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**TOWN OF NORTH READING**  
*Massachusetts*

**Parks and Recreation Meeting Minutes of  
Monday, June 7, 2021  
Virtual Meeting 6:45pm**

**Recreation Chair:** "Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the North Reading Parks & Recreation Committee Meeting is being conducted via remote participation. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings as provided for in the Order. A reminder that persons who would like to listen to this meeting while in progress may do so by dialing: +1 929 205 6099 US (New York) or linking to: Join Zoom Meeting: <https://us02web.zoom.us/j/84245605052?pwd=MElvMTJJZDNPY0ZBM2ZPSWZrNGFkdz09>

In accordance with the Open Meeting Law, the North Reading Parks & Recreation Committee states for the record that this meeting is being recorded by the state and may be recorded by other individuals or media.

**Attendance:**

**Committee Members Present:** Ron Kern, Chair (RK), Sergio Coviello (SC), Rita Mullin (RM), Billie Luker (BL), Sheila Sturdevant (SS),

**Staff present:** Maureen Stevens (MS), Maria Brown (MB)

**Tardy:**

**Absent:** Mike Fitzpatrick (MF), Pat Filmore (PF), Lynne Clemens (LC), Marty Tilton (MT)

**Call to order:** 6:43pm; Quorum, called by RK

**Audience of Citizens:** None

**Recreation Committee Chair is temporarily suspending the Recreation Committee meeting to go into Executive Session. Executive Session ended at 7:01pm.**

**Recreation Committee Meeting back in Session at 7:02pm**

**Acceptance of Minutes:**

(SC) made a motion to accept Meeting Minutes of May 3, 2021, (SS) Second the Motion

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

**NEW BUSINESS:** None

**OLD BUSINESS:** None

**OTHER BUSINESS:**

**MS, Operations Director Update:**

MS – reviewed the FY2021 Spreadsheet as of 4/30/21. Profit as of 4/30/21 was \$18,000. This month, 5/31/21 our profit is at \$90,000, 48% increase in revenue. Spring revenue starts July 1<sup>st</sup>. Last year we had very little programs running. This year we are bringing in money running lots of programs.

MS has informed the Parks Director to begin shopping for a mower and that we will look into hiring a second seasonal employee.

235 North Street, North Reading, MA 01864 ~ 978.664.6016 ~ FAX 978.664.8061  
<http://www.northreadingma.gov>

## **Parks & Recreation Meeting Minutes**

**Monday, June 7, 2021**

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MS – we will not need most of the money Recreation Director asked for from FONRPPR. We received sponsorships for the SummerScape Children's Entertainers.

We will be in a better place with the FY22 Budget.

5/18 – \$500,000 Grant Request. There was a meeting with State employees (EOEEA) that including the Danielle McKnight in Planning, P&R, TA, Brad Jones. This Grant request has been since 2018. Meeting went well.

State was impressed with our parks.

We've cancelled the entertainers for the BBQ, but we are now using most for Recreation Director's SummerScape program. Since they are not funning Field Trips they will be bringing in these children entertainers on Wednesday's. Bands are disappointed but maybe if we add a couple of BBQ's in July we can use some. RK mentioned that COVID restrictions will be lifted, can we discuss dates to possibly offer some BBQ's. MS – restrictions are lifted, will need to discuss food with BOH. RM spoke to BOH, he mentioned no restrictions with food. Discussion was had with choosing two dates, July 14, 21 or 28. Determined that July 21 and 28 works best for all committee members. SS mentioned possibly sending a letter to Pipefitters for sponsorship donation. It was determined that we should have a separate BBQ meeting to discuss the BBQ with FONRPR. We will have a separate meeting on June 21<sup>st</sup> at 6:45pm.

**LC, Recreation Director Update: Pass**

**MT, Parks Director Update: Pass**

### **OTHER BUSINESS:**

**LUC (RM):** RM went over \$500,000 Grant meeting with Executive Office of Energy & Environment Affairs. Meeting went well. The State was impressed with Parks. We did a walk through. \$500,000 is for moving barn, but State is requesting list for updates to park, play structures. Meeting next week with TA/Danielle McKnight. RM talked to Brad Jones, Rep. about funds towards a Comm. Center.

RM noted that there is no Golf Tournament this year.

**CIT (RM):** No update.

**FONRPRC:** Discussion was had above on BBQ's.

**Next Recreation Committee Meeting: Monday, July 12, 2021 at 6:45pm.**

- **Adjournment: 7:46pm**

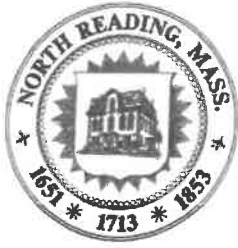
(SC) made a motion to adjourn meeting at 7:46pm.

(RM) seconds the motion.

Approved: 5 Opposed: 0

Abstained: 0

Motion: PASSED



**TOWN OF NORTH READING**  
*Massachusetts*

**Parks and Recreation**

**Town of North Reading - Parks and Recreation Committee Meeting**

Monday, June 7, 2021 @ 6:45PM – Virtual Meeting

**AGENDA**

1. 6:45p.m. Executive Session M.G.L. c. 30A, Section 21(a): to review personnel matters due to retirement and open positions.
2. 7:00 p.m. Call to Order Open Session
3. Ascertain a Quorum
4. Audience of Citizens:
5. Accept Meeting Minutes: May 3, 2021

**OLD BUSINESS:**

**NEW BUSINESS:**

**OTHER BUSINESS:**

Operations Director Update: FY21 & FY22 Budget, Concert/BBQ Update

Recreation Director Update:

Parks Director Update:

**OTHER:**

**LUC:** Update

**FONRPRC:** Update

**Next Meeting Date:** July 12, 2021, 6:45PM

**Adjournment:**

**Zoom Meeting:** Monday, June 7<sup>th</sup>, 2021, 6:45PM

<https://us02web.zoom.us/j/88170806351?pwd=Vk1Rcmhob2VtOHZaS1hBekMra2haQT09>

**Meeting ID:** 881 7080 6351

**Passcode:** 359219

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**BALANCE SHEET**  
**Parks & Recreation Department**

% of Fiscal Year Completed
91.67%

Figures A/O: 5/31/2021

DETAIL - REVENUES	BUDGETED	RECEIVED	Difference	% Earned
TOTAL: REV/RET/SUB	\$ 714,550.00	\$ 562,043.68	\$ (152,506.32)	78.66%
TOTAL: REV/SUB	\$ 696,550.00	\$ 544,043.68	(\$152,506.32)	78.11%
TOTALS - REVENUES	\$ 448,210.00	\$ 317,657.50	(\$130,552.50)	70.87%
LEAGUES	\$ 116,510.00	\$ 84,685.00	(\$31,825.00)	72.68%
PARKS/FIELDS	\$ 23,350.00	\$ 18,845.00	(\$4,705.00)	79.85%
OTHER/CONCESSION	\$ 4,750.00	\$ -	(\$4,750.00)	0.00%
RECREATION	\$ 303,600.00	\$ 214,327.50	(\$89,272.50)	70.60%
RETAINED EARNINGS	\$ 18,000.00	\$ 18,000.00	\$0.00	100.00%
TOWN SUBSIDY	\$ 248,340.00	\$ 226,386.18	\$248,340.00	91.16%

DETAIL - EXPENSES	BUDGETED	SPENT	REMAINING	% Spent
TOTAL: Pers/Serv/Supp/Indirect	\$ 709,714.00	\$ 463,262.11	\$ 246,451.89	65.27%
TOTAL: Personnel Services	\$ 539,069.00	\$ 376,439.23	\$ 162,629.77	69.83%
Permanent Employees:	\$ 408,153.00	\$ 358,734.57	\$ 49,418.43	87.89%
Seasonal Park Employees:	\$ 38,080.00	\$ 5,680.75	\$ 32,399.25	14.92%
Seasonal Recreation Employees:	\$ 88,300.00	\$ 12,023.91	\$76,276.09	13.62%
Seasonal Concession Employees	\$ 4,536.00	\$ -	\$ 4,536.00	0.00%

TOTAL: Service/Supply/Other:	\$ 149,445.00	\$ 83,622.88	\$ 65,822.12	55.96%
Office	\$ 17,475.00	\$ 10,077.63	\$ 7,397.37	57.67%
Phone & Internet	\$ 5,220.00	\$ 2,106.28	\$ 3,113.72	40.35%
Electricity	\$ 8,900.00	\$ 6,538.04	\$ 2,361.96	73.46%
Heat/Water	\$ 3,200.00	\$ 1,724.84	\$ 1,475.16	53.90%
PARKS	\$ 39,600.00	\$ 29,225.37	\$ 10,374.63	73.80%
RECREATION	\$ 73,250.00	\$ 33,837.53	\$ 39,412.47	46.19%
Other/Concession/Vending	\$ 1,800.00	\$ 113.19	\$ 1,686.81	6.29%

TOTAL: INDIRECT COSTS	\$ 3,200.00	\$ 3,200.00	\$ -	100.00%
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TOTAL: CAPITAL	\$ 18,000.00	\$ -	\$ 18,000.00	0.00%
Large Capital Improvement	\$ -	\$ -	\$ -	
Small Capital - Mower/Cameras	\$ 18,000.00	\$ -	\$ 18,000.00	0.00%

4/30  
Rev 214,284  
5/31  
Rev 317,657.50  
48% increase  
113,373

BALANCE SHEET:		
REVENUES:	\$	317,657.50
TOWN SUBSIDY (Pro-Rated)	\$	226,386.18
TOTALS:	\$	544,043.68
EXPENSES:	\$	463,262.11
CASH BALANCE:	\$	\$80,781.57 OK

Subsidy Breakdown		
Subsidy Budget	Spent to Date	Remaining
\$ 248,340.00	\$ 226,386.18	\$ 21,953.82

QKN Balance - Enterprise FY21	5/31/2021	\$80,781.57
Credit Card Account	\$	
CASH BALANCE:	\$	\$80,781.57 OK
PURCHASE ORDERS:	Not Yet Paid	\$6,344.15
REQUISITIONS (Request for PO):	Not Yet App'd	\$4,108.00
PAYROLL (NON-SUBSIDIZED)	5/31/2021	\$ 14,711.85
ENCUMBERED CASH BALANCE:		\$55,617.57
RECEIVABLES (To Be Paid)		\$33,975.00
Profit/Loss to Date		\$89,592.57

Normal Year  
Pick Up Spring Rev  
pays for PAST  
Summer.  
This Fiscal = very  
little in past summer.