

FY 2013 Town Report

(July 2012 – June 2013)

Clinton Parks & Recreation Department

www.clintonrec.com

Mission

The primary mission of the Clinton Parks & Recreation Department is to oversee, develop, and provide programs and special events for all ages and abilities that offer participants a fun, educational, healthy, and memorable experience, as well as to manage and preserve the Town's resources and facilities to improve the quality of life of others.

Parks & Recreation Staff

Jessica Brodie, CPRP
Director

Emily Kaplan
Assistant Director

Daniel Belliveau
Park Manager

(Report prepared by Director, Jessica Brodie)

Commission

Chairman – Edward Verrier
Secretary – Yoanna Osborne
Vice Chair – Esteban Mendoza
Members - Paul Zapantis
Laura Biskaduros



Executive Summary

In 2012 & 2013 the Parks & Recreation Department saw some major changes in leadership, program development, and organization. The Department's long time Director, Daria Janda, retired along with her long time assistant, Kathleen Ditullio. A new director, Jessica Brodie, was hired in August of 2012 to lead the department in the next generation of leadership.

Upon hiring Jessica as the new director in August, the commission along with Jessica, met and discussed the future of the department in great detail. Together, they discussed the desired changes to come and past history of the department. The department established a couple main goals at this point in time: to update the department in all management aspects, add more recreational programs, continue to maintain & improve the parks, and develop events and other partnerships that benefit the community as a whole.

The commission, along with Jessica's new leadership, worked extremely hard in FY13 to re-establish the Parks & Recreation Department as the heart of the community as it should be, and had been in years past. Some of the major changes and improvements made to the department during this past year include the following:

- Jessica met with all boards, department heads, and committees in town to establish working relationships with each of them, and to share the new goals for our department.
- Management of all department finances were updated, improved, and communicated to all key people involved.
 - A website for the department was created, www.clintonrec.com.
 - A new Assistant Director was hired in January of 2013. Emily Kaplan joined the team and immediately started working toward the same mission of improving and updating the department.
 - New programs and events were created for a variety of residents in town.



- A department Facebook was created to help communicate with residents.
- A clear and concise budget for the department was presented during the FY14 budget process.
- Many park improvements took place including: A new basketball court was built at Savage Field, a monument was added to Hamilton Square, and new rules and consequences were created for all parks. Other general safety and maintenance improvements were also made.

To continue the progression and new goals for the department, Jessica along with the commission, submitted budget requests for FY14 that included increases in all line items of the Operating Budget, along with several Capitol Budget Improvement Requests. Though, the department did not receive all funds requested for the Operating Budget, they did receive all money for Capitol Budget improvements, and did receive minimal increases to their FY14 Operating Budget. These minor increases are the first steps of many to improve the parks and programs that our department is responsible for. The department will continue to request a formal review of salaries for all positions, as all staff is currently underpaid and the Town's salary chart is not being followed properly. In the years to come, our department will continue to seek more funding for operational & general maintenance expenses, as well as many other Capital improvement projects that will benefit all residents of Clinton.

Overall, FY13 was a great year for the Parks & Recreation department. All of the staff worked extremely hard to provide great programs, safe and & clean parks for all to enjoy, and should really be commended for their efforts. Our department is only in the beginning stages of many improvements, so we encourage residents to follow our progress and contact us with any questions, concerns, or new ideas for the future.



Recreation Programs & Events

The Clinton Parks & Recreation Department has traditionally offered a variety of recreation programs and events throughout the year. Below is a list of programs with a brief description of each that was offered July 2012 – June 2013.

Summer 2012

Summer Playground: This program has been popular year after year, and was no different in 2012. The program took place for seven weeks in July and August. Five summer counselors were hired to lead daily crafts and activities for those registered. Weekly field trips took place and were a huge hit! Afternoons were spent at the State Pool located right next to the Head Start building, where the program took place Monday – Friday from 8-3pm. Registration numbers stayed steady from years past with approx. 50 participants each week of the program. Fees remained the same this year as in years past. Donations were received from the Weetabix Corporation for cereal each morning for those participating in the program.

New FY 13 Programs & Events!

- Art Classes
- Fitness Classes
- LEGO Classes
- Sports Clinics & Camps
- Glowing Easter Egg Hunt
- Town Wide Yard Sale
- P&R Building Rentals
- Babysitter Safety Training
- CPR & AED Certification
- Home Alone Safety Class
- “Celebration Tour” trips
- Weightlifting / Kickboxing

Lego Classes: This program was offered once in the summer and once in the winter. Registration numbers were relatively low; fewer than 20 participants, but those that took part enjoyed this program. We will continue to offer this in years to come.



Fall 2012

Art Classes – Our department organized a new after school art program for children in the elementary school. It was held after school from 3:00-4:00pm in the art room. Registration numbers were as expected for a new program like this, with 10 students registered. This program was a welcome addition to the school and community as there was no art teacher this year in the Elementary School.

Celebration Tours – Offering a variety of trips has been a tradition of the Parks & Recreation Dept. for many years. We continued to promote and offer many trips into 2013 to a variety of locations. Overall, registration numbers were pretty low, but most trips did still take place because participants are combined with other surrounding towns. In 2013 the department plans to meet with the trip organizers and try offer more popular trips that may spark more interest among Clinton residents.

Olde Home Day – Our department allows the use of Central Park for the annual Olde Home Day held in September. This is a very popular yearly event that attracts thousands of local residents. Local businesses, organizations, volunteer groups all participate. There are many food vendors and activities for children as well.

Winter 2013

Pottery Painting – This new program was offered beginning in January at the Elementary School from 3:15-4:15pm once a week. It was a four week session that cost participants \$60 to attend. Registration numbers were good, with ten students signed up for the session. It was another welcome program to the community!

Art Classes – Another session of the same art program that we offered in the fall took place beginning in January as well. Registration numbers were similar to the fall session, with approx. 10 students.

Intramural Basketball – In the fall of 2012 Jessica met with the President of the newly formed “Clinton Rec Hoops” group. Together, they discussed the plans for Clinton Rec Hoops and goals for the children in Clinton to have an organized and developmental basketball program in town. Since Clinton Rec Hoops had already began accepting registrations and reserved gym space prior to Jessica starting work in Clinton, they decided it would be most beneficial for residents to have one organization organize youth basketball, rather than both trying to compete against each other for the same type of program. Jessica decided not to continue with the Parks & Rec. Intramural Basketball program in 2012 after many reports of poor coaching performance and organization in years past, and let Clinton Rec Hoops take over the basketball programming for the K-8 age group that year, and to work together in the future for all basketball programming. This decision was made in the best interest of the residents, and Parks & Recreation will continue to work with “Clinton Rec Hoops” to establish and run basketball programs in town.

Ski & Snowboard Program – This program continued to be another success in 2013. There were just over 60 students in grades 4-12 that joined us for 6 consecutive Thursday's in January & February for a fun-filled night of skiing & snowboarding at Wachusett Mountain. Students bring their skis to school each morning of the program, and we provide buses to take the kids to and from the mountain after school from 2:45-8:00pm. The trips were chaperoned by



Parks & Recreation staff and volunteers. The cost of the trips increased from 2012 to accommodate higher bussing fees and incorporate administrative fees to run the program.

Daddy Daughter Dance – This continued to be one of the biggest events our department organizes each year, and saw some exciting changes in 2013 with Jessica & Emily adding new details to the event. The attendance numbers were up from years past, with just over 300 this year, despite a blizzard that pushed the event to the following day, on a Sunday. Emily and Jessica promoted the event more in 2013 which helped increase attendance. They also added new touches including a cup-cake decorating



station, new decorations, and a new DJ. They also recruited approx. 15 volunteers from the Clinton High School to help with the event, which allowed for pictures to move quicker, and for overall management of the event to go smoother. The event is held each year around Valentine's Day at the Clinton Middle School from 4:00 – 6:00pm. Daddy's (guardians) and their daughters enjoy dancing, cupcakes, a soda fountain, coffee, pictures, and other activities during the dance. Prices were changed slightly from 2012 and were \$20 per couple (\$10 each person) and \$5 for each additional child. The additional child discount was well received by parents!

Mother Son Movie Night – The movie night was another great night for Mothers (guardians) and their sons held at the Strand Movie Theatre, originally scheduled for the same night as the Daddy Daughter Dance. The movie night was still held on Saturday as planned, despite the blizzard, but did end up taking place the day before the Daddy Daughter Dance. There were just over 80 participants in the 2013 event, and everyone enjoyed a pizza and drink with their admission ticket bought in advance.

Celebration Tours – We continued to promote and offer many trips into 2013 to a variety of locations. Overall, registration numbers were pretty low, but most trips did still take place because participants are combined with other surrounding towns. Trips during the winter included many, separate day trips to New York city for shopping opportunities and special shows like the Rockette's.

Safety Classes – In January of 2013 our department offered three new classes to the community including a "Babysitter Safety Training Course", "Home Alone Safety Class", and "Heartsaver Pediatric First Aide, CPR & AED Training Course." All the classes were very successful and had over 10 participants in each. We plan to offer these classes regularly throughout the year moving forward.

Teen Fitness classes with Ciccone Fitness – Our department teamed up with "Ciccone Fitness Center" in Clinton to try offering two new Teen Fitness Classes in March & April. We organized a Weightlifting class for boys, and a Kickboxing/Anti-bullying class for girls. Each class was \$70 per person and offered for 7 weeks from 3:30-4:15 at Ciccone Fitness Center. Our department and Ciccone were very excited about the programs, but we ended up with low registration numbers. The kickboxing class ran with just 5 girls, but the weightlifting class had to be cancelled because only 3 participants registered. We plan to try offering these classes again in the future to see if a different day/time may help spark more interest.

Lego Classes: This program was offered once again in January and was much more successful than the summer session. The class was filled with 15 students ranging in grades between K-3. The program took place for six weeks at the Clinton Elementary School.

Spring 2013

Easter Egg Hunt – In 2013 our department decided to re-invent the traditional idea of an Easter Egg Hunt and offer a new, and exciting version of an egg hunt. The day before Easter, the department organized a "Glowing Eggstravaganza" at the Vale Street Softball



field. Children all brought their own flashlight and were assigned a number, then had to find two eggs with that matching number in the field all while in the dark. Once they found their matching numbered eggs they received a bag of candy. Each participant paid \$1 to enter the hunt, and all funds went to pay for the candy for the event. The event was a huge success with just under 200 participants in its first year. The department will run this event again in 2014, making some minor changes that will help make the event even more fun!

Safety Classes – In April of 2013 our department offered the same three classes as we did in January, the “Babysitter Safety Training Course”, “Home Alone Safety Class”, and “Heartsaver Pediatric First Aide, CPR & AED Training Course.” All the classes were very successful again with over 10 participants in each. We plan to continue offering these programs in the future.

Baseball / Softball – Each year the Clinton Area Little League uses Savage Field for spring and summer baseball games. The league has a dedicated group of volunteers that help our department get the field ready each spring for the upcoming season. The group provides soil each year for the infield, helps with edging, and general maintenance throughout the year. The Adult Softball league uses the softball field located behind the little league field off of Vale Street. They pay a seasonal fee to use the field and assist with any maintenance as needed. Numbers for both programs in 2013 were consistent with years past. The price that our department charges little league for the use of the lights changed this year from \$50 per lighted game to \$30 per lighted game. This price more accurately reflects the cost to use the lights. Other field fees were established as well, including: \$250 for each team in an adult league, \$250 tournament field use fee charge, and \$25 per game rental fee for any other groups.

The Men’s Softball league also hosted a tournament in 2013 to help raise funds to improve the infield conditions on the field they use at Vale Street. In 2014 we plan to work with them to do some Spring season prep work prior to using the field.

Memorial Day Parade – Each year the Memorial Day Parade is well attended by many town residents. The ceremonies for the event take place in Central Park. During the week prior, our staff work extremely hard to get the parks in pristine condition for these honorary events. In 2013 the Clinton American Legion donated a new stage to our department that we set up in Central Park for the parade. The parade also made a special stop at Hamilton Square in 2013 after the new WW! Memorial monument was installed this year. It was a great addition to the parade that they plan to continue in the years to come.



Art Classes – Another session of the same art program that we offered in the fall & winter took place beginning in April as well. Registration numbers were similar to the previous sessions, with approx. 10 students. In 2014 we will make some adjustments to this program and may staff them ourselves to allow more flexibility in the program.

Celebration Tours – We continued to promote and offer many trips into 2013 to a variety of locations. Overall, registration numbers were pretty low, but most trips did still take place because participants are combined with other surrounding towns. Trips during the spring included many, separate day trips to Connecticut, baseball games, Niagra Falls, and much more. In 2014 we plan to meet with the surrounding towns to select the same trips so that registration numbers are stronger for each trip, making it more enjoyable for those that attend each trip.

Lego Classes: This program was offered once again beginning in April of 2013 and was just as successful as the winter session. The class was filled with 15 students ranging in grades between K-3. The program took place for six weeks at the Clinton Elementary School. The after school time slot has proved to work best for a class like this, so we plan to offer this program again starting in the fall of 2014.

Parks

The Clinton Parks & Recreation Department oversees and manages several parks in town. Our priority is always to maintain these properties so they are safe and enjoyable for all residents to enjoy. Starting in 2013, and continuing into 2014, the department started taking a closer look at all of the parks it oversees and developing maintenance plans for each, identifying necessary capital improvement projects for the future, and evaluating the current rules and procedures at each park. As the Fiscal 2013 Year came to an end, the department was just getting started at implementing many new changes and procedures for each park including: new signage, rental forms/agreements, fees, rules, and maintenance schedules. The department plans to continue these improvements in the years to come and is excited and motivated to make many improvements over the next several years.



Park Inventory & Usages



Central Park – Central Park was established in 1852 when the land was donated to the town by Horatio N. Bigelow. The four-acre lot contains two war monuments, one for Clinton residents who served in the Spanish-American War, and the other, a Civil War monument. A sundial can also be found on the south side of the park, and the “Foster Fountain” on the north side of the park. The park is home to many community events including: graduations, wedding ceremonies, Olde Home Day, Memorial Day Services, passive recreation, and much more.

In 2013 our department continued to maintain this wonderful property as it always has been in recent years. With a regular maintenance program including fertilization, mowing, and other beautification projects, our park staff worked extremely hard to keep this park beautiful and safe all year. Some new improvements coming to the park in 2014 include new signage, a “park watch” program, new fencing along Church Street, and collaboration with the police station to enforce new rules that will be implemented in the summer of 2013.



Savage Field – Savage Field is located off of Vale Street and is home to many little league and adult league baseball and softball games. The athletic complex features a little league baseball field, adult softball field, basketball court, skate park, and open space. In 2013, the renovation of the basketball court was completed after sending the project out to bid. The project was completed by “Vermont Recreational” in May of 2013. During the summer, our department worked with several community members to organize a ‘grand opening’ event at the court with the high school basketball team. Donations were received from many local businesses and organizations to complete the new basketball court project, and now a plaque stands next to the court reflecting these kind donors.

Many other regular maintenance projects took place during 2013 as well. The little league continues to help with the maintenance of the field by providing soil each spring and raking and lining the field on a weekly basis before their games. The adult men’s softball league also helps maintain the infield of that

field each season by raking and grading as well. In 2014, projects that Clinton residents can expect to see at the park include: A complete Needs Assessment and Master Plan done on the property, field renovations, skate park improvements, and other necessary safety improvements.



Hamilton Square – Hamilton Square is named for Perley R. Hamilton, who died in World War I. Many know the park as “Depot Square” because of the park’s location and history. Located at the intersections of Main Street & Sterling Street, across from Water Street, the park is surrounded by many famous landmarks including the former Bigelow Carpet Mill and the Train Depot. In the fall of 2012 it was voted to be the new home for the WWI Memorial Monument that was donated by representatives of the James R. Kirby American Legion Post 50. The monument was erected into the park in October of 2012. In May of 2013, the monument was recognized as a new stopping point for the town’s annual Memorial Day parade.



Edward J. Philbin Memorial Park – The Edward J. Philbin Memorial Park, also known as “The Acre”, is located on the corner of Berlin and Wilson Streets. The park features many elements including a playground, splashpad, basketball court, and open space that is family friendly.

In 2013 the park saw many visitors to use the playground and splashpad on site. There are many safety improvements that need to happen at this park in the near future, so research was done during the Spring/Summer of 2013 to gather quotes to complete projects in

2014. In 2014 residents should hope to see improvements to the parking area, sidewalk, playground, and other minor changes.



Carlisle Park – Carlisle Park was dedicated to the town on October 9, 1921 in honor of Sergeant William S. Carlisle who was killed in action on July 20, 1918 in the World War of 1917-1919. The park is located next to Beacon, Franklin, Clinton, and Park Streets on the hill near the center of town and is used primarily for active recreation and picnicking.

In the fall of 2013, Jessica had all the trees in the park evaluated and hopes to receive funding in 2014 to establish a regular pruning maintenance program for this park as well.



Duck Harbor – Duck Harbor is located off of New Harbor Road overlooking Coachlace Pond. Coachlace Pond is man-made, created by damming South Meadow Brook located approximately one and a half miles southwest of Clinton center. The park features a memorial monument for Joseph M. Duffey. This is another passive recreation park.

Turini's Corner – Turini's Corner (Erwin McArthur Square) Park is located on the corner of High and Water Streets, just next to the train bridge. Paul Turini of Clinton was the long time owner of “Turini’s Diner”, an abandoned railroad car, on the same corner for over 55 years. This park features benches that residents can enjoy.

Park Maintenance Activities

Maintenance Duties

- Mowing fields and grounds
- Litter and trash removal
- Construction & Renovation projects
- Playground safety inspections
- Playground & ball field repairs
- Raking leaves
- Cutting and removing brush from parks
- General building upkeep
- Painting
- Equipment Maintenance
- Snow removal
- Trimming hedges
- Planting flowers/bulbs
- Fence repairs
- Assisting D.P.W. and other departments as needed



General Services

- Grant permits for: field usage, public outings, special events, & tournaments
- Answer general public inquiries for recreation information on activities and services available in the community for all age groups
- Assist in the planning and execution of special events held on town property
- Provide telephone referrals for town sport leagues, local businesses, town organizations, and others as needed
- Assist in the planning and management of special events held in town

Recommendations

Playgrounds: The splashpad at Philbin Memorial Park has been very popular since it was installed several years ago. Many would like to see another installed at an additional location in town soon. General maintenance repairs will also be needed on the existing splash pad in the years to come.

Facilities and Maintenance: Many of the parks and facilities under our control will need repair in the coming years. The basketball court at Savage Field that was reconstructed in 2013 after our department was granted \$30,000 from a 2011 Town Warrant Article was the first of many projects the department plans to complete in the next 5-10 years. Other improvements needed in the future include:

- Savage Field Needs Assessment and Master Plan
- Baseball field netting, fencing, lighting, grading, and many other improvements
- Skate park reconstruction/renovation



- Parking, sidewalk, and playground improvements at the Philbin Memorial Park
- Granite pillar & fencing repairs in Central Park & all other parks
- Re-painting of Foster Fountain in Central Park
- Tree pruning program for all park trees



Recreational Programs: The parks & recreation department has made major improvements in the past year with the amount and quality of recreation programs being offered to town residents. Many new programs were added in 2013 with great success, and the department staff will continue to plan and add more new programs in the year to come. New program procedures have been put in place such as evaluation procedures, a scholarship program, and advertising techniques to establish a successful system of offering and running programs each year. With the development of the new website, Facebook page, and fliers

and brochures, Clinton residents are more in touch than ever with program and event offerings available to them in the town.



Administration: The department improved all of its marketing, communication, and general management in 2012 & 2013 when Jessica, the new Director, was hired. A new computer was purchased for the new assistant director, and a network was established to allow for more efficient office functions among staff. Files and other management systems were also put in place to ensure all program funds and bills are easily tracked and accounted for. In 2014 the department plans to continue upgrades with new phones, printers, and online registration software.



Equipment: Much of the park maintenance equipment was dated and needed to be replaced. During the FY14 budget season, our department was given \$4,000 in our operating budget to replace small equipment such as mowers, weed wackers, blower packs, and a few other small items. The department was also approved to purchase a new lawn tractor at the June 2013 town meeting that will be used for mowing, and snow blowing in the winter. These improvements were very much needed and appreciated. The department will continue to monitor and maintain its existing equipment and start to slowly update some of the other larger items in years to come including trucks,

mowers, leaf boxes, and other heavier equipment.

Budgets

Operating Budget

FY 2012 – \$176,316.00

FY 2013 – \$166,039.00

FY 2014 - \$179,435.00

Comments: The above figures were amounts the department received each year after meeting with the Board of Selectmen and Finance Committees. The amount requested each year was much higher.

Requests have been made the past several years to update salaries for all staff in the department. The salary grid outlined in the Town's bylaws is out of date and needs to be updated and followed again. Other budget line items need to be increased to keep up with increased maintenance costs for facilities. In 2013, Jessica provided a detailed budget for all committees to see and evaluate. This helped our department receive some funding for the upcoming 2-13/2-14 calendar year, but the department still needs additional funding to maintain all properties and assets properly in the years to come.



Revolving Account

FY 2013 beginning balance (July 2012)– \$61,441.92

FY 2014 beginning balance (July 2013) - \$81,128.09

Comments: The use of the Revolving Account has been minimal in years past because of the limited number of programs being offered by the department. The Revolving Fund is used to collect program fees and then all fees are used to cover the costs of those programs. The balance is “revolving” as some program fees are collected in one Fiscal Year and the expenses for that same program are not paid out until the next Fiscal Year. The Parks & Recreation Director meets with the Town Accountant & Commission yearly to approve the balance and spending of this account. In 2013, Jessica created a working spreadsheet of the Revolving Account to properly track all expenses going into and out of the account. By adding more programs, and managing the account correctly, the revolving account balance grew by roughly ~\$20,000 in the FY13 budget year. At the end of the fiscal year, any “profits” made from programs will go back to the town in the form of park improvements, program development, and for any other use that benefits the users that paid fees for programs in the first place.

Capitol Budget Requests

FY 2012 – none noted.

FY 2013 – Two total requests were submitted:

1. Foster Fountain Repainting - \$32,000
2. Park Tractor with cab & snow blower attachment - \$19,819.08

Comments: Both of the requested items above were approved at the June 2013 town meeting. The tractor was purchased during the summer of 2013, and the Foster Fountain repainting project will take place during the Spring of 2014. Additional requests will be made in the years to come for other park improvement projects and capital improvement purchases.

Thank You

We would like to express thank you's to the many volunteers, coaches, parents, participants, and many others for making all of our programs and events a success.

- Clinton Little Baseball
- Clinton Softball Association
- Clinton Public Works Department
- Clinton Board of Selectman and various committees
- Daddy Daughter Dance Volunteers
- Summer Playground Staff
- Head Start & Clinton Middle School for use of their facilities for Summer Playground
- Excel Club Students
- Park & Recreation Staff
- Program & Event Participants



2012 & 2013 Sponsors:

- Dunkin Donuts
- Shaw's
- Hannford's
- Weetabix Corporation
- Mr. Z's Pizza
- Nypro Foundation
- Lou's Diner
- Clinton Savings Bank
- Flat Penny Resteraunt
- Whitney Bros. Oil, Corp.
- Clinton Exchange Club
- Clinton American Legion
- Avidia Bank
- Sean Kilcoyne
- Crystal Club Charity Open Golf Tournament
- Clinton Turn Verein Corp.
- Simple Man Saloon
- Realty Vision
- Many other private citizens, local businesses and organizations for various contributions to our programs, parks, and department.

