

Wednesday, February 8, 2017

7:00 p.m. – Signing of Bills 7:05 p.m. – Regular Meeting

A. Call meeting to order:**Attendance:****B. Minutes of past meetings:** December 29, 2017**C. Public Input:** Each speaker is asked to direct their comments to the Chair and keep their remarks to 5 minutes**D. Communications:**

1. Request from Jim Blain to place a park bench on the inner fields at Szot Park in memory of Frank Pazik.
2. Request by First Congregational Church to hold an Easter Egg Hunt for the participants in their church community on April 8, 2017 from 10:00am – 12:00pm. Estimated attendance of 15-20 children
3. Request by Brent Dillard to offer a summer soccer clinic at Ike-Alpert soccer field, July 31 – August 4 9:00am – 4:00pm for 5-12 year olds. The program will include half and full day options.
4. Request from Commission on Disability to use front office on occasion for meetings, write letters and collaborate with the ADA Co-Coordinator.
5. Request from Chicopee resident Rosalin Martinez to use gazebo at Szot Park on March 25, 2017 from 1:00 – 2:00pm for a wedding ceremony.
6. Request from Jeff Holmes, Cub Scout Master of Pack 138, to hold the 3rd annual Chicopee Rocket Day at Ray Ash Park on June 24, 2017 9:00am – 5:00pm
7. Other Communications

E. Recreation Report

1. Adult Leagues: 10 men's and 20 women's volleyball teams and 20 adult basketball teams.
2. Youth Rec Leagues, Basketball - There are 15 girls teams and 46 boys teams in grades 1 - 8
3. Aquatics Programs– swim lessons, lap and water walking, open swim. Staffing concerns and alternate proposal for Swim instructor
4. Bus Trips –Boston Celtics trip was a loss of \$930 due to unusually low ticket sales.
5. Youth and Adult Martial Arts classes meeting Mon's & Wed's 6:00 – 8:30pm at Front Street.
6. Springfield Thunderbird Hockey tickets are on sale at \$16, saving residents \$5. Parks Dept gets \$1.50 per ticket for providing this service.
7. Let's Gogh Art Program has been secured to offer themed art programs for February School vacation week.
8. CPR & AED class will be held Wednesday Feb 22 at the Bazan Community Room at the Chicopee Public Library.
9. Babysitting Class will be held Thursday Feb 23 at the Front Street Parks Dept Office.

F. Maintenance Report

1. **Ongoing:** Tasks in December and January: Leaf, stick removal in all parks, Pick up of trash in barrels and loose trash around parks 1x a week, graffiti removal, ordering supplies, preventative maintenance, greasing fitting. Active snow removal and sidewalk clearing on city streets, parks parking lots and sidewalks. Sanding all sidewalks and parks parking lots as needed. Cleaning truck after snow storm to remove salt.
2. **Cemetery:** Burials 1- 2 a week, sale of lots, removal of old decorations, snow removal along cemetery roadways. Clearing fence lines. Cleaning out Cemetery Building
3. **Special Projects:** Fence line clearing at Lincoln Grove, Indian Park, Repair and painting of picnic tables and benches. Tree trimming and wood line pushed back at Szot, and Indian Park. Parking lot cleaned out across from the Wisniowski Park. Cleaned out brush around 216 Broadway Street. Project planning for building new leaf boxes, Consulting on electrical projects with Chicopee Comp HS. Additional exterior lighting installed at Szot Garage. ROCA assisted with fence line projects, painting of under pass and dike walls to address graffiti. Securing quotes for equipment.
4. **Equipment:** Request for funding has been sent to the Mayor via DPW for the purchase of a Toro Gangmower 5910

5. **Parks Labor Force:** (1) GL9 – Heavy Equipment Operator, (3) GL 5 MEO Laborers. Interviews will be scheduled in early February.

G. Old Business:

1. Wisniowski Park-Our Common Backyards Grant update. Phase II w/ CDBG funds. All current contracted tasks are complete. Fitness station equipment has been delivered and will be installed in the spring by Parks Labor. Two (2) quotes for basketball surfacing have been acquired. Ribbon cutting celebration will be held in the Spring.
2. Update Szot Gateway Grant – Becker Custom Trailers construction of mobile press box was completed and delivered in December. Sound system for the trailer has been selected, ordered and received. It will be installed by Jay Buckley at Chicopee Comp High School. A separate unit for the Szot Stadium field is being designed for when the press box is not in use. Softball field dugout for Szot 1-Design selected as a combo concrete block kneel wall. Working with Building Dept regarding approved plans.
3. Ray Ash Park pool update: Construction Dynamics is on schedule with the construction phase of the new Ray Ash Pool.
4. Update Lincoln Grove Resource Center: An RFP for the reuse of the building. Head Start was the only bidder. Community Development is handling the matter.
5. Sarah Jane Sherman Park CDBG Project: A revised drawing has been provided by Drafting CCHS student for the pavilion. An Architect stamp has been secured. There were two replies to the RFP for architecture services were received. A time line for completion of this project by June 30 has been developed in consultation with DPW Superintendent, Purchasing and Community Development.
6. Park naming policy final review.
7. The Parks Dept and School Maintenance Department are discussing the school use fees for a Girls Softball Clinic at Bellamy School to be held in Jan & Feb 2017
8. Other Old Business

H. New Business:

1. Capital Improvement Needs
2. Parks Fee Account – upcoming expenses to consider
3. Community Block Grant Applications are due. See list of possible sites.
4. Department Policies Review: City Ordinances regarding Graffiti, Alcoholic Beverages and Amusement devices. Issuance of Citations for ordinance violations. These will be added to the Parks Department Policy Manual.
5. There have been 2 inquiries regarding the use of Szot Park for either the Kielbasa Festival or a Carnival & Crafts. Mayor has been notified.
6. Fireworks date proposal –Saturdays July 1st or June 24 or July 8. July 4th falls on a Tuesday
7. AED units in public parks – new State Law mandates all HS athletic teams have an AED on site.
8. Other New Business

I. Assistant Superintendent's Report:

1. Managing spread sheet for Szot Park Gateway Grant. City funds left to be spent on the project is \$116,480.01. Some of which is dedicated to existing construction contracts.
2. Developing and managing spreadsheets for Wisniowski Park CDBG, Ray Ash Pool funding and Pool design and renovation account.
3. Representative on Suburban Basketball Board & League coordinator for the Red Division.
4. Interface with Springfield Thunderbird organization for hockey tickets
5. Working on Department policy manual.
6. Processing all CORI's for Coaches, referees and scorekeepers
7. Responsible for payroll processing due to the Sr. Clerk's absence this winter.
8. Working on stewardship report for Westover Industrial Gate Parks to be submitted to the Federal Lands to Parks Program of the National Parks Service.

J. Next Meeting: _____

Meeting adjourned: