

LITTLETON PARKS, RECREATION & COMMUNITY EDUCATION  
Tuesday, 02/11/2020 7:00PM LPD Community Room  
500 Great Road, Littleton, MA 01460

PRESENT: Fred Freund, member, Sean Sullivan – member, Mike Levasseur – member, Jon Kazanjian – member, Alicia Day – PRCE Director, Tim Michalski - PRCE Assistant Director.

ABSENT: Michael Proulx – Chair

CALLED TO ORDER:

Fred Freund called the meeting to order at 7:00pm.

- I. Pledge of Allegiance.
- II. Commissioner Updates
  - a. Mike Proulx
    - i. None - absent
  - b. Fred Freund
    - i. None
  - c. Sean Sullivan
    - i. None
  - d. Mike Levasseur
    - i. None
  - e. Jon Kazanjian
    - i. None
- III. Minutes for regular meeting held 1/14/2020
  - a. Mike Levasseur was absent. Amend the January 2020 minutes.

**Mike Levasseur made a motion to approve the amended minutes for the Regular Park commission meeting on January 14th, 2020, Seconded by Jon Kazanjian. All in favor, motion carries.**

- IV. Request to allow Alea Corbin, the new Recreation and Sports Coordinator to obtain a Town Credit Card for the PRCE Department.

**Sean Sullivan made a motion approve the request to allow Alea Corbin, the new Recreation and Sports Coordinator to obtain a Town Credit Card for the PRCE Department., Seconded by Mike Levasseur. All in favor, motion carries.**

- V. Request for approval to obtain one day alcohol licensing from the Board of Selectmen for Special Events and Adult Programming.
  - a. Eight Thursdays, from July 9<sup>th</sup> through August 27<sup>th</sup>, 2020 at Long Lake Beach for Thursday nights out which will feature the Adult Cornhole League, Food Trucks, live music on the beach, campfire, and movie.

- b. October 3<sup>rd</sup>, 2020 for the Second Annual Oktoberfest in Fay Park.

### **Table to March 2020 meeting**

- VI. Statistically Valid Survey Update – Tim Michalski

### **Tabled to March 2020 park commission meeting.**

- VII. Discussion on Renaming 300 King Street
  - a. Currently the Parks name is just its address or often confused for the name of the playground in the park, Castle in the Trees.
  - b. Tory house used to be on the property at 300 King Street
  - c. I would like support on the idea of renaming the park, Tory Park.
  - d. Next steps work with the Historical Society and put together a presentation to pitch to the Board of Selectmen.
    - i. I'd gladly present this presentation to the Park Commission before we vote to change the name officially, but I'd like to know if this concept has enough support before I dedicate a chunk of my time to it.
    - ii. Ultimately the decision is up to the Park Commission but it would be good to have the Board of Selectmen on board with the change.

### **Tabled to March 2020 meeting**

- VIII. PRCE Director report
  - c. Fiscal Year 2021 Update
    - i. We will receive funding for:
      - 1. Salary and benefits for Director and Assistant Director
      - 2. \$40,000 through Capital for Major Equipment and Repairs
        - 1. I was asked through finance to separate utilities from this account line because utilities are typically not covered through Capital funding.
      - 3. \$15,000 in a new line for utilities. This includes electricity, water, porta-potty rentals, tight tank pumping, and trash removal and supplies related to these items for Long Lake Beach, Fay Park and 300 King Street.
    - (ii) We will **NOT** receive funding for:
      - 1. 30% coverage of salary and benefits for Community Ed. Coordinator and Administrative Assistant.
      - 2. \$300,000 for Fay Park Renovations
      - 3. \$175,000 for a Dog Park Creation
      - 4. \$275,000 for the extension of the parking lot at 300 King
      - 5. \$1,500,000 for the creation of a new field
    - (iii) It looks like the BOS and FinCom are going to move forward is support of the Library being funded inside the levy. If this happens Capital funding will be severely decreased long term until the debts have been paid off.

(iv) Last year we received approximately a general fund transfer that was 21% of our total budget and the BOS and FinCom have discussed their desire to freeze this number for us moving forward.

1. If we operated like a traditional enterprise and had either a community center, golf course, and/or a swimming center than I would agree with this number. However, we do not have any of those facilities and our revenue is based solely off of our programs and events.

- d. Hiring update – Recreation and Sports Coordinator Alea Corbin officially started as the Recreation and Sports Programming Coordinator on Tuesday, February 4<sup>th</sup>, 2020. We encourage you to come in and say hello.
- e) Spring and Summer Brochure for 2020 has been completed and has been sent off to the printer. We expect them to be in homes by Friday, February 21<sup>st</sup>, 2020.
- f) We will be working with Elder and Human Services to offer some programs that geared towards active seniors. The funds for these programs will go directly to a EHS revolving fund. We will be working together to create, staff, and transport participants for these programs.
- g) I have completed and turned in the 2019 PRCE Annual Report to the Town Administrator’s office.

IX. Events – Tim Michalski

a. Past

i. Ties & Tiaras, Feb 8<sup>th</sup>, 2020

b. Upcoming

i. Community Egg Hunt and Candy Scramble, April 11<sup>th</sup>, 2020

ii. Community Town Wide Clean Up, April 25<sup>th</sup>, 2020

iii. Littleton Community Night at Lowell River Hawks, March 6<sup>th</sup>, 7pm

iv. Lowell Spinners Community Game, June 27, 2020

v. Touch A Truck, May 9<sup>th</sup>, 2020

X. New Business

**Motion to adjourn made by Mike Levasseur, seconded by Sean Sullivan. All in favor motion carries.**

*Respectfully submitted,  
Alicia Day, PRCE Director*