LITTLETON PARKS, RECREATION & COMMUNITY EDUCATION  
Tuesday, 09/10/2019 7:00PM LPD Community Room  
500 Great Road, Littleton, MA 01460

PRESENT: Michael Proulx – Chair, Kevin Mitrano – member, Mike Levasseur – member, Sean Sullivan – member, Alicia Day – PRCE Director, Tim Michalski - PRCE Assistant Director.

ABSENT: Fred Freund – member

CALLED TO ORDER:  
Mike Proulx called the meeting to order at 7:00pm.

I. Pledge of Allegiance.

II. Minutes for regular meeting held 07/09/2019
   a. Need to remove Kevin Mitrano vote in motion adjourn.

Kevin Mitrano made a motion to approve the amended minutes for Regular Park commission meeting on July 9, 2019, Seconded by Mike Levasseur. All in favor, motion carries.

III. Littleton Historical Society is asking for permission to use Fay Park for the Strawberry Moon Pow Wow on June 19 through 20th, 2020 and to have the fee waived. – Dan Boudillion.  
   a. Overnight visitors will have to sign an insurance waiver.  
   b. Mr. Boudillion will communicate with Mr. Michalski in April and Porta Potty numbers will be determined at that time.

Sean Sullivan made a motion to waive the Fay Park use fee for the Strawberry Moon Pow Wow June 19th through June 20th, 2019. Seconded by Kevin Mitrano. All in favor, motion carries.

IV. Board of Library Trustees chair, Mark Rambacher – Update on status of the new library project and discussion on space needs and potential impacts on the PRCE department.  
   c. How the cost of the build will affect the town’s capital funding in the future  
   d. Space use issues throughout departments.

V. Discussion on Credit Card fees for PRCE registration software.  
   a. At the February 19th, 2019 meeting the commission voted to go with a no split option with the credit card fees so that the registration software would be able to have the option to store credit cards.  
   b. At this time we still have not implemented this credit card storage due to MyRec not having the option available. We have also not had any requests from customers for this option.  
   c. The process to calculate the small amount that PRCE has to pay every week is extremely cumbersome and not worth the benefit of having the option to one day be able to store credit care information.
d. The department is asking the commission to vote on adapting the split payment instead of the not split option.

e. See attachment

Sean Sullivan made a motion for the department to change the credit card fee processing to a split option. Seconded by Mike Levasseur. All in favor, motion carries.

VI. Discussion on Park Commission meeting date and time change
c. Commissioners chose to keep the meeting on the second Tuesday of every month at 7pm.

VII. PRCE Director’s Report
f. Request to add monthly review of PRCE billing packets to Park Commission meetings.
   i. Director will send out AP report via email every week.
g. Request to have Commissioners present a monthly report on their other committee seats.
   i. Will be added as a member update.
h. FY 20 Update for Fall Town Meeting
   i. Place holder amendment turned into Town Administrator.
   ii. Article ______
       Park and Recreation Commission
       FY 2020 Budget Amendments
[To see if the Town will vote to amend the FY 2020 Enterprise Budget, as adopted pursuant to Article 7 of the May 6, 2019 Annual Town Meeting, by adjusting budget line items, or to take any other action in relation thereto.]

Kevin Mitrano made a motion to approve the FY2020 PRCE budget amendment article for Fall Town meeting. Seconded by Sean Sullivan. All in favor, motion carries.

   i. New Space needs analysis.
      i. Meeting on Tuesday, September 17th at 1pm should have a park commissioner present.

VIII. Update on Community Preservation Committee projects – Mike Levasseur.
j. Discussion on Park Commission’s list of CPC requests.
k. Are there requests for funds for fall town meeting?

IX. Long Lake Beach Update – Tim Michalski
a. Summer 19 season report
b. Completed renovation items
   i. LED Lighting
   ii. Painted bathhouse
   iii. Accessibility mats
   iv. Water Wheel chairs
   v. New Sailing Dock
c. Future schedule for items to be completed
   i. Working with Highway to complete pad for concession stand to be completed in October.
ii. In spring will complete fencing, playground wall, landscaping.

X. Upcoming Events
   a. Oktoberfest, October 5th, 2019
   b. Trunk or Treat, October 26th, 2019
   c. Holiday Helpers 5K, December 8th, 2019

XI. New Business
   b. Commissioners request a public forum for the October meeting to review the Long Lake Beach policies and rates from summer 2019 to hear input from the residents of Littleton.

9:00 PM - With no other business to discuss, Kevin Mitrano motioned to adjourn the meeting, Seconded by Sean Sullivan. All in favor, motion carries.

Respectfully submitted,
Alicia Day, PRCE Director
Hi Alicia,

Sorry for the delay in getting back to you, I wanted to make sure I ran everything by MyRec first to ensure I was giving you correct information. I’ve listed the 2 different ways you can assign the credit card fees back to the cardholders below. Take a look at them and let me know which way you’d like to go. Don’t hesitate to contact me with any additional questions.

**Net Split:**
MyRec would automatically add 2.90% of each transaction for the service fee. So if the program is $100.00, MyRec would add $2.90 (2.9% of $100) and one transaction would be run for $102.90. The entire $102.90 would be added to the day’s batch. If there were 10 transactions just like this, the batch total for the day would be $1,029.00. The deposit for $1,029.00 will be sent to your bank account. Then the processing bank will deduct 2.90% of the total $1,029.00, which would come to $29.84. This would leave you with $999.16 ($0.84 less than the $1,000.00 in payments you received)
Pro: recurring payments
Cons: still absorbing a small cost

**Split:**
MyRec would calculate 2.90% of each transaction for the service fee and charge it as a separate transaction. So if the program is $100.00, MyRec would run 2 transactions when a payment occurs. It would run the $100 and send it to your bank account, and it would run the $2.90 (2.9% of $100) as a separate transaction and send it to our service fee account. At the end of the month, the processing bank would charge the 2.90% processing fee to our service fee account. This would leave you with 100% of the payments you receive.
Pro: not absorbing any cost
Cons: no recurring payments

Regards,

[Name] Lunnan
D: 877-994-4889 ext. 818
F: 770-894-2001
www.GovtPortal.com

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Good Afternoon,

Recent news reports from across Massachusetts have indicated various regions within the State have found mosquitoes that have tested positive for the EEE virus. The Town of Littleton continues to be a Low Risk Community as designated by the MA Executive Office of Health and Human Services. The EEE risk map can be found at [http://www.mosquitoresults.com/](http://www.mosquitoresults.com/)

Recommendations for low risk communities include:

- Wearing mosquito repellent between dusk to dawn
- Wear long sleeves, long pants, and closed toes shoes from dusk to dawn
- Use mosquito netting on baby carriages and playpens

As an added precaution Littleton Parks and Recreation sprayed the following locations on June 4th, 2019, August 13th, 2019, and will be spraying this upcoming week on a date to be determined soon.

- **Long Lake Beach.** 20 Town Road, Littleton, MA 01460. The grotto of trees behind the playground is also part of the park.
- **Fay Park.** On Foster street, Littleton, MA. Across the street from the Littleton Fire department.
- **Park at 300 King Street.** Located at 300 King St. Littleton, MA 01460
- **St. Anne Field.** 75 King St., Littleton, MA 01460
- **Shattuck Field.** 33 Shattuck Street, Littleton, MA 01460. Field located directly behind Town Hall.

We are also asking youth sports coaches to carry mosquito spray at evening practices and games for the teams to have access to.

We will continue with our current practice and game schedules at this time, and will continue to monitor our EEE risk rating with the MA Executive Office of Health and Human Services with the intent of reconsidering our course of action if our rating changes.

Please pass this email on to all coaches and sports participants’ parents or guardians.

Thank you,

_Alicia Day_

Alicia Day  
PRCE Director  
Town of Littleton  
Parks, Recreation & Community Education
PRCE DIRECTOR REPORT – September 10th, 2019

Administration:

- Weekly Warrants, Payroll, and Cash, Check and Credit card turnovers turned in.

- Finished Parks Board minutes for July and turned in agenda for September, Minutes posted online for June.

- Returned from my medical leave on August 12th, 2019. As of September 3rd, 2019 I have officially had all restrictions lifted.

- Alicia, Tim, Jon, and Rachele have all been trained on the new MUNIS credit card statement processing and have already started to implement this change. All departments have 10 days to process their statements or are at risk of losing their cards.

- EEE statement went out yesterday in tandem with the Littleton Public Schools. See attached statement via email, social media, and urgent alert on our website. If our community has a change in risk level we will all reassess and decide if increased action is required. (See Attached)

- I have been working with the Town Treasurer and New Finance Director on amending the 2020 fiscal year budget for Fall Town meeting. It is about 75% completed and I will be able to present the final numbers at the October Park Commission meeting.

- I have turned in a place holder article for the Fall Town Meeting in reference to the budget amendment above. I would ask the park Commission to vote to approve the following article for Fall Town meeting.

  Article ___
  Park and Recreation Commission
  FY 2020 Budget Amendments

  To see if the Town will vote to amend the FY 2020 Enterprise Budget, as adopted pursuant to Article 7 of the May 6, 2019 Annual Town Meeting, by adjusting budget line items, or to take any other action in relation thereto.

Programs:
- RISE
- Afterschool half day programs

Personnel:
- PRCE Director, Assistant Director, Community Education and Teen Program Coordinator, and Recreation and Sport Program Coordinator, Teen Program Leader, and Administrative Assistant.
Information to know/ Questions to ask:

- Request to add monthly review of PRCE billing packets to Park Commission meetings.
- Request to have Commissioners present a monthly report on their other committee seats
- New Space needs analysis.
  - Meeting on Tuesday, September 17th at 1pm should have a park commissioner present.
- I will be in England September 30th – October 8th.