

Norton Parks & Recreation Commission Meeting

Tuesday, February 7, 2017

7:00PM

Municipal Center – 2nd Floor Meeting Room

RECEIVED
NORTON TOWN CLERK
2017 MAY -4 P 12:42

Present: Sheri Cohen (Chairperson); Mark Buchan; Denny Goodrich; Jennifer Hoffman; Sara Lyons; Bill McCarthy; Nick Schleicher

Also Present: Bonnie Yezukevich (Recreation Coordinator)

I. Approval of Minutes

Motion was made by Ms. Hoffman to approve the November 22, 2016 Parks & Recreation Commission meeting minutes as written. Seconded by Mr. Buchan. Vote: all in favor. Motion carries.

II. New Business

Welcome

The Commission officially welcomed Denny Goodrich as a new member of the Commission, he was sworn in on December 15, 2016.

Event/Program Contributions

Ms. Yezukevich informed the Commission that Norton Youth Soccer had made a donation from the Striker program in the amount of \$2,640.00 in December. After some initial confusion, the Norton Youth Football/Black Knights also made a donation from the Little Knights program in the amount of \$260.00 in January. Ms. Yezukevich has been in touch with the administrator from Norton Youth Basketball to obtain a donation from the Kindergarten Basketball program as soon as their finances have been finalized.

Website updates/Department email

Ms. Yezukevich informed the Commission that some changes had been made to the Parks & Recreation website in the past couple of months, including updated information about upcoming events (Snowflake Social, Town Clean-up and Spring Egg Hunt) and programs (Slugger wiffle ball and Winter Skate). An email was sent via constant contact with information about these events and programs as well.

Winter Skate season passes

The Winter Skate program at Patriot Place donated two “season passes” to the Recreation Department, good for up to 2 adults and 2 children (does not include \$4pp skate rentals). Ms. Yezukevich informed the Commission that she gave the passes to the Norton Public Library to use in their “museum pass” program available to all residents.

Donations to local events

Ms. Yezukevich informed the Commission that the Recreation Department had donated "raffle bags" with various pool items as well as a Summer 2017 season membership for one family and \$10 in "concession stand bucks" for two local events; the LGN Winter Carnival on March 4 and the It Takes a Community basketball game on March 10.

Sunscreen dispenser

Ms. Yezukevich informed the Commission that the Public Health Nurse (Donna Palmer) and Health Agent (Christian Zahner) had approached the Department with possibility of getting a grant for a free sunscreen dispenser, to be installed at the Everett Leonard Park facility. Mr. Zahner and Ms. Palmer said they planned to speak with the Town Manager about where the funding would come from to refill the dispenser.

Lanyards, Santa Hats & Jackets

Ms. Yezukevich showed the Commission the 50 lanyards that had been made by Hatrick Sportswear for use by volunteers at Parks & Recreation events.

Ms. Yezukevich showed the members of the Commission the 8 Santa hats that had been approved for purchase by the Department for use at the Festival of Lights. Ms. Yezukevich informed the Commission that Hatrick Sportswear can embroider the hats with the words "Norton Parks & Recreation" for \$10 each. A motion was made by Mr. Schleicher to spend \$80 to embroider 8 Santa hats. Seconded by Mr. Goodrich. Vote: all in favor. Motion carries.

The Commission continued a discussion from the November 22, 2016 meeting about outerwear that would identify us to the public as members of the Board/Department at events. Ms. Yezukevich reported that although Mr. Schleicher had looked into discounted pricing on Adidas products, we did not find a jacket that fit our needs for the right price. The Commission discussed a sample from MyLocker that Mr. Buchan had provided and agreed it was the right color, style, fit and pricing. A motion was made by Ms. Cohen to spend \$457.95 from the Gift Account to purchase 8 jackets embroidered with "Norton Parks & Recreation." Seconded by Mr. McCarthy. Vote: all in favor. Motion carries.

Open Space/Recreation Plan Meeting

Mr. Schleicher reported on the Open Space/Recreation Plan Committee meeting he attended as a representative of the Commission on 1/26/17. Mr. Schleicher reported that this committee is formed every 7 years to review recreation areas, trails, conservation land, etc in town, and will meet a total of 4 times between January and October. Mr. Schleicher will continue to attend the meetings and report back to the Commission.

FY2018 Budget

The Commission discussed the FY2018 budget, including the necessity for a full-time Recreation Director to restore and grow the Parks & Recreation Department. The Commission feels that it cannot continue to operate with the current level of personnel, with a Recreation Coordinator that is contracted to work up to a maximum of 19 hours weekly. The Commission feels that a full-time Director is needed to support the quality and number of annual community events and programs that are run, and the needs of the facilities that are managed, particularly the Everett Leonard Park facility during the summer season. Without a full-time Recreation Director, the Commission feels it would not be possible to continue running the Recreation Department. A motion was made by Ms. Cohen to request the town include a full-time Director in the Recreation Department's FY2018 operational budget, and should such support not be provided, the Commission will disband, effective June 30, 2017. Seconded by Ms. Lyons. Vote: all in favor. Motion carries.

III. Old Business

Halloween Parade

Ms. Yezukevich informed the Commission that despite multiple attempts, a video was never received from the drone operator (and thus, it was never paid for).

Festival of Lights

Ms. Yezukevich reviewed the Festival of Lights which took place on Sunday, 12/4/16. The Commission agreed that the timeline had worked well, but that next year the performers would be asked to perform more upbeat songs, and that a better audio system would be sought. A total income of \$615.00 was collected and a total of \$904.04 was spent. Ms. Yezukevich also purchased new Santa and Mrs. Claus costumes after the event, as they were ruined during the dry cleaning process.

Community Skating Party

Ms. Yezukevich reviewed the Community Skating Party which had been scheduled to take place on Saturday 1/21 (with a rain date of Saturday 1/28). Both unfortunately had to be cancelled due to weather conditions (the weather was unseasonably warm the weeks prior to the event dates, so there had been no ice).

Kindergarten Basketball

Ms. Yezukevich informed the Commission that the Kindergarten Basketball program had been extended one week due to a weather cancellation on 1/7/17, so the season just ended on 2/4/17. Coaches reported overall that they had had a successful season and kids had a great time.

Security at ELP – follow-up

Ms. Yezukevich informed the Commission that she had been in touch with Stepka Security and Communications to upgrade security at ELP, as had been voted at the last meeting. Mike Stepka had informed Ms. Yezukevich he had planned to get started in late January but had been delayed by weather and hoped to start the work soon.

IV. Upcoming Programs & Events

Slugger wiffle ball

Ms. Yezukevich informed the Commission that registration is underway for Slugger wiffle ball, the Department's partnership with Norton Youth Baseball Softball. Early bird (\$15 off) online registration ends 2/17 and regular registration ends 2/27. The cost of the program is the same as last year, \$70 (\$55 early bird). Ms. Yezukevich distributed flyers to 8 preschools on 2/1 and 2/2.

Snowflake Social

Ms. Yezukevich informed the Commission that the venue, DJ and custodians have been confirmed for the March 3 event. Ms. Yezukevich has been attempted to contact Cheryl Orsi regarding photography 4 times with no response, including today. Ms. Hoffman offered to speak to a friend who may be able to provide photography services if Ms. Orsi does not respond to Ms. Yezukevich's most recent call. Ms. Yezukevich has been in touch with the art and kindergarten teachers to have each K-5 child make a snowflake, and will recruit parent volunteers to help make the posters for all 52 elementary classes to decorate the gym. Flyers for the event went out late last week at all 3 schools, and Ms. Yezukevich reached out to the 3 Adjustment Counselors to offer financial assistance if needed. Ms. Yezukevich reached out to Judy Burgess at St. Mary's to secure teen volunteers. Ms. Lyons mentioned that a representative from Champions had offered for their program to help out with event volunteers as well, and will put Ms. Yezukevich in touch. A suggestion was made by Ms. Cohen to restock the first aid kit for the event, and to have the cases of juice and water delivered by WB Mason directly to the Middle School. A discussion was had regarding a request by a local group to sell Norton merchandise at the event. The Commission determined that advertising (ie flyers) for upcoming local events and programs was permissible, but did not feel selling merchandise was appropriate.

Spring Egg Hunt

Ms. Yezukevich mentioned that the Spring Egg Hunt is scheduled for Saturday, April 8, 2017 at 1PM on the Town Common, with a rain date of April 15.

Founder's Day Picnic & Fireworks

Ms. Yezukevich informed the Commission that the Founder's Day Picnic & Fireworks is scheduled for Saturday, June 17, 2017 from 5-9PM, with a rain date of June 24.

Everett Leonard Park/facilities

Ms. Yezukevich informed the Commission that 6 rentals are currently scheduled for Summer 2017, with 2 more serious inquiries, including a wedding in October. The commission reviewed the ELP rental form, and suggested changes and updates to be made by the April 4 meeting. Ms. Yezukevich informed the Commission that Landmarc Landscaping had done fall clean-ups of brush and debris at ELP, Norton Community Playground and the Senior Center.

V. Treasurer Report

Ms. Yezukevich informed the Commission of the following account balances:

\$4,104.89 Operating Account

\$6,389.83 Revolving Account

\$5,326.46 Gift Account (plus coordinator salary of \$7,500 = \$12,826.46)

(\$4,082.96 Founder's Day Account)

A total of \$15,821.18.

Next Commission Meeting


The next meeting is scheduled for April 4, 2017 at 7:00PM.

Adjournment

Motion was made by Mr. McCarthy to adjourn at 9:02PM. Seconded by Mr. Goodrich.

Vote: Unanimous. Motion carries.

Respectfully submitted by:



Sheri Cohen, Recreation Commission Chairperson



Bonnie Yezukevich, Parks & Recreation Dept Coordinator