

CP & R Meeting Minutes
September 19th, 2018 at 3:00pm
Clinton Parks and Recreation Department
560 High Street

**Called to order 3:08 pm

Attendance: Ed V., Yoanna O., John B., (Matt K. arrived later), Rosa K. & Emily E.

Agenda Items

Approval of previous meeting minutes – August 2018

Yoanna motioned to approve, **Ed 2nd**; All in favor – **3** present

Administrative:

- Meeting Times: Difficulty accommodating everyone's schedule needs. We need to have at least 1.5 hours to start with in order to discuss every item sufficiently. Will be moving to Thursdays @ 3:15pm

- Year round "**Recreation Coordinator**" discussion & allocation of salary
 - Dialogue with *Personnel Board* – CP&R is requesting a name change for this position which encompasses more responsibility (Event Supervisor, etc.). Dedicated Summer Camp Director - during summer he/she would work 35 hours/week. Grade 6/ Step 1 or 2 – starting at around \$16.98-\$17.50, then progress along that grid. Option to fund position directly ourselves. May pitch to the town to fund it halfway. Third time we are asking to fund a part time position year round which is patterned after Leominster's program. Seasonal person cannot adequately perform duties without sufficient hours. The Summer Program must be run by someone who can be trusted with important responsibilities, and securing the right candidate means offering a reasonable number of hours per week. **Ed motioned** to support Emily's recommendation and ask the Town to fully fund this position as a starting point; **Yoanna 2nd** – All in favor - **4**

- Revolving Account Allocation – Roughly have \$23,000 to distribute.
 - Emily recommends adding \$2000 to Marketing Needs (covers brochure publication, too). Board needs to decide what features to add to Carlisle Park. Matt is concerned that more structures and maintenance needs might fall through the cracks if little stuff isn't getting dealt with properly now. Any funds we allocate will most likely go toward the design needs for updating the park.
 - **Matt motioned** to allocate FY19 Revolving Fund Reserve to park projects and improvements, **John 2nd** – All in favor **4**. This allows enough wiggle room to apply wherever it is needed the most.

- Rentals:
 - Security Deposit should increase from \$25.00 to \$50.00
 - *Contract Clause*: “Any damages that exceed the security deposit will be charged to the renter. If not paid, the Clinton Police Department will be involved.”
 - **Ed motioned** to raise the security deposit to \$100.00 and adopt contract clause as written; **Yoanna 2nd**, All in favor – 3 (John had to leave). Matt will share info about security cameras to be installed in the hallway.

- Park Supervisor at Events
 - For all events held in major parks such as Central, Savage and similar that will yield crowds equal to or greater than 250 or as deemed appropriate by the Parks and Recreation Director, as part of the fee the renter will have to pay to have a park supervisor onsite. The fee will be \$250.00 per event for the supervisor to be onsite for the event to include one hour prior and one hour post-event. If the event, including set-up and clean-up are to exceed 8 hours, a \$25.00 per hour additional fee will be applied.
 - Person doing the work gets the fee money instead of regular work compensation since currently there is no standard for compensating our staff for overtime. (Ex., Olde Home Day, ball tournaments). School custodians get overtime, but our staff doesn't. We will waive the fee for school events (graduation, etc.) and PTA stuff (Ghost & Goblin event) and Memorial Day festivities.
 - **Yoanna motioned** to institute this fee; **Matt 2nd**, All in favor - 3

Recreation:

- Up-coming Programming
 - *Outdoor Movie* – Sept.29th, (at dusk), “Hotel Transylvania”. (Public chose this title – feedback showed that everyone liked having this decision). Orienting the screen like Olde Home Day presentation will improve viewing experience.
 - *Fall/Winter Calendar* – Scarecrow Contest
- Holiday Pops Concert- Bar
 - Ran into snag that we no longer have the right to sell liquor as a municipal department. Ed put us in touch with Marc at the AOH. They are fully capable of running the show, but we need to help set up the bar, purchase supplies, provide a cash box, labor costs, etc. He would donate back towards the dept. Bottom line – we would be providing a lot of the leg work.
 - Bartending Service of New England will provide all of the services and donate less back, but they are fully covered for

liability. They can offer a wider variety of beer & wine for our guests as well.

- **Matt motioned** to go with the Bartending Service of NE; **Yoanna 2nd**, All in favor – **3**.
- Halloween Walk – Discover Clinton Committee pretty much dissolved and weren't happy with our involvement. Emily worked through the issues with the new President (Rhonda from Coffeelands). The only activity we run now is the Carving Pumpkin Contest. Emily suggested to run the contest online to visually separate from Discover Clinton this year. It's about promoting businesses in town, so we don't really belong in the mix anyway.

Parks:

- *Ice Rink* for 2019 Season
 - Review information presented on location – Fuller Field is a great choice based on Russ' recommendation.
 - Number of man hours to install, etc., is more streamlined.
 - Cost of the new liner \$1,200 – Building contractor material is much better and it comes on a roll; cheaper alternative that Emily will look into based on Matt's recommendation.
 - There will be a mention online that if things don't go well this year, we won't put it up for a year (or something along those lines).
 - Dimensions of current rink can be enlarged, especially with the introduction of a new geographic footprint.
- *Ash Street Field* – table this topic since Emily received Russ' document too late for this meeting to be considered.
- *Carlisle Park* Survey and Layout Discussion – Sketch out a layout of our "dream"/wish list additions. Discussed adding concrete chess tables, great feature, to Hamilton Square, Turini's Corner & Carlisle Park potentially.
- *Philbin Memorial Park* – New fencing will be added around 6-12 year old playground to keep it contained as well as some new shade benches around the splash pad.
- *Central Park* – More trees needed to be removed by Good Shepherd Church. We plan to plant new ones right after removal.
- *Basketball Court* – Stencil being reconsidered since paint behaves differently on asphalt (uneven paint surface).
- *Toddler Playground*
 - Design – Playground equipment needs to have a lot of room incorporated around the features. So later on after fundraising, we could add other elements pending space and money available.
 - Funding opportunities- Crowd Funding

- Emily is submitting a proposal to Patronicity. We will need to do mailings, social media campaign and door-to-door canvassing to raise the base amount in order for it to be matched. Contact person recommended to run the effort soon since funds are running out. Hometown Bank is strongly considering sponsorship of \$10,000. Overall project cost will be around \$60,000 including ADA sidewalk. (Matt said to approach local charity to donate through the crowd funding mechanism).
- **Matt motioned** to choose Little Tikes option (4th proposal), **Yoanna 2nd**, All in favor – **3**.

Open Discussion Items

Matt asked if the current department job descriptions need to be revisited since all the positions (ex., Park Manager) have expanded since folks have been hired. Matt also asked about current policy for fixing vehicle damage (auto body repair). He noticed that the new truck has some damage in the rear and recommended a local body shop he has used to his liking which has a speedy turn around.

Next Meeting scheduled for – October 11, 2018 @ 3:15pm

Yoanna motioned to adjourn at 4:23pm; **Ed 2nd**, All in favor - **3**

Next meeting following will be **November 4th, 2018