to place the bench in Fournier Park and they said yes. Michelle said her dad loved the community, the Pop Warner league, and Leominster's youth. He wanted to build something for the community that would last for generations and provide a positive environment for children of all ages, as well as a great place to bring the community together. He called on different contractors to donate their time and services to truly make it a community project. He passed away on July 6th, 2022, and the family decided the best location for the bench is at the field where he dedicated so much of his time. Nick said thank you for the presentation and that it is totally appropriate to dedicate a bench to her father who really invested his time and effort. Michelle said she wanted to provide information like an article from the Sentinel&Enterprise, and a picture of the bench from Doyle Field that they are recommending. Michelle said they would fund the stone that needs to be installed underneath as well if the commission thinks it is appropriate. Nick said we are just now picking out benches and getting pricing, and we are putting a policy together so that we have a formal procedure. In a short period of time, we will approve the application form and we will ask Michelle to fill it out. Once the commission approves the application we can move forward. Michelle asked if the commission approves the bench and the location at the same time? Nick said yes. Nick said we need a motion to approve the dedication and the location. Doug made a motion and Jeff seconded it and all were in favor. Nick said that we would contact them with the application. Michelle and Rachel thanked the commission for their time.

4. APPROVAL OF MINUTES FROM MEETINGS

Nick said we have a motion from John and a second from Tom to approve the minutes from the June 21st Recreation commission meeting. All were in favor.

5. FACILITY REQUESTS –

Nick said in your folders are two requests for Birthday Parties here at Barrett Park. The first party is on September 3rd from 4-8 p.m. and the second party is on September 24th from 12:30-3:30 p.m. As with all granted permits insurance will be required for these bookings. These parties represent no conflicts in our schedule and he recommended approval. Tom made a motion to approve the requests, Peggy seconded the motion and all were in favor. Theresa asked that we tell parties to not have loud music and Nick agreed. Nick said in the future, we could approve requests individually but this time we felt it was appropriate to approve both parties at the same time.

6. PROJECTS/GRANTS

- **Skate Park and Pump Track** – American Ramp Company will be starting the demolition of the old skate park elements next week. We are expecting site preparation and concrete work to begin after Labor Day Weekend. A pre construction site meeting was held on August 11th and the order of conditions for the project was filed at the registry of deeds yesterday. We are currently seeking prices for the work that was not included in the contract for American Ramp which includes Shade Canopy, Benches, tree plantings and parking lot. Irrigation and seed for the areas around the amenities will be priced out and signage for the park and interpretive signs are being researched as well. Tom asked if this was on Johnson Street, and Nick said yes. Tom asked if Nick was aware that parcel was already dedicated to an individual? Nick said yes we are aware and that sign he just mentioned at the entrance will have the individual's name on it, and we will have an interpretive sign as required in the grant. Nick said American Ramp Company just completed a park near Harvard University and he will go look at their work there. Also there is an example of their work in Hyde Park. Doug asked if Nick would take pictures when he visits the parks and he said he would. John asked about the existing structures at the park and Nick said next week they will be removed by American Ramp. The City will not accept any liability for the reuse of the existing structures.
- **Design and Engineering for Barrett Park Dam**–As you all know the Recreation Department is working with GZA Consulting and Engineering to develop plans and specs to have the dam repaired. The funding for the project design was from the Dams and Seawall Grant and the deadline for spending the funds is June 2023 following an extension the City recently received this past spring. The Recreation Department will continue to look for grants and reapply for the dams and seawall grant for future construction costs. A meeting was held via teams this morning with GZA to check their progress and give the City an update. The next meeting will be in September. GZA will have plans together to show the Recreation Department.
- **Barrett Park Improvements Phase 2** – The City's consultant, Andrew Leonard and Associates, is continuing to ready plans for bid for this project. Edits were sent from the Recreation Department, and they are confident that they can develop the 100 percent plans in short order. We will be ordering play equipment separately and O'Brien and Sons should have updated pricing to us very soon. We will order the equipment ASAP as there is an 18 week lead time. We are planning on a spring construction for this project. John asked if we approved all the final renderings and Nick said yes. Nick said purchasing the equipment separately will allow us to take advantage of savings we can get on the state contract. Nick said he is bringing in a contractor to do some of the work that is not part of the bid. This contractor can bid on the rest of the job but using them will depend on their bid price. Doug asked if all the money is available for all the grants and Nick said yes, we have the money.

- **Hill Street Grant** – We are working on kiosk signs and wayfinding maps for posts at Hill Street Trails. The post signs will be picked up from the sign company this week and installed. We are still waiting for Leominster Trail Stewards to confirm kiosk signs.
- **United Way Teen Program Grant** – In the last month we applied for and were awarded \$42,000 to improve teen/middle school programming in the city. We will receive this money now and we can apply for more grant money in the spring. The funds can be used for equipment, supplies, staffing, field trips and transportation. We will receive an official award letter soon. Nick said if we have a center for teens to go on Friday and Saturday nights, we will see incidences go down. Tom Bissonette said there was an established teen committee and Nick said he would look into it. Nick said what teens want is a place to go with things to do but not be overly supervised by adults. The teens prefer to interact with older teenagers. John Ciccolini said there used to be a teen center years ago on Merriam Ave near the post office on Main Street. Nick said we are also looking to develop leadership qualities in the teenagers to help us with future staffing and programs at Barrett Park. Nick said middle school kids come because they idolize older kids and want to be around them. Nick said he and Lisa Comeau are speaking with someone who can represent the department and work well with that age group. Nick hopes United Way will continue to provide us with grant money as long as we show progress with this teen program. We also can take them on field trips that are recreational and educational. Theresa recommended the World War II museum in Hudson, MA and said the Director is very accommodating. Nick said he will keep the commission informed of all the developments with this grant money.
- **Municipal ADA Improvement Grant** - Finally, we are working on applying for the Municipal ADA Improvement Grant to improve accessibility issues at some of our locations. We are also seeking funds through the CDBG (Community Development Block Grant) program for handicap accessibility as well. We must prove our needs fit their guidelines. There are certain things you can't do with the money but for instance the Samoset soccer field has no handicap accessibility and that would fit their guidelines. We will apply for this grant.

7. DIRECTOR'S REPORT

- **Summer 2022 Update** – Nick said we are in the home stretch of our summer season 2022. We have just under two weeks left and staff will get a well-deserved break. The summer season was very successful under extreme temperatures and conditions. Summer staff did an excellent job, and we appreciate all of their efforts. We will have a summer wrap up for the next meeting. Nick and Lisa saw room for improving things but overall there were no complaints this year.
- **Splash pads** at Fournier Playground and 3rd Street playground will remain open through Labor Day Weekend and then closed for the season.
- **Leominster State Pool** closed this past Sunday on the 14th. Staff and oversight of the pool went extremely well this year and we are currently draining the water which will continue over the next few days. Next season we will be operating to a similar format but swimming lessons will be added back to the schedule. Numerous lifeguards that are looking to return have committed to taking the WSI training for next year which certifies them to teach lessons. Special thanks to Lindsey English and Gabby Grimley for their administrative and managing efforts this year as well as to all pool staff and lifeguards. DH White was hired by the state to handle maintenance issues and they did a great job.
- **World Site Day** – Nick said in your folders is a letter from Marie Turmaine of the Leominster Lions Club requesting use of Barrett Park on October 15th for World Site Day. The event will bring in people that are vision impaired with guides to walk around the pond and allow everyone to enjoy the park regardless of disability. No need to approve this as a permit as the

Recreation Department will attend and take part in this event and we hope to build on this in future years.

- **Site Visits** - This week we have held meetings with Designers and contractors at some of our parks and facilities to help improve conditions. Carolyn Cooney and Associates was here today looking at accessibility issues at Barrett Park and Samoset School Soccer Field. They will be submitting separate pricing for the two locations to design potential improvements to these areas. For Barrett Park we will also be looking at drainage and erosion issues that are coming from the parking lot down.
- **New bleachers** have been ordered from O'Brien and Sons for Fournier park. They should be arriving in six weeks or so. DJ has done extensive work on repairing existing bleachers. Nick said there is a lot of sitework that needs to be done at Fournier Park. The bleachers will be installed next spring.
- **Facility Bench Dedication form** – In your folders is an application for requesting a bench dedication. We are still working on bench styles and pricing and will add that to the form once its complete. Nick said we will focus on consistency regarding choices of benches.
- **Protocols for groups or people looking to come before the commission** – any group or person that asks you about attending a commission meeting please send them to Lisa or Nick. Anyone looking to speak at a meeting should be on the agenda and we will have them request to come in writing.
- **Statement of Accounts** – With the year end and new fiscal year beginning we are still waiting for accounts to carry forward. For future meetings there will be a specific item each month called statement of accounts which will give up to date balances in our operation and revolving accounts.
- **Fall Programs**- in your folders is a breakdown of our expected fall program offerings. The number of programs is increased dramatically from last year and we look forward to accommodating people of all ages with diverse program opportunities.
- **Special thanks** to the Commission, Lisa, DJ, Deb, Connie and Lucy for going out of their way to help me get acclimated over the last month and ½. All staff have been great and I look forward to working with you all in the future.

8. OTHER BUSINESS

- The fountain in the pond has broken and we are seeking pricing to repair.

9. MEETINGS and EVENTS

- Next Regular Commission meeting will be held Tuesday, October 18, at 4:30 pm.

10. ADJOURN

- Peggy made a motion to adjourn the meeting and Jeff seconded it and all were in favor at 5:18pm