



CITY OF CHICOPEE

Department of Public Work

PARKS DIVISION

687 Front Street Chicopee, MA.

RECREATION OFFICE 413-594-3481 413-594-3486 (fax.)

Carolyn Porter
Superintendent

Richard Maciolek
Assistant Superintendent

Parks and Recreation Commission Meeting Minutes Wednesday, February 8, 2017

- A. Call meeting to order: 7:05pm made by Comm Ziemba.**
Attendance: Commissioners Fenton, Buxton, Ziemba, Bresnahan, Parks Superintendent Porter and City Councilor Walczak.
- B. Motion for approval of meeting minutes for December 29, 2016 made by Comm. Buxton. Second by Comm. Fenton. Approved.**
- C. Public Input – City Councilor Walczak submitted letter requesting improvements to Fairview Park & 60' playing field. Commission requested Parks Superintendent Porter explore the suggestions and request quotes for the work. City Councilor Walczak also inquired about the status of the Mandalay Mini Park memorial, the honoring of Bruce Lafreniere and discussed the pay scale of lifeguards and parks recreation leaders. Superintendent Porter thanked City Councilor Walczak for all his work in helping get approval of funds for the purchase of a new gang mower for Parks & Recreation Department.**
- D. Communications:**
1. Request from Jim Blain to place a park bench on the inner fields at Szot Park in memory of Frank Pazik. After much debate, Comm Fenton made the recommendation of placing a plaque in the home dugout of the 90' diamond to memorialize Frank Pazik. The Commission requested Parks Superintendent Porter to respond to Mr. Blain and discuss the recommendation.
 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. Motion to approve made by Comm. Buxton. Second by Comm. Bresnahan. Approved
 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. Motion to approve made by Comm. Buxton. Second by Comm. Fenton. Approved
 4. Request from Commission on Disability to use front office on occasion for meetings, write letters and collaborate with the ADA Co-Coordinator. Motion to approve made by Comm. Buxton. Second by Comm. Bresnahan. Approved
 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. Motion to approve made by Comm. Buxton. Second by Comm. Fenton. Approved
 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 Motion to approve made by Comm. Buxton. Second by Comm. Bresnahan. Approved
 7. Other Communications - None
- 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. Motion to approve hiring a certified WSI instructor as long as the program breaks even was made by Comm. Fenton. Second by Comm. Bresnahan. Approved

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. **Funding was approved.**
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 (4ft. high), which will be constructed by the Chicopee Job Corps. Working with Building Dept regarding approved plans. **Commission reviewed dugout roof and support color options. Motion to approve red roof with charcoal supports made by Comm. Fenton, second by Comm. Bresnahan. Approved.**
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. **Comm Buxton recommended maintenance of building be returned to the responsibility of the city as this is no longer a Parks building.**
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. **Parks Superintendent Porter to send letter to City Purchasing Agent B. Salamon after evaluation of bids and the down select of the architecture services contractor.**

6. Park naming policy final review. **Park naming policy was discussed. No further revisions made to final draft. Policy approved.**
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.
 - a. **Commission still looking for Law Dept. input on Farmers Market at Lincoln Grove**
 - b. **Commission discussed the proposal to memorialize Kyle Chapdelaine at Mandalay Mini Park. Commission agreed to allow placement of a park bench, planting area, tree planting or some combination of these type items/features. Motion made by Comm. Bresnahan to recommend Parks Superintendent Porter contact City Councilor Walczak and the family and friends of Kyle, and ask that they make proposal to Commission of what they would like to install. Second by Comm. Buxton. Approved.**
 - c. **Comm. Fenton again asked the Commission to consider honoring longtime park ranger, Bruce Lefreniere, in some fashion. City Councilor Walczak made suggestion to name the picnic grove area at south end of Szot Park near Abbey Memorial Dr in his honor. Comm. Fenton made motion to approve this recommendation. Second by Comm. Buxton. Approved.**

H. **New Business:**

1. Capital Improvement Needs – **List received and noted.**
2. Parks Fee Account – upcoming expenses to consider. **Motion to approve entire list made by Comm. Fenton, second by Comm. Bresnahan. Comm. Buxton abstained. Approved.**
3. Community Block Grant Applications are due. See list of possible sites. **List received and noted.**
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. **HOLD. Policy review at future meeting.**
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. **No action to be taken unless contract is finalized by Law Dept. and signed by the Mayor.**
6. Fireworks date proposal – Saturdays July 1st or June 24 or July 8. July 4th falls on a Tuesday. **Motion to approve July 1st made by Comm. Bresnahan. Second by Comm. Buxton. Approved.**
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 Wisniewski 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: **February 28, 2017 7PM**

K. **Motion made to adjourn meeting at 9:02pm made by Comm. Buxton. Second by Comm. Bresnahan. Approved.**

L. **Documents presented at February 8th, 2017 Commission meeting:**

- a. **Commission Report submitted by Recreation Supervisor Dan Woodill, dated 1/31/17**
- b. **Commission Report submitted by Recreation Supervisor Sean Carroll, dated 1/30/17**
- c. **Parks Commission Meeting Minutes from meeting on December 29th, 2016**
- d. **Letter from City Councilor Walczak requesting improvements to Fairview Park.**

- e. Letter from Jim Blain requesting park bench be placed in Szot Park in memory of Frank Pazik.
- f. Permit request from First Congregational Church for use of Sarah Jane Park for Easter Egg Hunt.
- g. Letter from Gold Star Soccer requesting approval to rent Ike Alpert for summer soccer camp.
- h. Letter from Chicopee Commission on Disability requesting use of office space in Front Street Parks Office Building.
- i. Letter from Rosalin Martinez requesting use of Szot Park gazebo for wedding on 3/25/17.
- j. Letter from Cub Scouts Pack 138 requesting use of Ray Ash Park for Rocket Day Event
- k. Letter and appropriation request from DPW Superintendent Neece to Mayor Kos for Gang Mower for Parks Department
- l. Wisniowski Playground Project budget summary and estimate from Mountain View Landscaping for resurfacing Wisniowski Park basketball court.
- m. Sportsfield Specialties quote for Szot softball dugout structures.
- n. Chicopee Parks Commission parks naming policy final draft
- o. Ray Ash New Pool Construction Balance Sheet
- p. Chicopee Pools Design & Renovation Balance Sheet
- q. Parks & Cemetery Capital Request Summary Sheet
- r. "Item billed to or requested to be billed to Park Fees" summary sheet
- s. CDBG – eligible park 2017 summary
- t. Chapter 238 Graffiti Policy
- u. Chapter 109 Alcoholic Beverages and Amusement Devices Policy
- v. Email from Jim Blain regarding application for acquisition of AEDs
- w. Email from Chicopee Senior Clerk Amanda Hendrix regarding Parks Dept./Commission authority for issuing citations pertaining to parks.

Minutes Submitted By:



Thomas Bresnahan
Commission Secretary

2-23-17

Date