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**Town of North Reading**  
*Massachusetts*

*Parks & Recreation Department*

**Parks and Recreation Meeting Minutes of  
Monday, February 13, 2023  
North Reading Middle School/ Cafeteria @ 6:45PM**

**Attendance:**

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

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

**Tardy:** Pat Fillmore (PF) @ 6:49PM

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

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

**Audience of Citizens:** Lillian Hartman

**LUC:** Rita Mullin, there is a scheduled mtg at the end of the month to vote on a new chair as Ken Tarr will be stepping out. They will discuss money to use to help at the Gazebo area at IRP for some landscaping to be done.

**Acceptance of Minutes:** @ 6:50PM

(SC) Made a motion to accept the minutes of January 9, 2023

(MF) Second the motion.

**NEW BUSINESS:-** Nothing to report

**OLD BUSINESS:-** Nothing to report

**OTHER BUSINESS:-**

**PARKS DIRECTOR:** Marty went first as he has to step out to go to the Select Board meeting, Turf project #'s came up higher that's why he's going to the mtg. Grants we have coming in would be nice to get done all at once, want to make sure we have enough funds to cover the projects in retained earnings for the

1. Basketball court at IRP, 2. Hockey rink at IRP, 3. Tennis Courts at IRP, 4. Kids Spot, asking for a total of \$100K, so \$75K for Kids Spot & \$25K for the other 3 locations at IRP. June 30, 2023 the grant needs to be spent for Kids Spot of \$150K, total amount of money needed for Tennis Courts are just under \$40K, Maria added that there is another grant for \$100K, Ron states all of these projects need to be done correctly, Pat had asked if the \$100K will be enough from the retained

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earnings, Sergio asked if the projects can be done in phases, MT said yes but to a degree. Marty said that we are going to have to adjust our budget and give it to finance 2/14/23.

**Pat Fillmore (PF) Motion to adjust the Fiscal year 2024 budget to request \$100K for use to complete improvements of the projects:**

**1. Basketball Courts @ IRP , 2. Tennis Courts @ IRP, 3. Hockey Rink @ IRP , 4. Kids Spot**

**Mike Fitzpatrick (MF) Second the Motion**

(MF) wants to make sure it is safe to use the \$100K, & Marty reassured him that it was safe. Marty signed up for the (CPSI) Certified Playground Safety Inspector weekend course in Connecticut 3/28-3/30/23, Marty left the mtg at 7:07pm to attend the Select Board mtg and will return after. Marty has returned.

**OPERATIONS DIRECTOR:** Maria said we are deficit \$44K it will change as March/April/May & June will start to pick up , should be in budget, we had a budget mtg with Mike (TA) asked for another position in parks & he didn't feel as if it was needed, Marty had told him that his 2 fulltime guys work mainly for DPW during the winter months . Maria met with Lil & Sharon from the Library regarding space & a member of the NR Friends of Flint Memorial Library Art Grossman was looking to get time free at the Gazebo for his community events (one evening a month) May, June, July & August. Maria said she will give him 1 free night and the others he needs to pay for just like everyone else @ \$75 per night using the Gazebo as he is asking for 3p-8p, so Sharon is going to present it to him & get back to Maria. Ron asked if he has asked to get a sponsor to sponsor his event, and Maria stated we haven't even gotten to that point yet, the library activity room gets used a lot, they are asking if we would rent out the rec center to local girls scouts/ cub scouts for their meetings after 4pm as the rec center at this time isn't being utilized after 4pm. Rita said with all the rooms that the school have can't they use them? Pat said what about churches or the Moose as they can use it for FREE, the rec center has ALL the program supplies & items from the Wine & Food Social upstairs, who will go there to check to make sure it is cleaned up & who will pay for added custodial services, we are sitting in a million dollar school why can't it be used for meetings, we just can't give the property away.

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Lil says that people are lazy about reserving space & they see that the rec center isn't in use after dark so they should be able to use it, Lil says just buy locks for doors/ cabinets for people not to go in. Rita said think of the space at the rec center they have the least amount of space, can't they use their own churches?? Ron said give them a timeframe that they can use the space at the rec center, as a group can't we come up with a few hours for them to use the space for the community. The rec center was bought for by the Town to use for rec programs for recreation Nancy had to step out 6:59pm to open the doors at Town Hall for Pickleball & will be right back. Returned at 7:11pm

**RECREATION DIRECTOR:** Nancy said that programs are going well, we had a fantastic turnout for our new Adult Archery it was sold out, lots of great feedback from the registrants, winter sessions are ending in a few weeks. Ashley is doing amazing, she is getting all the vendors contracts signed & scanned in timely, we have executed the contract again with the Batch for our Summer program, they went up on their fees of \$700 from last year as it was \$4800 and it is now \$5500, Mr Connelly said due to custodians fees, Custodians work Mon-Fri until 9pm during open school calendar year, they have split shifts, and during the summer they work 7a-2 or 3pm then we would have to pay the OT as our summer program goes until 5:30pm, so to offset that we had to increase the summer program by \$25/ week, since last mtg Nancy & Ashley had met with a new vender , he is from Peabody called InclYOUision Sports –offering programs and they will train the summer staff properly how to work with children that may have disabilities and do a presentation, there was a child last year that was very challenging to work with as he would self-inflict vomiting. We got an invite from CIT to attend Youth At Risk at Endicott College on May 24<sup>th</sup> so myself, Ashley & Heidi will attend. Rita said the school is using the turf & gets to do whatever they want, Lil said seems like there is lots of documentation that isn't seen.

**FONRPR:** Maria said that she had spoken with Maureen & Sheila to discuss the BBQ's- entertainment & bands we will still coordinate to set up, but what about doing food trucks instead of BBQ food, we will sell ice cream & drinks & people could bring a picnic dinner, pizza or get the food from the trucks? Rita said that she didn't know anything about this and wanted to have a mtg to discuss, Maria said

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that is fine it is just that time is moving and we are getting calls asking if we are doing it & the bands want to book there events.

**Intergeneration Center:** Rita- finance group put together plans, they want to ask a 3 person committee to chair it, Rita, Margie Salt & Rick McGowan to be on the committee. Lil will meet with Parks & Rec staff, the Sr Center will meet and go over their lists of needs, ask to price it out through the architect, we all need to be more transparent, and we will take tours again of different rec centers & senior centers. Finance/ School committees involved 2019 they got members then covid hit and put a stop to everything, 2022 asked again to put lists together to look at all avenues. Sergio said I have been on this committee for 18+ years and we have already toured Harwich & Bourne, it was a lot of wasted time as nothing happened back then and here we are again trying this method again, not trying to be negative just realistic, where is the money, do we have it?? Unless the Town is going to have the money, it is not going to happen.. Rita said that in this order it is supposed to be The NR Fire Station #1 priority, then the Intergenerational Center #2, how much money does Pulte have left?? Do we want the #'s from previous years to current.. How is this going to happen if we don't have the money and everything just continues to go up..Pat said that if the wastewater sewage planning happens then the Intergenerational center will not happen it will get put on the back burner yet again, it is very frustrating. Maybe the next mtg should be at either the Sr Center or the Rec Center so all can see the space that gets used. Rita will send out a packet of #'s that she had put together from previous plans to current. Update from Marty from the select mtg he stepped out to attend, 3/2 vote was made, they want the school to pay the \$7500 towards the logo on the turf that will be \$15K. Marty let Don/ Abby know that we had to adjust the budget to be turned into finance on Tuesday 2/14/23.

**Next Meeting Date: March 6, 2023 at North Reading High School  
Cafeteria at 6:00PM**

**Adjournment: @ 8:16 PM by RK**

**(SC) Made a motion to adjourn @ 8:16 PM**

**(RM) Second the motion.**

**Approved: 5 Opposed: 0 Abstained: 0 Motion: PASSED**

**BALANCE SHEET**  
**January 31, 2023**

DETAIL - REVENUES	BUDGETED	YTD as of 1/31/23	Difference	% Earned
<b>TOTAL: REV/RET/SUB</b>	\$ 657,994.00	\$ 341,072.90	\$ (316,921.10)	51.84%
<b>TOTAL: REV/SUB</b>	\$ 657,994.00	\$ 341,072.90	(\$316,921.10)	51.84%
<b>TOTALS - REVENUES</b>	\$ 386,585.00	\$ 183,908.40	(\$202,676.60)	47.57%
<b>LEAGUES</b>	\$ 110,745.00	\$ 46,860.00	(\$63,885.00)	42.31%
<b>PARKS/FIELDS</b>	\$ 26,840.00	\$ 16,489.50	(\$10,350.50)	61.44%
<b>OTHER/CONCESSION</b>	\$ -	\$ -	\$0.00	#DIV/0!
<b>RECREATION</b>	\$ 249,000.00	\$ 120,558.90	(\$128,441.10)	48.42%
		\$ -		
<b>RETAINED EARNINGS</b>	\$ -	\$ -	\$0.00	#DIV/0!
<b>TOWN SUBSIDY</b>	\$ 271,409.00	\$ 157,164.50	(\$114,244.50)	57.91%

DETAIL - EXPENSES	BUDGETED	1/31/2023	REMAINING	% Spent
<b>TOTAL: Pers/Serv/Supp/Indirect</b>	\$ 657,994.00	\$ 385,505.32	\$ 272,488.68	58.59%
<b>TOTAL: Personnel Services</b>	\$ 511,616.00	\$ 300,633.16	\$ 210,982.84	58.76%
<b>Permanent Employees:</b>	\$ 406,698.00	\$ 226,969.43	\$ 179,728.57	55.81%
<b>Seasonal Park Employees:</b>	\$ 37,818.00	\$ 16,851.70	\$ 20,966.30	44.56%
<b>Seasonal Recreation Employees:</b>	\$ 67,100.00	\$ 56,812.03	\$10,287.97	84.67%
<b>Seasonal Concession Employees</b>	\$ -	\$ -	\$ -	0.00%

<b>TOTAL: Service/Supply/Other:</b>	\$ 145,095.00	\$ 83,589.16	\$ 61,505.84	57.61%
<b>Office</b>	\$ 15,045.00	\$ 10,226.11	\$ 4,818.89	67.97%
<b>Phone &amp; Internet</b>	\$ 2,600.00	\$ 1,601.84	\$ 998.16	61.61%
<b>Electricity</b>	\$ 11,400.00	\$ 9,071.38	\$ 2,328.62	79.57%
<b>Heat/Water</b>	\$ 3,000.00	\$ 836.67	\$ 2,163.33	27.89%
<b>PARKS</b>	\$ 36,750.00	\$ 7,713.97	\$ 29,036.03	20.99%
<b>RECREATION</b>	\$ 76,300.00	\$ 54,139.19	\$ 22,160.81	70.96%
<b>Other/Concession/Vending</b>	\$ -	\$ -	\$ -	0.00%

<b>TOTAL: INDIRECT COSTS</b>	\$ 1,283.00	\$ 1,283.00	\$ -	100.00%
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<b>TOTAL: CAPITAL/Retained Earn.</b>	\$ -	\$ -	\$ -	#DIV/0!
<b>Large Capital</b>	\$ -	\$ -	\$ -	
<b>Turf</b>				
<b>IRP</b>				
<b>Kid Spot</b>				
<b>Small Capital - Mower/Cameras</b>	\$ -	\$ -	\$ -	#DIV/0!

BALANCE SHEET:		Subsidy Breakdown		
REVENUES To Date 1/31/23:	\$ 183,908.40	Amended Subsidy	Spent to Date	Not spent
TOWN SUBSIDY to date (1/31/23)	\$ 157,164.50	\$ 271,409.00	\$ 157,164.50	\$ 114,244.50
TOTALS REVENUES:	\$ 341,072.90			
LESS: EXPENSES	\$ 385,505.32			
Profit/(Loss) FY2023 1/31/23:	\$ (44,432.42)			