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**Parks and Recreation Meeting Minutes of
Monday, September 14, 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), Rita Mullin (RM), Mike Fitzpatrick (MF), Billie Luker (BL) Sheila Sturdevant (SS),

Staff present: Maureen Stevens (MS), Marty Tilton (MT), Maria Brown (MB)

Tardy: Pat Filmore (PF)

Absent:

Staff Absent: Lynne Clemens (LC)

Call to order: 6:50pm; Quorum, called by RK

Audience of Citizens: None

Acceptance of Minutes: Passed Over.

☐ made a motion to accept Meeting Minutes of July 13, 2020.

☐ Second the Motion

Approved: 0 Opposed: 0

Abstained: 0

Motion: MS

OLD BUSINESS:

MS – reviewed FY20 – Financial Impact Update: MS discussed the 6/30/20 Balance Sheet, updated on 9/14/20. The departments' loss is currently at \$86,742. We liquidated monies from purchase orders not used. Again, we are looking to amortize this going out three years. Amortizing the Retained Earnings needs to be certified by the State. Finance will let us know if this approved by State. Summer income was better than previously anticipated. Recreation programs ran bringing in money. Sports league and permits were issued which also brought in money.

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FY21 – Update: We are going into 2021 with a \$14,000 loss. We had unanticipated equipment repairs (pump and engine), which totaled \$11,000. Have not reduced the budget yet. Fall programming doing well with Recreation programs running. We are also looking to get some fall youth leagues user fees and permit money. Recreation is looking into running a Remote Learning Program. If this runs it will bring in some income. Winter programs may be limited with both Recreation and Permits, due to Covid restrictions and the colder weather. MS hoping to break even.

MS stated that she will be speaking to TA/Finance regarding transferring Parks position to DPW (Brian Auld). Asking them to pick up all or half of his salary.

Parks Re-opening: Permits are being issued. We are notifying all about the current State guidelines (August 17th) and asked to confirm receipt and their acceptance of the guidelines. All sports are abiding by the MIAA restrictions and guidelines. They will be notified by our department if they are not abiding by the guidelines.

Selling W&F Auction Items on MyRec: MB we have spoken about this, but we have not yet finalized anything.

OTHER BUSINESS:

Operations Director (DH) - Maureen Stevens:

- Mike Marciano, Parks Foreman recently had a baby. Flowers were sent by FONRPRC.
- Collins Law suit – Town won.
- Open Space Plan – approved by State. This Plan is good until April, 2027.
- MS has been asked to be in the DPW Director search – some interviews are scheduled for this week.
- MS has been working on financials to keep up with current numbers.
- Town Meeting is scheduled for October 3 at Turf field. P&R has been asked to assist.

Recreation Director - Lynne Clemens:

LC – Not present

Questions were asked, MF expressed concern discussing anything without Director present.

RK expressed sincere gratitude with LC's efforts to offer what she was able to offer.

Parks Director - Marty Tilton:

- Tough year with short staff. We've been working with only three individuals. Taking vacations was difficult if one was out then only two working. On a normal summer season we usually have 6.
- There have been issue after issue, ie; pump issue, engine. It was decided that we'd purchase a new pump instead of repairing it. Cost around the same, \$3,500. New pump expected this week.
- Happy to have had Rich G's assistance at the park.
- MT grateful that he had a good Team to work with.

RK thanked MT for his professionalism and efforts on keeping the parks looking so good.

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NEW BUSINESS:

MS wanted the Committee to receive notice that her date to retire is Friday, August 6, 2021.

MS would like to discuss with Parks & Recreation Director how they would like to see things move forward after she leaves. She would also like to discuss with TA to see if Town has a plan for department if so discuss with Recreation Committee.

A. School's opening and how it could impact Parks & Recreation:

HS has turf from 3-6:30pm. From 6:30pm on Parks has the field to permit to youth leagues, unless HS has a game. We're working with HS to also let them use IRP for Cross Country, where they normally use Harold Parker. All HS sports following the MIAA and EEC guidelines. Some sports are modified, Non-competitive. RK asked about red zone towns, MS responded that the HS has authority for that.

B. We have permitted out the fields to youth soccer, youth field hockey and youth football for the fall. We also have Men's Adult Soccer leagues. They are all given guidelines. They also know the MIAA guidelines to follow. Youth football is only doing skills and drills.

Remote Learning Discussion was passed. LC, Recreation Director not present to comment. MS stated that LC is working on location, hiring and pricing. An update will be given to the Committee at a later date.

LUC (RM): No Update.

CIT (RM): No Update.

FONRPRC: No Update.

Town Meeting now Scheduled for: Saturday, October 3, 2020

Next Recreation Committee Meeting: Monday, October 5, 2020 at 6:45pm.

• **Adjournment: 8:05pm**

(MF) made a motion to adjourn meeting at 8:05pm.

(RM) seconds the motion.

Approved: 7 Opposed: 0

Abstained: 0

Motion: PASSED