

LITTLETON PARKS, RECREATION & COMMUNITY EDUCATION
Tuesday, 03/10/2020 7:00PM LPD Community Room
500 Great Road, Littleton, MA 01460

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

ABSENT:

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
 - b. Fred Freund
 - i. None
 - c. Sean Sullivan
 - i. None
 - d. Mike Levasseur
 - i. None – are there requests for CPA funding?
 - e. Jon Kazanjian
 - i. None
- III. Minutes for regular meeting held 2/11/2020
 - a. Grammatical correction on page 2, VIII, (iii) – replace “is” with “in”

Mike Levasseur made a motion to approve the minutes as amended for the Regular Park commission meeting on February 11th, 2020, Seconded by Jon Kazanjian. All in favor, motion carries.

- IV. Request from Bicycle and Pedestrian Advisory Committee to endorse a project that would install water stations at Long Lake Beach and at 300 King Street. – Gerry Cavallo
 - a. \$5,000.00 for each watering station.
 - b. Expectation for the LELWD to install. Would also expect to the LELWD to also turn off and turn on the water.
 - c. In the past we had a water fountain at the beach. The commission ultimately decided to remove the water fountain because the cost to replace vandalized equipment was getting too expensive.
 - d. Where are the proposed locations of these water stations?
 - i. Next to the bike racks at Long Lake Beach and 300 King Street.
 - ii. Concerns about locations, water pipes are not located anywhere the suggested locations are listed.

- iii. Dogs are not allowed at the beach, therefore it would not be appropriate for a watering station at this location to have a dog fountain.
 - e. Who will pay the monthly water bill?
 - f. Who will maintain these water stations moving forward?
 - g. Communicate with Highway department about the locations and if they would be in the path for snow plowing.

- V. Request for approval to remove the leaning Scotch pine at Long Lake Beach and replace with three to four shade trees. (see attached documents).
 - a. This request has been endorsed by the conservation committee and Littleton Tree warden as of 03/10/2020.
 - b. Letters from four arborists that it should be removed as it is a safety concern.

Fred Freund made a motion to approve the request to remove the leaning Scotch pine tree at Long Lake and replace it with shade trees, Seconded by Sean Sullivan. All in favor, motion carries.

Fred Freund made a motion to approve Mez tree service to remove the leaning Scotch pine tree at Long Lake upon successful references, Seconded by Jon Kazanjian. All in favor, motion carries.

- VI. Request for approval to amend to Schedule C-1. Wage must increase to include the new minimum wage. The only change to this schedule is that Grade 1, Step 1 will increase to \$12.75 from \$12.00.

Mike Levasseur made a motion to approve amendment to Schedule C-1 that will increase Grade 1, Step 1 will increase to \$12.75 from \$12.00 to implement the new minimum wage, Seconded by Fred Freund All in favor, motion carries.

- VII. Request for approval to obtain Alcohol licensing from the Board of Selectmen for Special Events and Adult Programming.
 - a. Three days at the beach July 23rd, and August 6th, and August 13th, 2020
 - b. October 3rd, 2020 for the Second Annual Oktoberfest in Fay Park.
 - c. All dates have been endorsed by the Littleton Police Department.

Fred Freund made a motion to approve the request to allow the use of alcohol at the parks and dates listed above and to move forward to apply for one day liquors licenses from the Board of Selectmen, Seconded by Sean Sullivan. All in favor, motion carries.

- VIII. Request to close the office at 2pm on Thursday, March 26th, 2020 for professional development.
 - a. Director and Assistant Director will be at the annual MRPA conference
 - b. Recreation and sports Coordinator, Community Education and Teen Program Coordinator will be at the ACA annual conference.

- c. Only Administrative assistant will be in the office on Thursday, March 26th and she only works 9a to 2pm Monday – Friday.

Jon Kazanjian made a motion to approve closure of the PRCE office on Thursday, March 26th from 2pm to 4pm for staff professional development, Seconded by Sean Sullivan. All in favor, motion carries.

- IX. Discussion and planning for damage from parking issues at 300 King Street.
 - a. Police department is going to start ticketing vehicles parked on King Street
 - b. Park commission requests that the PRCE director to work with the Highway department create a plan to present at the April Park Commission meeting.

TABLED TO APRIL MEETING

- X. PRCE Director report
 - c. Fiscal Year 2021 Update
 - i. As we discussed last month the Town denied the request to cover 30% of the wages for the Community Ed. Coordinator and Administrative Assistant and the FTE benefits.
 - ii. I had to rework the budget to include these costs. I reduced the \$111,656 deficit down to \$45,963.
 - 1. \$15,360 = 30% of Admin. Assistant wage
 - 2. \$17,583 = 30% of Community Ed Coordinator age
 - 3. \$78, 713 = staff benefits
 - iii. I am requesting a vote to transfer \$45,963 from the PRCE enterprise reserve into the FY 2021 budget to balance out the funding that will not be covered by the Town.

Fred Freund made a motion to vote to approve the transfer of \$45,963 from the PRCE enterprise reserve into the FY 2021 budget. Seconded by Sean Sullivan. All in favor, motion carries.

Fred Freund made a motion to vote to approve the amended PRCE FY 2021 budget article for the May 2020 Town Meeting. Seconded by Mike Levasseur. All in favor, motion carries.

- XI. Events – Tim Michalski
 - a. Past
 - i. Littleton Community Night at Lowell River Hawks, March 6th, 7pm
 - b. Upcoming
 - i. Community Egg Hunt and Candy Scramble, April 11th, 2020
 - ii. Community Town Wide Clean Up, April 25th, 2020
 - iii. Touch A Truck, May 9th, 2020
 - iv. Lowell Spinners Community Game, June 26, 2020

- XII. Old Business:
 - a. Discussion on Renaming 300 King Street

Tabled to April 2020 meeting

b. Statistically Valid Survey Update

XIII. New Business

a. COVID-19 Update

- i. The risk is listed as low in Massachusetts, but the Town of Littleton is taking some precautionary measures for the safety of all of our residents.
 1. We will be asking Town hall visitors and PRCE patrons to not attend programs or events if they have traveled to an area with a COVID-19 outbreak or are experiencing Coronavirus symptoms such as at fever that is 100.4 degree or higher, cough, and shortness of breath.
- ii. The March 25th Encore bus trip will be rescheduled to a date in June or July.
- iii. The department will implement any additional policy changes as indicated by the Town Administrator's office and/or the Board of Health.

Motion to adjourn made by Fred Freund, seconded by Jon Kazanjian. All in favor motion carries.

*Respectfully submitted,
Alicia Day, PRCE Director*