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TOWN CLERK OFFICE
NORTH READING, MASS.
Town of North Reading
Massachusetts
Parks & Recreation Department

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

Attendance:

Committee Members: Ron Kern (RK), Pat Fillmore (PF), Rita Mullin (RM) William Cannell (BC)

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

Tardy:

Absent: Sheila Sturdevant (SS) Billie Luker (BL)

Call to order: @6:47 PM; Quorum, called by RK

Audience of Citizens: None

Acceptance of Minutes: Just needed to change MK to MF on the old business when Ron wanted to thank Sergio & Mike for 20 plus year of service.

(PF) Made a motion to accept the minutes of January 8, 2024

(BC) Second the motion

New Business: Nothing to report

Old Business: Nothing to report at this time.

Other Business: Ron asked members if they have been sworn in yet & RM was on 1/25/24 (copied provided) & PF & BL still need to get sworn in. RK talked about Town Mtg and was pleased with the outcome, the Town voted to purchase 1 Central Street. RM spoke at the mtg and RK was happy about the tribute to Mike O'Neil, all committee members were impressed with Rita's speech & they all agreed that the community would have agreed as well, BC said being a new member and being his 1st town mtg he learned a lot of history. Rita had spoken with the TA (Mike G) before the mtg and he said to read the crowd.

PF said that there was a lot of new faces at the Town mtg and it was a great turn out. LH said that she was honored to have been sitting with kids under 18 & noticed that there was a great # of ppl over 60 in attendance, RK has been going to Town mtg's for over 20 yrs and this was by far one of the best organized mtg's he has been to, started at 7:30 & ended at 8:20 it was an excellent presentation and there was a well written letter in the Transcript newspaper.

Parks & Recreation Meeting Minutes

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IGC: RM had spoken with George Stack & he has some guys on the committee that loved the idea of the Danvers Indoor Center. MT & LH has updated info on our town website for anyone to view. LH has put on the town shared drive info on over 20 centers that she has visited & she would like for NU to visit Sudbury Center next. Discussion was had regarding the current rec center and what it use to be used for such as the temporary police dept and what the 1 Central Street could be used for such as any municipality use.

Operations Director: MB handed out updated budget (see attached) balance sheets shows the year to date.

Recreation Director: NU stated that she has scheduled the last 6 week session of Pickleball as the gym floor is getting done in May/June. Discussion was had regarding the tennis courts at IRP & NRHS to explain to BC as he is a new member. Just finalized Spring/Summer with Matt Tiberii for tennis, wrapping up the Spring/Summer brochure about 85% done, we have about 11 vendors for the Summer and 14 clinics, the Batch went up again on their price \$100 for our Summerscape program. The rec center is coming along nicely, we will be going to the rec center to purge and throw out items that are no longer needed before we have a company come in for a deep cleaning.

Parks Director:-MT The rec center has been completed by Charlie Watson, windows replaced, exterminator came in. trying to finish up the fence work at the hockey rink/boards, been working on quotes for months , myself & my guys will finish up the inside of the rink and the resurfacing came out amazing.

Tennis courts will be first on the agenda to be lined in the spring end of March-May. There are a lot of trees (30-35 trees) at IRP that look like they need to be taken down, waiting on an Arborist to come and look to let him know what needs to be removed due to too much rain this season, meeting with a few different companies and going to place ribbons around the trees that need to be cut down due to being dead and remove them 1st , contact a tree company in the Spring. Rita had asked if Marty has spoken to Eastcoast Tree Service and MT said he has spoken to 6 different tree companies.

Ron said in November that we didn't officially name our subcommittee for Kids Spot, MT said the only thing we did agree on is the designer. LUC had chosen Rita, Margie & Kate, MT said that Margie is not bidding on Kids Spot, Sergio still wants to be a part of it, discussion was had as to whom would be a part of the subcommittee.

Parks & Rec- Marty, Rita, Sergio, & Maria for financial needs, LUC Kate & Margie

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(PF) Made a Motion to create a subcommittee of 6 people
(BC) Second the motion
Approved: 4 Opposed: 0 Abstained: 0 Motion: PASSED

Someone will be in charge as the point person to communicate with Carolyn Cooney the designer. RK stated that LH had sent him an email with lots of data/attachments he will share with the committee after the meeting. RM talked about the \$140K grant that we did not receive as it was denied on 2/2/2024 from the state.

LUC: RM had a card that was sent to her from a town resident inquiring about saving the tree's at IRP that she had read aloud to all. RM after town mtg had a great candidate reach out saying they would like to become a member, he will be attending the next mtg and may bring others with him to see if they would like to sign up as well. RM said that they will be looking at other parcels that the town has purchased over the years to see what might work for other ideas the community has been asking for.
All voted for RM to continue to be a Liaison for LUC

(BC) Made a motion to have Rita Mullin continue as a Liaison for LUC
(PF) Second the motion.
Approved: 4 Opposed: 0 Abstained: 0 Motion: PASSED

FONRPR: MB stated that Maureen Stevens wanted to attend the mtg but had to cancel last minute and hoping to have a mtg next month.
Committee Members 2024:

Next Meeting Date: March 11, 2024 @ 6:45 PM
Adjournment: @ 8:13 PM by RK

(PF) Made a motion to adjourn @ 8:13 PM
(BC) Second the motion.
Approved: 4 Opposed: 0 Abstained: 0 Motion: PASSED

4/23-5am

2/5/2024

FY 2023 BUDGET REQUEST

Cover Sheet

4/27/55

7/1/2023 - 6/30/2024

	FY 2024 BUDGET REQUEST		FY2024 - YTD January 2024
	REVENUES:	EXPENSES:	REVENUES EXPENSES
Revenues/Retained/Subsidy	\$ 765,366.45	\$ Expenses Total \$ 765,366.45	\$ 385,359.08 \$ 421,417.40
Revenues & Retained	\$ 488,050.00	\$ Capital (Large)	\$ 226,400.05 \$ -
Revenues	\$ 488,050.00	\$ Expenses/Sm.Cap	\$ 226,400.05 \$ 421,417.40
SALARIES			
Personnel Benefits (Transfer)		\$ 565,193.45	\$ 308,952.32
Administrative/Office		\$ 1,283.00	\$ 1,283.00
Leagues		\$ 50,800.00	\$ 27,040.12
Parks	\$ 127,450.00		
Park Utilities	\$ 39,100.00	\$ 35,700.00	\$ 53,366.00
Recreation		\$ 17,900.00	\$ 24,516.30
Concession/Vending	\$ 321,500.00	\$ 94,490.00	\$ 148,517.75
Emergency	-	-	-
Capital from Retained)		-	\$ 0.00
Retained Earnings	\$ -		\$ 0.00
TOTALS.....	BUDGET SUBSIDY	Total Subsidy Request	YTD
Salaries-Directors	AMENDEDSubsidy Request FY24	\$ 277,316.45	\$ 158,959.03
Dpw/Parks Employee - NO NEW DPW (\$59,611 - DPW salary, longevity & stipend)	\$ 277,316.45	Directors \$ 257,029.45	\$ 138,672.03
	\$ 257,029.45	DPW \$ 20,287.00	\$ 20,287.00
	\$ 20,287.00	remaining	\$ 118,357.42

**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 January 2024
REVENUES		
TOTALS.....	\$ 488,050.00	\$ 226,400.05
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 - Womens Leagues	1,500.00	270.00
Soccer - Labor Day Tour	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	\$ 24,516.30
Benevento	1,500.00	700.00
Chestnut Street		250.00
Clarke Park	1,000.00	250.00
Donations		359.00
High School/Other	7,000.00	2,395.00
High School/Turf	10,000.00	9,065.00
Hood Baseball	350.00	
Ipswich River Park	17,000.00	11,147.30
Little School Field	500.00	-
Mullin Field	1,000.00	350.00
Murphy (Town Hall) Field	750.00	
CONCESSION/VENDING:		\$ -
Concession		
Vending		
RECREATION REVENUES:	\$ 321,500.00	\$ 148,517.75
Adult Programs	32,000.00	36,775.95
Donations/Sponsor		1,240.00
Pee Wee Classes	15,000.00	28,393.80
Pee Wee Sports *	19,000.00	
Youth Programs	50,000.00	43,629.00
Special Events	3,500.00	2,715.00
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	
	AMENDED BUDGET FY2024	FY24 ACTUAL YTD January 2024
EXPENSES		
TOTALS.....	\$ 765,366.45	\$ 421,417.40
Office Costs	\$ 50,800.00	\$ 27,040.12
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	2,819.50
Equipment Repairs/Parks Contracts - 524000	33,200.00	14,868.93
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	296.26
Travel & Mileage - 571000	2,000.00	856.52
Personnel Costs - ALL (Permanent & Seasonal)	\$ 565,193.45	\$ 308,952.32
Personnel Cost - Directors (Subsidy Request)	\$ 257,029.45	\$ 138,672.03
Salary - Permanent Employees	\$ 423,852.45	\$ 230,536.82
Parks Director (35-Salary) * - 630111	112,718.21	58,587.48
Recreation Director (35-Salary) - 630112	72,155.62	40,042.27
Operations Director (35-Salary) * - 630112	72,155.62	40,042.28
Admin. Assist Union (35 Hours) - 630114	47,493.00	26,730.85
Clerical Overtime - 630114-511110	1,600.00	486.59
Programmer (35 Hours) - 630112	50,850.00	27,783.58
Programmer (Over 35 hours)	2,000.00	
DPW Union (40 Hours) (incl. stipend + Long) 630113	63,880.00	36,714.02
DPW Union - OT 630113-511110	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	\$ 6,890.48
Phones & Internet - 534400	\$ 2,800.00	\$ 1,620.36
Phones - Mobile (Marty, Jetpak) \$56.48/month		
\$25/MT New phone	1,000.00	620.36
Phones - Stipends (2-\$50/ea RD & Prog.)	1,800.00	1,000.00
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	\$ 228.56
Heat - Rec Center	900.00	204.50
Heat - Wheeler Barn (Propane Tanks)	1,500.00	
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 January 2024
EXPENSES		
PARKS EXPENSES:	\$ 74,241.00	\$ 28,137.79
Personnel - Seasonal Parks: - 630112-511101	\$ 38,541.00	\$ 17,242.76
Seasonal - FM #1	8,925.00	2,610.00
Seasonal - FM #2	8,925.00	4,170.00
Seasonal - FM #3	8,925.00	3,995.50
Seasonal - Parks Sanitation	11,616.00	6,262.50
Seasonal - OT	150.00	204.76
Services & Supplies - Parks - 540010	\$ 35,700.00	\$ 10,895.03
Asphalt Maintenance		
Bathroom Maintenance (IRP)	1,000.00	188.04
Building maintenance	2,200.00	238.25
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	3,549.83
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	
	AMENDED BUDGET FY2024	FY24 ACTUAL YTD January 2024
EXPENSES		
RECREATION EXPENSES:	\$ 197,290.00	\$ 127,529.19
Programs & Services: 540030	\$ 94,490.00	\$ 66,356.45
Adult Programs		5,233.50
Cleaning Supplies/Services	300.00	
Pee Wee Programs		
Youth Programs		18,152.68
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	\$ 61,172.74
Administrative/Welcome Wagon		
Adult Programs	4,500.00	
Pee Wee Programs	7,000.00	1,630.00
Youth Programs	13,000.00	30,832.75
Special Events	300.00	
Summer Clinic	40,000.00	

BALANCE SHEET

January 31, 2024

DETAIL - REVENUES	BUDGETED	FY24 JAN. YTD	Difference	% Earned
TOTAL: REV/RET/SUB	\$ 657,994.00	\$ 385,359.08	\$ (272,634.92)	58.57%
TOTAL: REV/SUB	\$ 657,994.00	\$ 385,359.08	(\$272,634.92)	58.57%
TOTALS - REVENUES	\$ 386,585.00	\$ 226,400.05	(\$160,184.95)	58.56%
LEAGUES	\$ 110,745.00	\$ 53,366.00	(\$57,379.00)	48.19%
PARKS/FIELDS	\$ 26,840.00	\$ 24,516.30	(\$2,323.70)	91.34%
OTHER/CONCESSION	\$ -	\$ -	\$0.00	#DIV/0!
RECREATION	\$ 249,000.00	\$ 148,517.75	(\$100,482.25)	59.65%
		\$ -		

TOWN SUBSIDY ytd	\$ 271,409.00	\$ 158,959.03	(\$112,449.97)	58.57%
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DETAIL - EXPENSES	BUDGETED	1/31/2024	REMAINING	% Spent
TOTAL: Pers/Serv/Supp/Indirect	\$ 657,994.00	\$ 421,417.40	\$ 236,576.60	64.05%
TOTAL: Personnel Services	\$ 511,616.00	\$ 308,952.32	\$ 202,663.68	60.39%
Permanent Employees:	\$ 406,698.00	\$ 230,536.82	\$ 176,161.18	56.69%
Seasonal Park Employees:	\$ 37,818.00	\$ 17,242.76	\$ 20,575.24	45.59%
Seasonal Recreation Employees:	\$ 67,100.00	\$ 61,172.74	\$ 5,927.26	91.17%
Seasonal Concession Employees	\$ -	\$ -	\$ -	0.00%

TOTAL: Service/Supply/Other:	\$ 145,095.00	\$ 111,182.08	\$ 33,912.92	76.63%
Office	\$ 15,045.00	\$ 27,040.12	\$ (11,995.12)	179.73%
Phone & Internet	\$ 2,600.00	\$ 1,620.36	\$ 979.64	62.32%
Electricity	\$ 11,400.00	\$ 5,041.56	\$ 6,358.44	44.22%
Heat/Water	\$ 3,000.00	\$ 228.56	\$ 2,771.44	7.62%
PARKS	\$ 36,750.00	\$ 10,895.03	\$ 25,854.97	29.65%
RECREATION	\$ 76,300.00	\$ 66,356.45	\$ 9,943.55	86.97%
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 1/31/24:		\$ 226,400.05		Amended Subsidy	Spent to Date	Not spent
TOWN SUBSIDY to date (1/31/24)	YTD	\$ 158,959.03	YTD	\$ 277,316.45	\$ 158,959.03	\$ 118,357.42
TOTALS REVENUES:		\$ 385,359.08				
LESS: EXPENSES		\$ 421,417.40				
Profit/(Loss) FY2023 1/31/24:		\$ (36,058.32)				