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Town of North Reading
Massachusetts

TOWN CLERK'S OFFICE

Parks & Recreation Department

**Parks and Recreation/ LUC Meeting Minutes of
Monday, September 11, 2023
Town Hall Room 5 & Virtual @ 6:45PM**

Attendance:

Committee Members: Ron Kern (RK), Pat Fillmore (PF), Mike Fitzpatrick (MF) (on the phone) Rita Mullin (RM) Sergio Coviello (SC), Billie Luker (BL)

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

Tardy:

Absent: Sheila Sturdevant (SS)

Call to order: @6:54 PM; Quorum, called by RK

Audience of Citizens:

LUC:. Nothing to report at this time

FONRPR: Nothing to report at this time

Acceptance of Minutes: @ 6:59 PM

(SC) Made a motion to accept the minutes of August 14, 2023

(PF) Second the motion.

NEW BUSINESS:- Nothing to report

OLD BUSINESS:- Nothing to report

OTHER BUSINESS:-

OPERATIONS DIRECTOR: MB looking to increase the budget, see attached sheets (1st pg is brief & 2nd pg is the breakdown). Increase on expense budget was \$69,450. \$25,060 for Personnel - SME and \$44,390 for Recreation Vendors and Parks Improvement.

(PF) Made a Motion to accepted the amended budget of FY24

(BL) has second the amended budget of FY24

Approved: 6 Opposed: 0 Abstained: 0 Motion: PASSED

October Retained Earnings Certified total \$447,000 (SEE attached sheet)

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We got a call from Billy Baru construction/ possibly Geri Farrelly asking if he could sponsor Park St Park and re-do the basketball court and clean it up. Discussion was had. We will reach out to Billy Baru and follow up with Conservation. SC asked if Select Board has jurisdiction. We will follow up to see who has jurisdiction.

MB asked if Non-resident Fee \$25 could be added to non-residents. We can charge additional fee at all locations except for IRP (review State Grant), but we will research.

RECREATION DIRECTOR: Nancy had mentioned in the last mtg that at the rec center the bathroom ceiling needed some attention & Marty had let her know today 9/11/23 that Charlie Watson contractor was going to be looking at it on 9/12/23, He will also checking out the wall where the module meets the garage & in need of an exterminator. ,

BL asked about status of New Rec Center. Ron said may be we come up with a 3-5 year plan. This will be discussed when we discuss the Intergenerational Center.

NU said as of now we are getting creative and having programs in the Town Hall gym. We're waiting for approval from TA to use the Kitchen.

Discussion was had on the Intergenerational Community Center.

RM Made a motion to table the discussion on Intergenerational Community Center.

PF second the motion

Approved: 5 Opposed: 1 Abstained: 0 Motion: PASSED

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PARKS DIRECTOR: Marty-Update bid process on the IRP Court resurfacing meeting will be on 9/19 @ 10am. Bid opens on 9/28. The boards will be replaced at the rink & minor fence work. Kids Spot- we did not get any funds from ARPA. Article 9 budget Amendment next Monday 9/18 is next select board mtg presentation being done but nothing is guaranteed. Marty, Lil & Sergio met and they have 2 possible designers, Luke Roy from LGR donating his services. The designer amount was at \$40K and it was brought down to \$32,500 removing the survey cost.

Have a Plan B – do it in phases. Rita wants to make a motion to pick a designer ASAP due to timeline, wants to have all the numbers lined up for town mtg to present to the select board. The committee was disappointed we did not get the opportunity to receive money from ARPA.

If we do not receive Rita wants to be placed on the Agenda for Town Mtg.

Lil stated an ADA Grant is due buy this Friday 9/15/23 to use it by December 2023 in the Article 9 in the amount of \$140K.

Pat said if you look on social media Parks & Rec is getting blamed for tearing down Kids Spot. Sergio said that the TA Mike was kind enough to support P&R, Marty said when Select board member Vincent Stuto was at the last mtg he said to ask for \$250K and leave it open ended & not to give an exact amount.

We currently have \$175K remaining for Kids Spot. The quote the designer gives you will include playground equipment for age group 2-12. All voted Yes to move forward with picking the designer for Kids Spot.

The skate park contract was signed today 9/11/23, Town Day is Sunday 9/17/23 with No rain date. The Eagle Scout Aiden Kennedy sent Marty a plan which needs approval from Rec Com. ALL said Yes to go ahead with the fixing of the life vest structure at IRP.

Next Meeting Date: October 16, 2023 @ 7:00 PM

(PF) Made a motion to adjourn @ 8:32 PM

(SC) Second the motion.

Approved: 6 Opposed: 0 Abstained: 0 Motion: PASSED

TOWN of NORTH READING
FY2024 BUDGET

Department PARKS / RECREATION # 630

UMAS CODE	OBJECT	FY2022		FY2023		FY2024		FY2024				
		Original Budget	Year End Actual	Original Budget	Year End Actual	TOWN MTG APPROVED	AMENDED P&R REQUEST	\$ Change	% Change	TA	SB	FINCOM
51000	Personal Services	501,001	468,150	511,616	529,188	540,132	565,192	53,576	10.5%	-	-	-
52000	Purchase of Services	20,665	5,352	22,275	22,237	25,225	25,525	3,250	14.6%	-	-	-
54000	Purchase of Supplies	117,225	94,238	114,875	113,738	119,775	163,865	48,990	42.6%	-	-	-
57000	Other Charges & Expenses	7,500	6,620	7,945	8,352	9,500	9,500	1,555	19.6%	-	-	-
58000	Misc. Capital	14,500	13,298	-	-	100,000	100,000	100,000		100,000	100,000	100,000
DEPARTMENT TOTAL		660,891	587,658	656,711	673,515	794,632	864,082	207,371	31.6%	100,000	100,000	100,000

	FY22 Actual	FY23 Actual	FY24 Amended
Revenue	428,138	542,803	488,522

APPROPRIATION

PERSONNEL	501,001	468,150	511,616	529,188	540,132	565,192	53,576	10%	-	-	-	Increase in SME - Rec programs
EXPENSES	145,390	106,210	145,095	144,327	154,500	198,890	53,795	37%	-	-	-	Increase in Vendors & Parks Fac. Repairs
CAPITAL	14,500	13,298	-	-	100,000	100,000	100,000			100,000	100,000	100,000
	660,891	587,658	656,711	673,515	794,632	864,082	207,371	31.6%		100,000	100,000	100,000
INDIRECT COSTS	1,283	1,283	1,283	1,283	1,283	1,283	1,283	100%			-	-
	662,174	588,941	657,994	674,798	795,915	865,365	208,654	31.7%		100,000	100,000	100,000

TOWN of NORTH READING
FY2024 BUDGET

Department PARKS / RECREATION # 630

UMAS CODE	OBJECT	FY2022		FY2023	FY2023	FY2024		\$	%	TA	SB	FINCOM
		Original	Actual		YTD	TOWN Mtg	NEW FY24 AMENDED REQUEST					
		Budget	Expend	Budget	ACTUAL	FY2024 APPROVED		Change	Change			
PERSONAL SERVICES												
51100	Department Head	106,210	97,229	109,458	109,410	112,718	112,718	3,260	3.0%		-	-
51110	Non-Union Wages	292,580	278,596	295,813	311,057	313,441	338,501	42,688	14.4%		-	-
51120	Union Wages	57,586	56,498	60,949	63,403	64,880	64,880	3,931	6.4%		-	-
51130	Clerical	44,625	35,827	45,396	45,319	49,093	49,093	3,697	8.1%		-	-
TOTAL PERSONAL SERVICES		501,001	468,150	511,616	529,188	540,132	565,192	53,576	10.5%	-	-	-
PURCHASE of SERVICES												
52100	Recreation-Electricity	9,200	(4,698)	11,400	9,027	12,100	10,400	(1,000)	-8.8%		-	-
52120	Recreation-Heat	3,000	2,127	3,000	1,866	3,000	3,000	-			-	-
52400	Recreation-Repairs & Maintenance	750	790	750	838	900	900	150	20.0%		-	-
52401	Recreation-Repairs & Maintenance-Emerg							-			-	-
53130	Recreation-Bank Service Fees	4,000	5,048	4,000	6,389	5,600	6,400	2,400	60.0%		-	-
53200	Recreation- Training & Education	1,000	102	500	1,538	800	2,000	1,500	300.0%		-	-
53410	Recreation-Postage	75	3	25	1	25	25	-			-	-
53440	Recreation- Telephone/Cable	2,640	1,980	2,600	2,578	2,800	2,800	200	7.7%		-	-
TOTAL PURCHASE of SERVICES		20,665	5,352	22,275	22,237	25,225	25,525	3,250	14.6%	-	-	-
PURCHASE of SUPPLIES												
54000	Recreation- Supplies		199				-				-	-
54001	Recreation- Supplies- Parks Maintenan	39,600	28,862	36,750	18,887	41,200	64,900	28,150	76.6%		-	-
54002	Recreation- Supplies-Concessions	-	113					-			-	-
54003	Recreation- Supplies- Rec Programs	75,800	63,687	76,300	93,417	76,900	97,290	20,990	27.5%		-	-
54200	Recreation- Supplies- Office	750	552	1,000	609	800	800	(200)	-20.0%		-	-
55800	Recreation-Clothing	1,075	825	825	825	875	875	50	6.1%		-	-
TOTAL PURCHASE of SUPPLIES		117,225	94,238	114,875	113,738	119,775	163,865	48,990	42.6%	-	-	-
OTHER CHARGES and EXPENSES												
57000	Other Chgs. & Exp.		110					-			-	-
57100	Recreation-Travel	2,500	1,547	2,000	1,850	2,000	2,000	-			-	-
57300	Recreation-Dues & Memberships	5,000	4,963	5,945	6,502	7,500	7,500	1,555	26.2%		-	-
TOTAL OTHER CHGS & EXP		7,500	6,620	7,945	8,352	9,500	9,500	1,555	19.6%	-	-	-
MISCELLANEOUS CAPITAL												
	Misc. Capital Outlay	14,500	13,298				100,000	-		100,000	100,000	100,000
TOTAL MISC. CAPITAL		14,500	13,298	-	-	100,000	100,000	100,000		100,000	100,000	100,000

Increase due to SME-Rec programs
Decrease - removed DPW request

Decreased - actuals

Increase - actual registrations increase
Increase - Conf/Training

Parks/Fac maint

Rec Vendors