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TOWN OF NORTH READING  
Massachusetts

**Parks and Recreation Meeting Minutes of  
Monday, May 18, 2020  
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:**

**Recreation Chair (Take Attendance): Committee Members Present:** Ron Kern Chair (RK), Sergio Coviello (SC), Pat Filmore (PF), Rita Mullin (RM), Billie Luker (BL), Mike Fitzpatrick (MF)

**Staff present:** Maureen Stevens (MS), Marty Tilton (MT), Lynne Clemens (LC), Maria Brown (MB)

**Tardy:**

**Absent:** Sheila Sturdevant (SS)

**Call to order:** 6:54pm; Quorum, called by RK

**Audience of Citizens:** None

**Acceptance of Minutes:**

(PF) made a motion to accept Meeting Minutes of March 2, 2020.

(SC) Second the Motion

Approved: 6 Opposed: 0

Abstained: 0

Motion: PASSED

**OLD BUSINESS:**

**Open Space** – The OSC draft was approved except for a few changes that need to be made. Items will be changed pursuant to their recommendation and resubmitted to State.

**2020 Summer Concert/BBQ Series** – after discussion it was decided that we will cancel the 2020 Summer BBQ's. We do not feel that the restrictions will allow for a crowd of 300-600. We will contact sponsors and ask if they will be willing to sponsor same week next year. No sponsorship money was collected except for PDA which was forwarded from 2019 (rained out in 2019). We can see if we can possibly have a BBQ later in Summer with guidelines. So for 2021, we are looking to run next year's June 30-August 4<sup>th</sup>.

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### **NEW BUSINESS:**

RK: purpose of this meeting is to bring the Committee together to see how and what we are doing as of today, with the Governor's Announcement of re-opening.

MS: Phase 1 – still in same position. As of March 25 – safe at home, no permits, allowing for groups up to 10, masks, use of athletic fields and courts opening, but no contact (tennis, catch). MS and MT need to come up with a plan as to what's exactly open and restrictions. Need to post signs. Possibly thinking of opening tennis courts, with restrictions. Need to have some type of communication with public. MT and I will discuss. I'll put a spreadsheet together for what is open and when. It then needs to be approved by BOH/TA. Once approved we'll forward to Staff and Committee. Signs need to be put up before opening.

MF – will we get a list of what's open as well? MS - we will forward spreadsheet to Committee once approved by Town. Who makes decision as to what's open and how to communicate that? MS – this is a Phased plan set by the State. Phases are 3 weeks between Phases. Hoping June 15 will begin Phase II. Not many things open in Phases I. Playgrounds closed to Phase II.

MT – we received this information this morning. There's a lot of items we need to digest and come up with a plan. We don't feel that we will be able to open restrooms at this time. No staff and disinfecting and supplies may be expensive.

MS – hoping to open things more in Phase II. Waiting for guidelines. LC working hard on different scenarios. LC – State guidelines may say one thing but our town (BOH/TA) may say something different.

MT – we'll come up with a plan. The hardest thing is the verbal abuse. With these other restrictions who will enforce?

MF – yes, need a plan so that we are able to respond in a tactical/strategic approach.

RM asked if we have the police assistance. We do, but a lot of things happen after hours.

MS explained situation on Sunday, May 17<sup>th</sup>. Track team from out of town ran track program at turf field. MS Called police, they went down and asked them to leave. MS phoned person in charge. After speaking to them MS asked them not to return. Area is not open to the public for any organized events as of this time.

NRHS was also down at turf putting up banners for graduating class.

### **Financial:**

MS – went over **May 15, 2020 Balance Sheet** right now we are looking at a loss of between \$95-100,000 at the end of the fiscal year (June 30, 2020) if we don't bring in any money. If things open up a little we may be able to run some programs. If we can, may not have as much of a loss. MS Talking to TA/Finance about spreading loss and amortizing it through 3 years. According to TA/Finance there was no indication of cuts in FY2020.

RK explained loss and amortization – taking the loss split into three years (1/3, 1/3, 1/2).

FY2021 we'll probably be able to redo budget.

MF asked about who monitors league monies. MS explained we did not collect any monies for any spring leagues. We are waiting to see if they can run a particular sport and if they do we would get \$45/per player.

NRLL is hoping in Phase II - July 1<sup>st</sup> they'll run a program with about 200 registrants.

On the Recreation Side we had to cancel programs in March/April/May and just notified customers that we've put credits on the systems. As of today, we've only been asked to refund a few of those credits.

The Balance sheet does not reflect credits on our MyRec system.

MS – Went through and explained Balance Sheet. I've been trying to cut as much as I can. At this time we are not using Rich G. No OT or seasonal at this time.

RM asked about summer staffing if they'll wait for us for work. LC explained she's hired all and explained need to wait for Covid-19 instructions. If we do start programs we may be out there running them. It is hard to plan. MS mentioned that we hopefully will see guidelines for Phase II, which will give us a clearer picture.

235 North Street, North Reading, MA 01864 ~ 978.664.6016 ~ FAX 978.664.8061

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**MS – FY21 Impact** –they will most definitely be looking for us to cut the budget if we bring in permits/program, etc. They may not ask to amend right away. They may wait until October or if don't bring any money they may look at that sooner. Looking to do a plan A, B. MF asked if staff needed to be cut? MS: hoping just seasonal, or possible just hire one. Trying to cut things and not spend money. MT – they will not put in cameras this year or purchase mower.

**Recreation Director (LC):** I've been on weekly MRPA Zoom meeting to listen and discuss any new updates to their meetings with State. Lots of towns seeing complete support from their Towns, some layoffs, some furloughs, some shutting down whole departments. Unfortunately we feel we've never had support, but we've always had the resources and have done well. This is a difficult situation. We have no option to make money if we can't run programs. RM asked about using Retained Earnings. MS explained that there are Acts in legislature that she needs to review. Then she needs to see how much expected to lose that would sustain position(s). If we can we will.

**LC –** We've done a good job building up the department. If we lose positions, it will be difficult to start department up again. It took us a long time to get where we are. I've come up with different scenarios:

1. Planned entire SummerScape with other programs.
2. Smaller programs in schools program.
3. Outside playground program only
4. Different smaller programs am/pm (if limit is 10).

I feel that I will have a roadblock with the Schools. They do not want us in the schools. TA has asked the Superintendent to hold off on any decision until June. The large sanitization fees may make it difficult as well as limits on attendance and staff. There's a lot of restrictions. If we were to get a tent we would still have the problem with sanitizing the bathrooms, limiting numbers. Can make plans, but need to see restrictions and if we need to work with them.

**RK** asked about virtual if we couldn't do outside. **LC** – no market for virtual that's what the kids are doing now. Parents want the kids outside, especially in summer months.

**MS** – we did a survey (MB will get results to Recreation Committee).

**MT/Parks Director:** Working on split crew without seasonal positions. The guys are doing a great job. Catching up on cutting grass, trimming and working on fields for when we do open. Enforcing rules is difficult. We have not put up any tennis court yet.

### **MS/Operations Director Update:**

-Update above.

We will put together our spreadsheet and send it out to committee once approved.

**LUC (RM):** No Update. May discuss possible cancelling the 2020 Golf Tournament in October.

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

**FONRPRC:** Wine & Food Social 2020 – was cancelled.

Town Meeting Scheduled for: June 29, 2020

Special Town Meeting Scheduled for June 29, 2020

**Next Recreation Committee Meeting: Monday, June 6, 2020**

- **Adjournment: 8:06pm**

(MF) made a motion to adjourn meeting at 8:06pm.

(PF) seconds the motion.

**Approved: 6 Opposed: 0**

**Abstained: 0**

**Motion: PASSED**

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