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TOWN CLERK'S OFFICE
NORTH READING, MASS. Parks & Recreation Department

**Parks and Recreation Meeting Minutes of
Monday, March 11, 2024
Town Hall Room 5 @ 6:45pm**

Attendance:

Committee Members: Ron Kern (RK), Pat Fillmore (PF), Rita Mullin (RM) William Cannell (BC), Sheila Sturdevant (SS) Billie Luker (BL)

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

Tardy:

Absent:

Left Early: Sheila Sturdevant (SS) @ 6:54pm

Call to order: @6:45 PM; Quorum, called by RK

Audience of Citizens: Maureen Stevens (MS) from FONRPR, Janene Imbriano (JI) Finance Committee/ School Committee Liaison. Ron asked that everyone introduce themselves to Janene, so we went around the room and introduced ourselves.

Acceptance of Minutes:

(PF) Made a motion to accept the minutes of February 5, 2024

(BC) Second the motion

New Business: Nothing to report

Old Business: Nothing to report

Other Business: Nancy talked about Pickleball as Bob Ramsdell had emailed to follow up from there meeting with his suggestions and she thanked him for his suggestions and let him know that anyone who has an organized group of people will require to have a permit through Parks & Rec.

Operations Director: Maria handed out a budget packet for all to review, breakdowns are listed, and discussion had. RM looking to increase our budget \$55K for another parks employee, wanted to bring it up to inform Janene and so she is aware that we asked for it last year and it was denied. MT said that his salary, MB & NU and a portion of one of MT's all year round employee Brian Auld is paid partly from Parks dept & remaining DPW. North Street & Parish Park we do not get any revenue from. RM stated that the turf was put in 15 years ago. MT said that our % of the town budget is .4% we are an enterprise with an annual budget of \$800K, we usually have 3 seasonal employees but the budget was changed to have only 2

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Monday March 11, 2024
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so we could get the 3rd employee for parks , MT stated that some of his seasonal help is still with the town such as Matthew Prince who is now the Director of the Water Dept .

Recreation Director: NU wanted to Thank Maria Brown for all 20 years of working here and 15 years of working together, you will be truly missed.

Since March 1st we have brought in \$102K as we uploaded the Spring/ Summer brochure online & Spring programs opened up on 3/4, Summer programs opening up on 3/6 and Summerscape opened up on 3/11. RM talked highly about MB of all her knowledge brought to the town over the years, Maureen Stevens will assist a few days a week until they hire a Fulltime Director of Operations.

Parks Director:- MT met with an Arborist to go over the dead trees throughout the park and he had come in 2021 and stated that there was a tree disease that came through called Emerald Ashbora and it was reported to the state, there is a loss of 43 ash trees and 18 of them are memorialized trees, MT got quotes to be removed and the lowest received was \$9200 that can be done in a day and a half . Joe Parisi from DPW is acting as the tree warden at the moment. We will need to notify the folks regarding the memorialized ones and the public, newspaper as it is a safety issue. To replant trees they can't be the same ones due to the weather and roots of the others. The trees will be marked with ribbons as to the ones that will be getting cut down to the stump.

Skatepark boards have bubbled so MT/ RM has reached out to the vendor that had placed the materials and we have placed a sign at the skatepark that it is temporally closed. The vendor Charlie is away at this time so MT will be meeting with him on Tuesday and should be done the following week. MT has created an overflow parking at IRP, the guys are doing all the maintenance for the end of the winter and start of spring. Kids spot waiting on Margie.

IGC: nothing new to report at this time .

LUC: RM- explained to Janene how Hillview works, the fields, parks etc, LUC oversees IRP, parks becomes the maintenance of the elements.

FONRPR: MS- We will have 4 concerts this year 6/26,7/10,7/17 & 7/24 NO RAIN DATES, as of right now just bands & entertainers, BBQ food TBD, ask if anyone can volunteer and commit to helping out.

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Committee Members 2024: Billie Luker still needs to get sworn in
The whole Committee members wished Maria well in her retirement/ new journey

Next Meeting Date: **May 6, 2024 @ 6:45 PM**
Adjournment: @ 8:14 PM by RK

(BC) Made a motion to adjourn @ PM
(PF) Second the motion.
Approved: 5 Opposed: 0 Abstained: 0 Motion: PASSED

BALANCE SHEET
February 29, 2024

DETAIL - REVENUES	BUDGETED	FY24 FEBRUARY YTD	Difference	% Earned
TOTAL: REV/RET/SUB	\$ 657,994.00	\$ 404,153.18	\$ (253,840.82)	61.42%
TOTAL: REV/SUB	\$ 657,994.00	\$ 404,153.18	(\$253,840.82)	61.42%
TOTALS - REVENUES	\$ 386,585.00	\$ 245,194.15	(\$141,390.85)	63.43%
LEAGUES	\$ 110,745.00	\$ 53,366.00	(\$57,379.00)	48.19%
PARKS/FIELDS	\$ 26,840.00	\$ 25,596.00	(\$1,244.00)	95.37%
OTHER/CONCESSION	\$ -	\$ -	\$0.00	#DIV/0!
RECREATION	\$ 249,000.00	\$ 166,232.15	(\$82,767.85)	66.76%
		\$ -		
TOWN SUBSIDY ytd	\$ 271,409.00	\$ 158,959.03	(\$112,449.97)	58.57%

DETAIL - EXPENSES	BUDGETED	2/29/2024	REMAINING	% Spent
TOTAL: Pers/Serv/Supp/Indirect	\$ 657,994.00	\$ 472,224.53	\$ 185,769.47	71.77%
TOTAL: Personnel Services	\$ 511,616.00	\$ 349,725.46	\$ 161,890.54	68.36%
Permanent Employees:	\$ 406,698.00	\$ 270,524.96	\$ 136,173.04	66.52%
Seasonal Park Employees:	\$ 37,818.00	\$ 17,827.76	\$ 19,990.24	47.14%
Seasonal Recreation Employees:	\$ 67,100.00	\$ 61,372.74	\$ 5,727.26	91.46%
Seasonal Concession Employees	\$ -	\$ -	\$ -	0.00%

TOTAL: Service/Supply/Other:	\$ 145,095.00	\$ 121,216.07	\$ 23,878.93	83.54%
Office	\$ 15,045.00	\$ 23,103.61	\$ (8,058.61)	153.56%
Phone & Internet	\$ 2,600.00	\$ 1,933.32	\$ 666.68	74.36%
Electricity	\$ 11,400.00	\$ 5,041.56	\$ 6,358.44	44.22%
Heat/Water	\$ 3,000.00	\$ 753.77	\$ 2,246.23	25.13%
PARKS	\$ 36,750.00	\$ 10,848.43	\$ 25,901.57	29.52%
RECREATION	\$ 76,300.00	\$ 79,535.38	\$ (3,235.38)	104.24%
Other/Concession/Vending	\$ -	\$ -	\$ -	0.00%

TOTAL: INDIRECT COSTS	\$ 1,283.00	\$ 1,283.00	\$ -	100.00%
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TOTAL: CAPITAL	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	

BALANCE SHEET:					Subsidy Breakdown		
REVENUES To Date 2/29/24:		\$ 245,194.15			Amended Subsidy	Spent to Date	Not spent
TOWN SUBSIDY to date (2/29/24)	YTD	\$ 182,323.48	YTD		\$ 277,316.45	\$ 182,323.48	\$ 94,992.97
TOTALS REVENUES:		\$ 427,517.63					
LESS: EXPENSES		\$ 472,224.53					
Profit/(Loss) FY2023 2/29/24:		\$ (44,706.90)					

7/1/2023 - 6/30/2024

3/6/2024

Parks & Recreation Department
FY2024 BUDGET
7/1/2023 - 6/30/2024

PARKS & RECREATION BUDGET - FY2024		
	7/1/23-6/30/24	
	AMENDED BUDGET FY2024	FY24 ACTUAL YTD February 2024
REVENUES		
TOTALS.....	\$ 488,050.00	\$ 245,194.15
Totals with Town Subsidy		
LEAGUE REVENUES:	\$ 127,450.00	\$ 53,366.00
Baseball-Mens	1,400.00	
Field Hockey	3,000.00	2,520.00
Football & Cheer - Youth	6,500.00	7,011.00
Lacrosse - Youth	8,500.00	
Little League - Spring	19,000.00	
Little League - Summer	3,000.00	3,105.00
Little League - Fall	800.00	975.00
Soccer - Adult Men Leagues	2,000.00	1,350.00
Soccer - Womans Leagues	1,500.00	270.00
Soccer - Labor Day Tourn	3,000.00	2,850.00
Soccer - Youth/Fall	28,000.00	30,275.00
Soccer - Youth/Spring	35,000.00	
Softball - Adult	4,500.00	600.00
Softball - Youth/Spring	8,400.00	
Softball - Youth/Fall	350.00	960.00
Softball - Youth/Summer Clubs	2,500.00	3,450.00
PARKS/FIELD REVENUES:	\$ 39,100.00	\$ 25,596.00
Benevento	1,500.00	700.00
Chestnut Street		250.00
Clarke Park	1,000.00	250.00
Donations		439.00
High School/Other	7,000.00	2,070.00
High School/Turf	10,000.00	9,490.00
Hood Baseball	350.00	
Ipswich River Park	17,000.00	11,872.00
Little School Field	500.00	-
Mullin Field	1,000.00	525.00
Murphy (Town Hall) Field	750.00	
CONCESSION/VENDING:		\$ -
Concession		
Vending		
RECREATION REVENUES:	\$ 321,500.00	\$ 166,232.15
Adult Programs	32,000.00	44,032.95
Donations/Sponsor		1,270.00
Pee Wee Classes	15,000.00	31,110.80
Pee Wee Sports *	19,000.00	
Youth Programs	50,000.00	51,189.40
Special Events	3,500.00	2,865.00
Summer Clinics (actual)	100,000.00	11,729.00
Summer Playground-SS/KC (actual)*	100,000.00	23,685.00
Virtual Programs	2,000.00	
Program Sponsorships		350.00

Parks Recreation Department
FY2024 BUDGET REQUEST
7/1/2023 - 6/30/2024

PARKS & RECREATION BUDGET - FY2024		
	7/1/23 - 6/30/24	
EXPENSES	AMENDED BUDGET FY2024	FY24 ACTUAL YTD February 2024
TOTALS.....	\$ 765,366.45	\$ 472,224.53
Office Costs	\$ 50,800.00	\$ 23,103.61
Clothing-Parks Director - 558000	250.00	
Clothing-Clerical (Union) - 558000	200.00	200.00
Clothing - DPW Union - 558000	425.00	425.00
Conferences/Training (March 2022) - 532000	800.00	102.35
Credit Card Fees Munis NOT updated - 531300	5,600.00	2,988.75
Equipment Repairs/Parks Contracts - 524000	33,200.00	10,555.51
License Renewals/Memberships - 570000 + 532000	1,000.00	315.00
On-Line Software Hosting - 573000	6,500.00	7,145.00
Postage - 534100	25.00	11.56
Supplies (Office) - 542000	800.00	442.35
Travel & Mileage - 571000	2,000.00	918.09
Personnel Costs - ALL (Permanent & Seasonal)	\$ 565,193.45	\$ 349,725.46
Personnel Cost - Directors (Subsidy Request)	\$ 257,029.45	\$ 162,036.48
Salary - Permanent Employees	\$ 423,852.45	\$ 270,524.96
Parks Director (35-Salary) * - 630111	112,718.21	68,345.33
Recreation Director (35-Salary) - 630112	72,155.62	46,845.57
Operations Director (35-Salary) * - 630112	72,155.62	46,845.58
Admin. Assist Union (35 Hours) - 630114	47,493.00	31,272.50
Clerical Overtime - 630114-511110	1,600.00	564.44
Programmer (35 Hours) - 630112	50,850.00	32,485.83
Programmer (Over 35 hours)	2,000.00	
DPW Union (40 Hours) (incl. stipend + Long) 630115	63,880.00	44,015.96
DPW Union - OT 630115-511110	1,000.00	149.75
Benefits:	\$ 1,283.00	\$ 1,283.00
Medicare Fees (Non-Permanent) 630120-590000	1,283.00	1,283.00
Based on 6/30/20, \$88,476 x 1.45%		
UTILITY EXPENSES:	\$ 17,900.00	\$ 7,728.65
Phones & Internet - 534400	\$ 2,800.00	\$ 1,933.32
Phones - Mobile (Marty, Jetpak) \$56.48/month		
\$25/MT New phone	1,000.00	783.32
Phones - Stipends (2-\$50/ea RD & Prog.)	1,800.00	1,150.00
Cable - Rec Center		
Electric - 521000	\$ 12,100.00	\$ 5,041.56
Benevento (Pump Station)	1,000.00	445.07
Chestnut Street (Irrigation)	700.00	225.88
High School (Turf Field)	5,000.00	1,707.54
IRP - Pump Station	1,600.00	298.86
IRP - Parking Lot/Concession/Bathrooms	2,000.00	1,229.97
Rec Center	1,000.00	747.33
Wheeler Barn	800.00	386.91
Heat & Town Water: - 521200	\$ 3,000.00	\$ 753.77
Heat - Rec Center	900.00	354.23
Heat - Wheeler Barn (Propane Tanks)	1,500.00	375.48
Water - Rec Center	100.00	24.06
Water - Turf Field	500.00	

Parks Recreation Department
FY2024 BUDGET REQUEST
7/1/2023 - 6/30/2024

PARKS & RECREATION BUDGET - FY2024		
	7/1/23 - 6/30/24	
	AMENDED BUDGET FY2024	FY24 ACTUAL YTD February 2024
EXPENSES		
PARKS EXPENSES:		
Personnel - Seasonal Parks: - 630112-511101	\$ 74,241.00	\$ 28,676.19
Seasonal - FM #1	\$ 38,541.00	\$ 17,827.76
Seasonal - FM #2	8,925.00	2,610.00
Seasonal - FM #3	8,925.00	4,170.00
Seasonal - Parks Sanitation	8,925.00	3,995.50
Seasonal - OT	11,616.00	6,847.50
Seasonal - OT	150.00	204.76
Services & Supplies - Parks - 540010	\$ 35,700.00	\$ 10,848.43
Asphalt Maintenance		
Bathroom Maintenance (IRP)	1,000.00	188.04
Building maintenance	2,200.00	328.25
Contractor/ Facility Repairs 524000		
Dog Bags	1,200.00	
Earth/Seed/Fertilizer	10,000.00	
Equipment purchases & rentals	1,500.00	
Equipment repairs	3,500.00	3,720.12
Irrigation repairs (pumps etc)	2,000.00	
Miscellaneous	1,500.00	3,413.23
Parks Clothing/Uniforms	500.00	
Playground & Sports Equipment	300.00	
Portable Toilets	4,500.00	2,316.85
Signage & Fencing	500.00	20.00
Turf Field	7,000.00	861.94
Weed Control (see Earth/Seed/Fertilizer)		
Earth Reimb. - Damages to IRP		
CONCESSION/VENDING EXPENSES:	\$ -	\$ -
Personnel - Seasonal Concession:	\$ -	\$ -
Seasonal - Concession		
Other (Concession):	\$ -	\$ -
Concession Food/Drink/Supplies		

Parks Recreation Department
FY2024 BUDGET REQUEST
7/1/2023 - 6/30/2024

PARKS & RECREATION BUDGET - FY2024		
	7/1/23 - 6/30/24	
EXPENSES	AMENDED BUDGET FY2024	FY24 ACTUAL YTD February 2024
RECREATION EXPENSES:		
Programs & Services: 540030	\$ 197,290.00	\$ 140,908.12
Adult Programs		
Cleaning Supplies/Services	300.00	6,416.50
Pee Wee Programs		
Youth Programs		30,148.61
Special Events	350.00	
Summer Clinics		38,221.91
Summer Playground-SS/KC	7,000.00	4,748.36
Supplies & Staff Shirts (All Programs)	750.00	
Vendors	86,090.00	
Personnel (Seasonal Recreation): 630112-511101	\$ 102,800.00	\$ 61,372.74
Administrative/Welcome Wagon		
Adult Programs	4,500.00	
Pee Wee Programs	7,000.00	1,830.00
Youth Programs	13,000.00	30,832.75
Special Events	300.00	
Summer Clinic	40,000.00	
Summer Playground	38,000.00	28,709.99