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TOWN CLERK'S OFFICE
NORTH READING, MASS.

Town of North Reading
Massachusetts

Parks & Recreation Department

Parks and Recreation Meeting Minutes of Monday, October 16, 2023 Town Hall Room 5 @ 7pm

Attendance:

Committee Members: Ron Kern (RK), Pat Fillmore (PF), Rita Mullin (RM) Sergio Coviello (SC)

Staff: Marty Tilton (MT), Maria Brown (MB), Lillian Hartman (LH), Heidi Veader (HV) **Tardy:**

Absent: Sheila Sturdevant (SS) Mike Fitzpatrick (MF) Billie Luker (BL) Nancy Ursino (NU)

Call to order: @7:09 PM; Quorum, called by RK

Audience of Citizens:

LUC: RM has capital plan, SEE attached sheet

FONRRPR: RM stated that she wants to start to make a list of things they can help out in such as clean up at the parks.

Acceptance of Minutes:

(PF) Made a motion to accept the minutes of September 11, 2023
(SC) Second the motion

NEW BUSINESS:- Nothing to report

OLD BUSINESS:- Nothing to report

OTHER BUSINESS:-

IGC: Nothing to report at this time

OPERATIONS DIRECTOR: MB handed out the amended budget, SEE attached sheet
Last year's revenue with recreation was \$76K and as of now it is \$93K.

Update on Billy Baru Construction / RM met with Leah Basbanes in Conservation and Leah would like to meet with MT to go over the land & review then have BOH check out the property.

Recreation Director- NU is absent tonight- MB stated that all programs are going well & there are some new vendors/ programs happening.

Parks Director:- MT said that the Skate Park will be done in a day or 2, MT has a mtg on Tuesday 10/17 with Sportstec as they should be starting on the b-ball courts, hockey & tennis courts. The work should be done towards the end of the Fall. Update on Kids Spot, we did NOT get the ARAP funds but we did get \$300K from the Town. MT was

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approached by the NR Youth Soccer asking what they would think about moving the location of where Kids Spot is now & moving it where the Softball field is. Discussion was had by committee members and they have concerns regarding safety for the children as it is too close to the street as it is a very busy area with cars coming in/out.

RM Made a motion we keep Kids Spot at current location & move forward with the designer
PF Second the motion
Approved: 3 Opposed: 1 Abstained: 0 Motion: PASSED

MT said his 5 year capital plan is due on Friday 10/20/23. Lil & MT went over the open space plan. SEE attached sheet. Discussion was had by all committee members over the 5 year plan.

MT wants to acknowledge Lynch Construction for donating their time for grating the dirt parking lot at IRP.

Ron asked when the Eagle Scouts are going to repair the kiosk, and MT said it is too late in the season so it will be done in the Spring 2024.

Next Meeting Date: November 6, 2023 @ 6:45 PM
Adjournment: @ 9:01 PM by RK
(SC) Made a motion to adjourn @ 9:01 PM
(PF) Second the motion.
Approved: 4 Opposed: 0 Abstained: 0 Motion: PASSED

DRAFT 5-year Capital Plan - North Reading Parks and Recreation

Marty Tilton

Where	Project Description	Priority Number	When (FY)	Cost Estimate	Source of Funds
Ipswich River Park	Add toddler playground equipment	1	FY25		PARC w/retained earnings match
Ipswich River Park	Add wheelchair accessible tables		FY25		PARC w/retained earnings match
Ipswich River Park	Replace horseshoe pit with pickleball (3) courts \$100K		FY25		PARC w/retained earnings match
Ipswich River Park	Curb cuts into parking lot sidewalks		FY25		PARC w/retained earnings match
Ipswich River Park	Paving the dirt parking lot 24/27			\$200,000	
Ipswich River Park	Design bridge from Park St to IRP 27				
Ipswich River Park	Boards repair at hockey rink 24		FY24		Earmark/retained earnings
Ipswich River Park	Skate park pathway repaving, fence repair				FY24 Operating
Eienhaure's Pond Park	Survey and landscape designer to evaluate parking and access options, trails and amenities				
Park St Park	Study of safe uses / landfill remediation needs				
Chestnut Street Complex	Curb cuts into parking lot sidewalks				
Chestnut Street Complex	KidSpot Renovation	1	FY24	\$475,000 remaining + \$140,000 grant possible	Earmark, Retained, Capital, Grant
Clarke Park	Replace guardrail				
Clarke Park	Design water play area				
Clarke Park	Evaluate tear-down vs. rehab of bathrooms				
Mullin Field	Survey and engineer to design site plan - 25-				~\$35,000 from original donation
Mullin Field	Pave and mark parking area 26				
Mullin Field	Excavate/infill back field, mark for multi-use 26				DPW over time
Mullin Field	Irrigation system across fields 27			\$75,000	
Recreation Facility	June 2024 - IGC conceptual design complete 25		FY24	N/A	FMPC
Recreation Facility	Basement windows and dehumidifiers, pest control, flashing around joint with modular, bathroom ceiling	1	FY24		FY24 Operating Budget
Recreation Facility	Heat vent relocation for CO protection	1	FY24		FY24 Operating Budget

Capitol Planning 5 year plan

LUC -
Rita Mullin

C= Capitol
H = Hillview
LUC, FOPR
FR -Rund raising
RF-Reserve fund

Oct. 16,2023	year	Funds	\$Amount	
1 Finish Kidspot	fy2024	FR , RF if under \$50,000		
2 Finish Fixing Skate park repairs	fy2024, fy2025	Budget, grants FR	Grant 200,000	
3 Finish Repairs on in line skating rink	fy2024	Budget , grant		
4 In line skating Rink , change use, cover, add on	fy2025, 2026, 2027	Grant, FR	over \$50,000	
5 Finish Repairs to Building Rec Annex	FY24, 25	Budget, RF , C	Capitol if \$ exceeds, \$50,000	
6 IRP- in front of gazebo area, clean up building in front	fy2024, 25, 26	LUC, FOPR, Grant, sponsorships,	50,000-100,000	
and lay down gravel , pavers	fy 2024, 2025			
7 P&R discuss with Hillview, LUC , Use of IRP/ Wheeler Rec Annex	FY2024, 25	CPC, grant funds if available	if needed	
or for Intergenerational center research for discussion / Legislation	FY2024,25	Budget, RF for research funds	if needed for researck	
8 Intergenerational Center Research	FY 2025, 26	C, Grants		
9 Intergeneration Center somewhere	FY 2025, 26,27,28,29	Grants, State, Elderly	15 M.to 35M	
10 Clark Park , Update , repairs , parking surface, beachfront,	FY2024,25,26	Budget, RF, C, FOPR, Clark Friends	Capitol over \$50,000+	
11 North Parish Park, repairs , update , other uses	FY 24,25,26	grants, sponsorships ,		
12 Park Street site -PR- CON com, BOH , clear site for use	FY24,	Discuss P&R, LUC, Con com, BOH, Select B.		
12 con't Park Street Site -PR- CON com, BOH , clear site for use IF needs capping	FY 25, 26,	Discuss uses, Potential Pickleball courts	site grant, sponsorhips, enclosed	
13 IRP Bathroom up front	fy 25, 26, 27	Grants , sponsorships		
14 Pickle Ball Courts	fy 25, 26, 27	Grants , sponsorships		
15 Dog Park	fy 25, 26, 27	Grants , sponsorships		
16 Recreation Annex- If we vote no on Intergeneration Center	fy 25, 26, 27	Grants , sponsorships		
16b Renovate Rec Center for programs , new building - discuss	fy 25, 26, 27	Grants , sponsorships	5-10M	
17 Purchase any land abutting IRP	any year /25	Hillview , Capitol,Grants		
18 Smith Property - Walking paths	FY 25, Fy26,27,28,29	Grants , sponsorships		
19 Ives Forest		Boy Scouts, Girl scouts, Forest committee		

**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 Over FY24 Orig.	Sept YTD
51000	Personal Services	501,001	468,150	511,616	529,188	540,132	565,192	25,060	161,590
52000	Purchase of Services	20,665	5,352	22,275	22,452	99,225	143,615	44,390	7,481
54000	Purchase of Supplies	117,225	94,238	114,875	114,493	45,775	45,775	-	43,918
57000	Other Charges & Expenses	7,500	6,620	7,945	7,732	9,500	9,500	-	485
58000	Misc. Capital	14,500	13,298	-	-	-	-	-	-
DEPARTMENT TOTAL		660,891	587,658	656,711	673,865	694,632	764,082	69,450	213,474

		FY24					
		FY22 Budget	FY22 Actual	FY23 Budget	FY23 Actual	FY24 Amended Revenue	REVENUE Sept. YTD FY24
Revenue		369,350	428,138	386,585	542,803	488,522	152,413

APPROPRIATION

PERSONNEL	501,001	468,150	511,616	529,188	540,132	565,192	25,060	161,590
EXPENSES	145,390	106,210	145,095	144,677	154,500	198,890	44,390	51,884
CAPITAL	14,500	13,298	-	-	-	-	-	-
	660,891	587,658	656,711	673,865	694,632	764,082	69,450	213,474
INDIRECT COSTS	1,283	1,283	1,283	1,283	1,283	1,283	-	1,283
	662,174	588,941	657,994	675,148	695,915	765,365	69,450	214,757

**TOWN of NORTH READING
FY2024 BUDGET**

Department PARKS / RECREATION

630

UMAS		FY2022		FY2023	FY2023	FY2024			
		Original	Actual		YTD	TOWN Mtg	NEW FY24		
CODE	OBJECT	Budget	Expend	Budget	ACTUAL	FY2024 APPROVED	AMENDED REQUEST	Change	YTD Sept. 2023
PERSONAL SERVICES									
51100	Department Head	106,210	97,229	109,458	109,410	112,718	112,718	-	25,410.80
51110	Non-Union Wages	292,580	278,596	295,813	311,057	313,441	338,501	25,060	107,272.00
51120	Union Wages	57,586	56,498	60,949	63,403	64,880	64,880	-	17,540.41
51130	Clerical	44,625	35,827	45,396	45,319	49,093	49,093	-	11,367.10
TOTAL PERSONAL SERVICES		501,001	468,150	511,616	529,188	540,132	565,192	25,060	161,590.31
PURCHASE of SERVICES									
52100	Recreation-Electricity	9,200	(4,698)	11,400	9,027	12,100	12,100	-	4,877.05
52120	Recreation-Heat	3,000	2,127	3,000	1,866	3,000	3,000	-	34.14
52400	Recreation-Repairs & Maintenance	750	790	750	838	6,400	33,200	26,800	238.21
52401	Recreation-Repairs & Maintenance-Emerg				215			-	
53000	Recreation-Professional Services					68,500	86,090	17,590	
53130	Recreation-Bank Service Fees	4,000	5,048	4,000	6,389	5,600	5,600	-	1,680.00
53200	Recreation- Training & Education	1,000	102	500	1,538	800	800	-	315.00
53410	Recreation-Postage	75	3	25	1	25	25	-	10.93
53440	Recreation- Telephone/Cable	2,640	1,980	2,600	2,578	2,800	2,800	-	325.92
									-
TOTAL PURCHASE of SERVICES		20,665	5,352	22,275	22,452	99,225	143,615	44,390	7,481.25
PURCHASE of SUPPLIES									
54000	Recreation- Supplies		199				-		
54001	Recreation- Supplies- Parks Maintenan	39,600	28,862	36,750	19,447	35,700	35,700	-	5,409.36
54002	Recreation- Supplies-Concessions	-	113					-	
54003	Recreation- Supplies- Rec Programs	75,800	63,687	76,300	93,728	8,400	8,400	-	37,996.08
54200	Recreation- Supplies- Office	750	552	1,000	493	800	800	-	87.51
55800	Recreation-Clothing	1,075	825	825	825	875	875	-	425.00
TOTAL PURCHASE of SUPPLIES		117,225	94,238	114,875	114,493	45,775	45,775	-	43,917.95
OTHER CHARGES and EXPENSES									
57000	Other Chgs. & Exp.		110		17			-	
57100	Recreation-Travel	2,500	1,547	2,000	1,851	2,000	2,000	-	484.78
57300	Recreation-Dues & Memberships	5,000	4,963	5,945	5,864	7,500	7,500	-	-
TOTAL OTHER CHGS & EXP		7,500	6,620	7,945	7,732	9,500	9,500	-	484.78
MISCELLANEOUS CAPITAL									
	Misc. Capital Outlay	14,500	13,298			-	-	-	
								-	
TOTAL MISC. CAPITAL		14,500	13,298	-	-	-	-	-	