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Town of North Reading  
Massachusetts

TOWN CLERK'S OFFICE  
NORTH READING, MASS.

Parks & Recreation Department

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**Parks and Recreation Meeting Minutes of  
Monday, November 13, 2023  
Town Hall Room 5 @ 6:45pm**

**Attendance:**

**Committee Members:** Ron Kern (RK), Pat Fillmore (PF), Rita Mullin (RM) Sergio Coviello (SC) ) Billie Luker (BL)

**Staff:** Marty Tilton (MT), Maria Brown (MB), Lillian Hartman (LH), Nancy Ursino (NU) Heidi Veader (HV)

**Tardy:**

**Absent:** Sheila Sturdevant (SS) Mike Fitzpatrick (MF) (NU)

**Call to order:** @6:51 PM; Quorum, called by RK

**Audience of Citizens:**

**Acceptance of Minutes:**

(PF) Made a motion to accept the minutes of October 16, 2023

(SC) Second the motion

**LUC:.** RM talked to the TA Mike G about the IGC and will meet with the Hillview Committee on Wednesday 11/15/23 to discuss properties anything that abuts IRP. They also have a few new members. RM met with Kim from the Sr Center and they are having an IGC dance/pizza party to have people start to get use to the wording of IGC. RM wants to meet with Rec/LUC in the next few months to start discussions of IGC.

**FONRPR:** MB-Maureen had asked MB to ask the members if they wanted to meet before the next rec mtg of 12/4 or before & all agreed to meet and MB will reach back to MS and she will set up a mtg. RK asked if Disney Breakfast or Wine & Food was on the table for next year, discussion was had (not enough time to do it as normally things get started in Sept)

RK said that reappointments are due & sad to say but MK & SC will not be reassigning and there is a new submission that came through William Cannell – he is an Assistant Chief Building Engineer/ Electrician ( RM & RK will reach out to him to see if he wants to attend the next mtg)

**NEW BUSINESS:-** MB-ADA Porta Toilets at all the parks having atleast 1 handicap accessible for each site would be \$900/year, it's in the budget for next year.

**OLD BUSINESS:-** Nothing to report

**OTHER BUSINESS:-** Nothing to report

## **Parks & Recreation Meeting Minutes**

**Monday November 13, 2023**

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**IGC:** Nothing to report at this time

**OPERATIONS DIRECTOR:** MB handed out current budget (see attached sheets) split for Parks & Rec as finance requested to have them split going forward for next fiscal year 2025 to see the difference between the 2 of revenue intake. Spring time is the busiest with revenue.

**Recreation Director-** NU said that all programs are going well, all programs are maxed out and have waitlists, working on the Winter brochure, we have been able to utilize the THG space as of right now that is all we have to use due to the repairs happens at the Rec Center ( still awaiting on quotes) Use of the gym has come up for discussion as outside folks have been able to reserve the space when it has always been used for internal town hall recreation programs / BOH use & Clerks ( what has changed) NU & LH looked at the policy which last was updated 1990 ( will be reviewed & updated) NU has been asked to join Life Long with Elders Services & Martins Landing (Maxine) happy to help in anyway .

**Parks Director:-**MT discussed FY25 Toddler Equipment Lil is looking at grants for funding of \$50K and we would match the \$50K, MT wants to put a Pickleball court were the old horseshoe pit is next to the Tennis Courts at IRP as it is such a high demand in the community & it will generate a lot of revenue for Recreation, RK stated that we would need approval from LUC committee, discussion was had by all members. LH has to have the submission form in by 11/20/23 for the grant.MT, LH & SC will meet after to review Kids Spot contract.

Luke from LGR Engineering has finished the design and willing to help. Skate park is complete and looks great but kids has started to put graffiti already on it, street hockey has been resurface, Basketball courts have been resurfaced, tennis courts have been repaired ( the cracks) and will get finished first in the Spring and it will only take 2 days to be complete. We came \$15K under budget the parks will utilize it where it is needed for any repairs along with the skate park boards & fencing, bathrooms will be closing due to the cold temperatures.

**Next Meeting Date:**                    **December 4, 2023 @ 6:45 PM**

**Adjournment: @ 8:03 PM by RK**

**(PF) Made a motion to adjourn @ 8:03 PM**

**(SC) Second the motion.**

**Approved: 5 Opposed: 0 Abstained: 0 Motion: PASSED**

7/1/2023 - 6/30/2024

**PARKS & RECREATION ENTERPRISE BUDGET REQUEST FY2024**

FY 2024 BUDGET REQUEST						FY2024 - YTD OCTOBER 2023			
		REVENUES:		EXPENSES:		REVENUES		EXPENSES	
Revenues/Retained/Subsidy	\$	765,366.45	Expenses Total	\$	765,366.45	\$	456,387.05	\$	268,860.59
Revenues & Retained	\$	488,050.00	Capital (Large)	\$	-	\$	179,070.60	\$	-
Revenues	\$	488,050.00	Expenses/Sm.Cap	\$	765,366.45	\$	179,070.60	\$	268,860.59
Salaries									
Personnel Benefits (Transfer)				\$	565,193.45			\$	193,940.69
Administrative/Office				\$	1,283.00			\$	1,283.00
Leagues	\$	127,450.00		\$	50,800.00			\$	3,894.38
Parks	\$	39,100.00		\$	35,700.00	\$	46,750.00		\$8,862.61
Park Utilities	\$	-		\$	17,900.00	\$	18,017.20		\$8,149.74
Recreation	\$	321,500.00		\$	94,490.00	\$	114,303.40	\$	\$52,730.17
Concession/Vending	\$	-		\$	-	\$	-	\$	\$0.00
Emergency				\$	-			\$	-
Capital from Retained)				\$	-				\$0.00
Retained Earnings	\$	-				\$	-	\$	-
	BUDGET SUBSIDY		Total Subsidy Request	\$	277,316.45	\$	98,211.46	YTD	
	AMENDEDSubsidy Request FY24		Directors	\$	257,029.45	\$	77,924.46		
TOTALS.....	\$	277,316.45	DPW	\$	20,287.00	\$	20,287.00		
Salaries-Directors	\$	257,029.45							
DPW/Parks Employee - NO NEW DPW (\$59,611 - DPW salary, longevity & stipend)	\$	20,287.00	remaining	\$	179,104.09				

**Parks & Recreation Department  
FY2024 BUDGET  
7/1/2023 - 6/30/2024**

<b>PARKS &amp; RECREATION BUDGET - FY2024</b>		
	7/1/23-6/30/24	
<b>REVENUES</b>	<b>AMENDED BUDGET FY2024</b>	<b>ACTUAL YTD Oct. 2023</b>
<b>TOTALS.....</b>	\$ 488,050.00	\$ 179,070.60
Totals with Town Subsidy		
<b>LEAGUE REVENUES:</b>	\$ 127,450.00	\$ 46,750.00
Baseball-Mens	1,400.00	
Field Hockey	3,000.00	2,520.00
Football & Cheer - Youth	6,500.00	4,545.00
Lacrosse - Youth	8,500.00	
Little League - Spring	19,000.00	
Little League - Summer	3,000.00	3,105.00
Little League - Fall	800.00	975.00
Soccer - Adult Men Leagues	2,000.00	810.00
Soccer - Womens Leagues	1,500.00	270.00
Soccer - Labor Day Tourm	3,000.00	2,850.00
Soccer - Youth/Fall	28,000.00	30,275.00
Soccer - Youth/Spring	35,000.00	
Softball - Adult	4,500.00	
Softball - Youth/Spring	8,400.00	
Softball - Youth/Fall	350.00	
Softball - Youth/Summer Clubs	2,500.00	1,400.00
<b>PARKS/FIELD REVENUES:</b>	\$ 39,100.00	\$ 18,017.20
Benevento	1,500.00	700.00
Chestnut Street		250.00
Clarke Park	1,000.00	250.00
Donations		39.00
High School/Other	7,000.00	2,395.00
High School/Turf	10,000.00	6,065.00
Hood Baseball	350.00	
Ipswich River Park	17,000.00	7,968.20
Little School Field	500.00	-
Mullin Field	1,000.00	350.00
Murphy (Town Hall) Field	750.00	
<b>CONCESSION/VENDING:</b>		\$ -
Concession		
Vending		
<b>RECREATION REVENUES:</b>	\$ 321,500.00	\$ 114,303.40
Adult Programs	32,000.00	22,503.20
Donations/Sponsor		740.00
Pee Wee Classes	15,000.00	18,607.80
Pee Wee Sports *	19,000.00	
Youth Programs	50,000.00	35,018.40
Special Events	3,500.00	1,670.00
Summer Clinics (actual)	100,000.00	11,729.00
Summer Playground-SS/KC (actual)*	100,000.00	23,685.00
Virtual Programs	2,000.00	
Program Sponsorships		350.00

11/13/2023

**Parks Recreation Department**  
**FY2024 BUDGET REQUEST**  
7/1/2023 - 6/30/2024

<b>PARKS &amp; RECREATION BUDGET - FY2024</b>		
	<b>7/1/23 - 6/30/24</b>	
<b>EXPENSES</b>	<b>AMENDED BUDGET FY2024</b>	<b>FY24 ACTUAL YTD Oct. 2023</b>
<b>TOTALS.....</b>	<b>\$ 765,366.45</b>	<b>\$ 268,860.59</b>
<b>Office Costs</b>	<b>\$ 50,800.00</b>	<b>\$ 3,894.38</b>
Clothing-Parks Director - 558000	250.00	
Clothing-Clerical (Union) - 558000	200.00	
Clothing - DPW Union - 558000	425.00	425.00
Conferences/Training (March 2022) - 540010/54003	800.00	
Credit Card Fees Munis NOT updated - 531300	5,600.00	2,089.65
Equipment Repairs/Parks Contracts - 524000	33,200.00	299.17
License Renewals/Memberships - 570000 + 532000	1,000.00	315.00
On-Line Software Hosting - 573000	6,500.00	
Postage - 534100	25.00	10.93
Supplies (Office) - 542000	800.00	150.87
Travel & Mileage - 571000	2,000.00	603.76
<b>Personnel Costs - ALL (Permanent &amp; Seasonal)</b>	<b>\$ 565,193.45</b>	<b>\$ 193,940.69</b>
<b>Personnel Cost - Directors (Subsidy Request)</b>	<b>\$ 257,029.45</b>	<b>\$ 77,924.46</b>
<b>Salary - Permanent Employees</b>	<b>\$ 423,852.45</b>	<b>\$ 130,743.69</b>
Parks Director (35-Salary) * - 630111	112,718.21	33,217.07
Recreation Director (35-Salary) - 630112	72,155.62	22,353.70
Operations Director (35-Salary) * - 630112	72,155.62	22,353.69
Admin. Assist Union (35 Hours) - 630114	47,493.00	14,922.56
Clerical Overtime - 630114-511110	1,600.00	253.02
Programmer (35 Hours) - 630112	50,850.00	15,450.25
Programmer (Over 35 hours)	2,000.00	
DPW Union (40 Hours) (incl. stipend + Long) 630113	63,880.00	20,893.15
DPW Union - OT 630113-511110	1,000.00	1,300.25
<b>Benefits:</b>	<b>\$ 1,283.00</b>	<b>\$ 1,283.00</b>
Medicare Fees (Non-Permanent) 630120-590000	1,283.00	1,283.00
Based on 6/30/20, \$88,476 x 1.45%		
<b>UTILITY EXPENSES:</b>	<b>\$ 17,900.00</b>	<b>\$ 8,149.74</b>
<b>Phones &amp; Internet - 534400</b>	<b>\$ 2,800.00</b>	<b>\$ 1,007.40</b>
Phones - Mobile (Marty, Jetpak) \$56.48/month		
\$25/MT New phone	1,000.00	407.40
Phones - Stipends (2-\$50/ea RD & Prog.)	1,800.00	600.00
Cable - Rec Center		
<b>Electric - 521000</b>	<b>\$ 12,100.00</b>	<b>\$ 7,083.40</b>
Benevento (Pump Station)	1,000.00	333.53
Chestnut Street (Irrigation)	700.00	194.73
High School (Turf Field)	5,000.00	4,881.09
IRP - Pump Station	1,600.00	226.64
IRP - Parking Lot/Concession/Bathrooms	2,000.00	843.12
Rec Center	1,000.00	376.04
Wheeler Barn	800.00	228.25
<b>Heat &amp; Town Water: - 521200</b>	<b>\$ 3,000.00</b>	<b>\$ 58.94</b>
Heat - Rec Center	900.00	48.40
Heat - Wheeler Barn (Propane Tanks)	1,500.00	
Water - Rec Center	100.00	10.54
Water - Turf Field	500.00	

**Parks Recreation Department**  
**FY2024 BUDGET REQUEST**  
7/1/2023 - 6/30/2024

<b>PARKS &amp; RECREATION BUDGET - FY2024</b>		
	<b>7/1/23 - 6/30/24</b>	
<b>EXPENSES</b>	<b>AMENDED BUDGET FY2024</b>	<b>FY24 ACTUAL YTD Oct. 2023</b>
<b>PARKS EXPENSES:</b>	<b>\$ 74,241.00</b>	<b>\$ 23,930.37</b>
<b>Personnel - Seasonal Parks: - 630112-511101</b>	<b>\$ 38,541.00</b>	<b>\$ 15,067.76</b>
Seasonal - FM #1	8,925.00	2,610.00
Seasonal - FM #2	8,925.00	4,170.00
Seasonal - FM #3	8,925.00	3,995.50
Seasonal - Parks Sanitation	11,616.00	4,087.50
Seasonal - OT	150.00	204.76
<b>Services &amp; Supplies - Parks - 540010</b>	<b>\$ 35,700.00</b>	<b>\$ 8,862.61</b>
Asphalt Maintenance		
Bathroom Maintenance (IRP)	1,000.00	
Building maintenance	2,200.00	
Contractor/ Facility Repairs		
Dog Bags	1,200.00	
Earth/Seed/Fertilizer	10,000.00	
Equipment purchases & rentals	1,500.00	
Equipment repairs	3,500.00	3,448.98
Irrigation repairs (pumps etc)	2,000.00	
Miscellaneous	1,500.00	2,521.19
Parks Clothing/Uniforms	500.00	
Playground & Sports Equipment	300.00	
Portable Toilets	4,500.00	2,010.50
Signage & Fencing	500.00	20.00
Turf Field	7,000.00	861.94
Weed Control (see Earth/Seed/Fertilizer)		
Earth Reimb. - Damages to IRP		
<b>CONCESSION/VENDING EXPENSES:</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Personnel - Seasonal Concession:</b>	<b>\$ -</b>	<b>\$ -</b>
Seasonal - Concession		
<b>Other (Concession):</b>	<b>\$ -</b>	<b>\$ -</b>
Concession Food/Drink/Supplies		

**Parks Recreation Department**  
**FY2024 BUDGET REQUEST**  
7/1/2023 - 6/30/2024

<b>PARKS &amp; RECREATION BUDGET - FY2024</b>		
	<b>7/1/23 - 6/30/24</b>	
<b>EXPENSES</b>	<b>AMENDED BUDGET FY2024</b>	<b>FY24 ACTUAL YTD Oct. 2023</b>
<b>RECREATION EXPENSES:</b>	<b>\$ 197,290.00</b>	<b>\$ 100,859.41</b>
<b>Programs &amp; Services: 540030</b>	<b>\$ 94,490.00</b>	<b>\$ 52,730.17</b>
Adult Programs		3,294.50
Cleaning Supplies/Services	300.00	
Pee Wee Programs		
Youth Programs		6,465.40
Special Events	350.00	
Summer Clinics		38,221.91
Summer Playground-SS/KC	7,000.00	4,748.36
Supplies & Staff Shirts (All Programs)	750.00	
Vendors	86,090.00	
<b>Personnel (Seasonal Recreation): 630112-511101</b>	<b>\$ 102,800.00</b>	<b>\$ 48,129.24</b>
Administrative/Welcome Wagon		
Adult Programs	4,500.00	
Pee Wee Programs	7,000.00	1,080.00
Youth Programs	13,000.00	18,339.25
Special Events	300.00	
Summer Clinic	40,000.00	
Summer Playground	38,000.00	28,709.99

**Parks Recreation Department**  
**FY2024 BUDGET REQUEST**  
 7/1/2023 - 6/30/2024

<b>PARKS &amp; RECREATION BUDGET - FY2024</b>		
	7/1/23 - 6/30/24	
<b>EXPENSES</b>	<b>AMENDED BUDGET FY2024</b>	<b>FY24 ACTUAL YTD Oct. 2023</b>
<b>CAPITAL EXPENSES: 540020</b>		
<b>KidSpot</b>	\$ -	\$ -
IRP - Hockey & Bball courts	\$ -	
<b>LARGE CAPITAL:</b>	\$ -	\$ -
NRHS - Arthur J Kenney Turf Field Replacement		
<b>EMERGENCY REPAIR EXPENSES:</b>	\$ -	\$ -