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Town of North Reading
Massachusetts

TOWN CLERK'S OFFICE
NORTH READING, MASS.

Parks & Recreation Department

**Parks and Recreation Meeting Minutes of
Monday, December 4, 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) Sheila Sturdevant (SS)

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

Tardy:

Absent: Mike Fitzpatrick (MF) (NU), Nancy Ursino

Call to order: @6:55 PM; Quorum, called by RK

Audience of Citizens: William Cannell

Acceptance of Minutes:

(PF) Made a motion to accept the minutes of November 13, 2023

(SS) Second the motion

NEW BUSINESS:- Nothing to report at this time

OLD BUSINESS:- Nothing to report

OTHER BUSINESS:- RK met with WC 2 weeks ago as he wants to join the Rec Com. RK read an email from MF stating that he will not be reassigning with the committee and he enjoyed his 20 yrs with this group and was happy to have made friends with everyone and thanked them for their time & effort also SC will not be reassigning either and he stated he was happy for all of his years spent with everyone.

IGC: Nothing to report at this time

OPERATIONS DIRECTOR: MB handed out Budget sheets split between Parks & Recreation (see attached) MB will be giving the budget to Laurieann Galvin Finance Director.

(PF) Made a motion to accept the Budget as written

(SS) Second the motion

Recreation Director: NU not here, but MB said that the Winter Brochure was just sent out and made available to all online.

Parks & Recreation Meeting Minutes

Monday December 4, 2023

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Parks Director:- MT the rec center contractor was awarded, the bathroom is done, the windows have been replaced, 2 dehumidifiers were placed 1 in the basement & 1 located upstairs in the attic, the flashing on the roof & outside shirts will be done by the end of this week, then next will be the exterminator to come in after all the work is done. \$9800 for all the work to be done.

3 Quotes were done for the Tennis Court top rails, Skate Park missing poles & fencing & Hockey rink boards /lowest bid was \$5870) .

MT & MB have a Capital planning meeting via zoom on Wednesday 12/6/23.

Got quotes for pickleball courts – would be \$150K for 4 courts, but the timeline doesn't match up for the grant , so we will be pulling out of the grant request and will be using \$50K from our retained earnings for the toddler area at IRP. Getting ready for the Winter, working on the equipment.

LUC: Nothing to report at this time, but have looked at parcels in town, need to know what the procedure is and approach the select board. Also there is a facilities master plan meeting next Monday 12/11/23 in room 5 and IGC & NRF station Is on the agenda (anyone is welcome)

FONRPR: MB said that they will be taking on the High School banner program and it will not be under recreation anymore

Committee Members 2024: RK did a formal intro of William Cannell (likes to be called Bill) went around the room and we all introduced ourselves and then again a formal farewll for Sergio Coviello.

Next Meeting Date: January 8, 2023 @ 6:45 PM

Adjournment: @ 8:10 PM by RK

(PF) Made a motion to adjourn @ 8:10 PM

(SC) Second the motion.

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

Rev \$ 501,700

**TOWN of NORTH READING
FY2025 BUDGET**

Department **PARKS / RECREATION**

630

UMAS CODE	OBJECT	FY2023			FY2024	FY2025		
		Original Budget	Revised Budget	Actual Expend	Revised Budget	Department Request	\$ Change	% Change
PERSONAL SERVICES								
51100	Department Head	109,458	109,458	109,409	112,718	116,077	3,359	3.0%
51110	Non-Union Wages	295,813	295,813	311,282	338,501	348,409	9,908	2.9%
51120	Union Wages	60,949	60,949	63,402	64,880	119,676	54,796	84.5%
51130	Clerical	45,396	45,396	45,319	49,093	51,347	2,254	4.6%
TOTAL PERSONAL SERVICES		511,616	511,616	529,412	565,192	635,509	70,317	12.4%
PURCHASE OF SERVICES								
52100	Recreation-Electricity	11,400	11,400	9,027	12,100	11,650	(450)	-3.7%
52120	Recreation-Heat	3,000	3,000	1,866	3,000	3,000	-	
52400	Recreation-Repairs & Maintenance	750	750	839	33,200	27,000	(6,200)	-18.7%
52401	Recreation-Repairs & Maintenance-Emerg			215		-	-	
53130	Recreation-Bank Service Fees	4,000	4,000	6,144	5,600	7,000	1,400	25.0%
53200	Recreation- Training & Education	500	500	1,688	800	800	-	
53410	Recreation-Postage	25	25		25	25	-	
53440	Recreation- Telephone/Cable	2,600	2,600	2,578	2,800	2,900	100	3.6%
53000	Recreation - Professional Services				86,090	85,600	(490)	-0.6%
TOTAL PURCHASE OF SERVICES		22,275	22,275	22,357	143,615	137,975	(5,640)	-3.9%
PURCHASE OF SUPPLIES								
54000	Recreation- Supplies							
54001	Recreation- Supplies- Parks Maintenan	36,750	36,750	16,735	35,985	30,200	(5,785)	-16.1%
54002	Recreation- Supplies-Concessions					-	-	
54003	Recreation- Supplies- Rec Programs	76,300	76,300	89,579	8,400	15,073	6,673	79.4%
54200	Recreation- Supplies- Office	1,000	1,000	493	800	800	-	
55800	Recreation-Clothing	825	825	825	875	875	-	
TOTAL PURCHASE of SUPPLIES		114,875	114,875	107,632	46,060	46,948	888	1.9%
OTHER CHARGES and EXPENSES								
57000	Other Chgs. & Exp.							
57100	Recreation-Travel	2,000	2,000	1,850	2,000	-	-	
57300	Recreation-Dues & Memberships	5,945	5,945	5,864	7,500	2,000	700	9.3%
TOTAL OTHER CHGS & EXP		7,945	7,945	7,714	9,500	10,200	700	7.4%
MISCELLANEOUS CAPITAL								
	Misc. Capital Outlay							
TOTAL MISC. CAPITAL								

TOWN of NORTH READING FY2025 BUDGET

Department PARKS PORTION
PARKS / RECREATION

630

PARKS PORTION

UMAS CODE	OBJECT	FY2023			FY2024			FY2025		
		Original Budget	Revised Budget	Actual Expend	Budget			Department Request	\$ Change	% Change
51000	Personal Services	-	-	-	-			344,110	344,110	#DIV/0!
52000	Purchase of Services	-	-	-	-			47,263	47,263	#DIV/0!
54000	Purchase of Supplies	-	-	-	-			31,375	31,375	#DIV/0!
57000	Other Charges & Expen	-	-	-	-			5,100	5,100	#DIV/0!
58000	Misc. Capital	-	-	-	-			-	-	-
DEPARTMENT TOTAL		-	-	-	-			427,848	427,848	#DIV/0!

APPROPRIATION

Department
REQUEST FY25

PERSONNEL	-	-	-	-	-	344,110	344,110	#DIV/0!
EXPENSES	-	-	-	-	-	83,738	83,738	#DIV/0!
CAPITAL	-	-	-	-	-	-	-	-
INDIRECT COSTS	1,283	1,283	1,283	1,283	1,283	642	(642)	-50%
	1,283	1,283	1,283	1,283	1,283	428,489	427,206	33297.5%

Budgeted Revenue FY25
158,500

**TOWN of NORTH READING
FY2025 BUDGET**

Department PARKS / RECREATION # 630 PARKS PORTION

UMAS CODE	OBJECT	FY2023 Original Budget	FY2023 Revised Budget	Actual Expend	FY2024 Revised Budget	Department Request	FY2025 \$ Change	% Change
PERSONAL SERVICES								
51100	Department Head							
51110	Non-Union Wages					104,469	104,469	
51120	Union Wages					94,292	94,292	
51130	Clerical					119,676	119,676	
						25,674	25,674	
TOTAL PERSONAL SERVICES								
		-	-	-	-	344,110	344,110	
PURCHASE OF SERVICES								
52100	Electricity							
52120	Heat					11,650	11,650	
52400	Repairs & Maintenance					3,000	3,000	
52401	Repairs & Maintenance-Emerg					27,000	27,000	
53130	Bank Service Fees					-	-	
53200	Training & Education					3,500	3,500	
53410	Postage					400	400	
53440	Telephone/Cable					13	13	
						1,700	1,700	
TOTAL PURCHASE OF SERVICES								
		-	-	-	-	47,263	47,263	
PURCHASE OF SUPPLIES								
54000	Supplies							
54001	Supplies- Parks Maintenance							
54002	Supplies-Concessions					30,200	30,200	
54003	Supplies- Rec Programs					-	-	
54200	Supplies- Office					-	-	
55800	Clothing					400	400	
						775	775	
TOTAL PURCHASE OF SUPPLIES								
		-	-	-	-	31,375	31,375	
OTHER CHARGES AND EXPENSES								
57000	Other Chgs. & Exp.							
57100	Travel					1,000	1,000	
57300	Dues & Memberships					4,100	4,100	
TOTAL								
		-	-	-	-	5,100	5,100	
TOTAL OTHER CHGS & EXP								
MISCELLANEOUS CAPITAL								
	Misc. Capital Outlay							
						-	-	
TOTAL MISC. CAPITAL								
		-	-	-	-	-	-	

TOWN of NORTH READING
FY2025 BUDGET

RECREATION PORTION

Department **PARKS / RECREATION** # 630 **RECREATION PORTION**

UMAS CODE	OBJECT	FY2023			FY2024			FY2025		
		Original Budget	Revised Budget	Actual Expend	Budget			Department Request	Change \$	% Change
51000	Personal Services	-	-	-	-			291,399	291,399	#DIV/0!
52000	Purchase of Services	-	-	-	-			90,713	90,713	#DIV/0!
54000	Purchase of Supplies	-	-	-	-			15,573	15,573	#DIV/0!
57000	Other Charges & Expenses	-	-	-	-			5,100	5,100	#DIV/0!
58000	Misc. Capital	-	-	-	-			-	-	
DEPARTMENT TOTAL		-	-	-	-			402,784	402,784	#DIV/0!

APPROPRIATION

**Department
Request FY25**

PERSONNEL	-	-	-	291,399	291,399	#DIV/0!
EXPENSES	-	-	-	111,386	111,386	#DIV/0!
CAPITAL	-	-	-	642	-	
	-	-	-	403,426	402,784	#DIV/0!
INDIRECT COST	1,283	-	-	-	-	
	1,283	-	-	1,283	(1,283)	-100%
				403,426	401,501	31293.9%

Budgeted Revenue FY25
343,200

**TOWN of NORTH READING
FY2025 BUDGET**

Department **PARKS / RECREATION** # 630 **RECREATION PORTION**

UMAS CODE	OBJECT	FY2023 Original Budget	FY2023 Revised Budget	Actual Expend	FY2024 Revised Budget	Department Request	FY2025 \$ Change	% Change
PERSONAL SERVICES								
51100	Department Head							
51110	Non-Union Wages					11,608	11,608	
51120	Union Wages					254,118	254,118	
51130	Clerical					-	-	
						25,674	25,674	
TOTAL PERSONAL SERVICES								
		-	-	-	-	291,399	291,399	
PURCHASE OF SERVICES								
52100	Electricity							
52120	Heat							
52400	Repairs & Maintenance							
52401	Repairs & Maintenance-Emerg							
53130	Bank Service Fees							
53200	Training & Education					3,500	3,500	
53410	Postage					400	400	
53440	Telephone/Cable					13	13	
53000	Professional Services					1,200	1,200	
						85,600		
TOTAL PURCHASE OF SERVICES								
		-	-	-	-	90,713	90,713	
PURCHASE OF SUPPLIES								
54000	Supplies							
54001	Supplies- Parks Maintenance							
54002	Supplies-Concessions							
54003	Supplies- Rec Programs							
54200	Supplies- Office					15,073	15,073	
55800	Clothing					400	400	
						100	100	
TOTAL PURCHASE OF SUPPLIES								
		-	-	-	-	15,573	15,573	
OTHER CHARGES and EXPENSES								
57000	Other Chgs. & Exp.							
57100	Travel							
57300	Dues & Memberships					1,000	1,000	
						4,100	4,100	
TOTAL								
		-	-	-	-	5,100	5,100	
TOTAL OTHER CHGS & EXP								
MISCELLANEOUS CAPITAL								
	Misc. Capital Outlay							
TOTAL MISC. CAPITAL								
		-	-	-	-	-	-	