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

ABSENT: Sean Sullivan – member

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

I. Pledge of Allegiance.

II. Commissioner Updates
   a. Mike Proulx
      i. None
   b. Fred Freund
      i. Absent - none
   c. Kevin Mitrano
      i. None
   d. Sean Sullivan
      i. None
   e. Mike Levasseur
      i. None

III. Minutes for regular meeting held 10/08/2019

Kevin Mitrano made a motion to approve the amended minutes for the Regular Park commission meeting on October 8th, 2019, Seconded by Fred Freund. All in favor, motion carries.

IV. Request for acceptance of donation from Mighty Oak Fund (Bobby Chrenc)
   a. $300 for Holiday Helpers
   b. $500 for Youth Scholarship Fund

Mike Levasseur made a motion to approve the acceptance of a $300 donation for Holiday Helpers from the Mighty Oak Fund, Seconded by Kevin Mitrano. All in favor, motion carries.

Mike Levasseur made a motion to approve the acceptance of a $500 donation for the Youth Scholarship Fund from the Mighty Oak fund, Seconded by Kevin Mitrano. All in favor, motion carries.
V. Long Lake Beach Summer 2019
   c. Letter sent from MASS office of Disabilities. (see attached)
   d. 2020 Rates:
      i. Family – R/$60, NR/$125 (Household is defined as 2 adults and child
         dependents under 25 yrs old, living under the same roof).
      ii. Individual – R/$25, NR/$35
      iii. Couple – R/$40, NR/$75
      iv. Senior Couple - R/$15, NR/$30
      v. Senior Individual – R/$10, NR/$15
      vi. Daily Parking per car – R/$15, NR/$20
          Daily Per person rate – R/$4, NR/$5
      vii. An additional parking sticker can be purchased for $10 per car.
   e. 2020 Policies:
      i. Daily use rates, parking /per person fees, can be used towards the purchase an
         annual pass at any time.
      ii. *20% Discount for Veterans, Military, First Responders & Their Families (ID
          Req.)
      iii. Season Pass includes 1 Parking Sticker and 1 Membership card for each
           member of your household over 3yrs.
      iv. Any person visiting Long Lake Beach between Memorial Day and Labor Day is
          required to have their membership card and, if parking, a sticker.
      v. No dogs on the sand or in the water at any time. As pursuant of the Littleton
         Town Bylaw all dogs must be on a leash and owners must pick up dog feces
         dropped on the premises; additionally, dogs must be on a designated walking
         path or paved surface at all times while passing through the park. Enforcement
         will be conducted by Littleton Boxborough animal control both physically (in
         person) and digitally (verified through security cameras).
      vi. Long Lake Beach Park is only open to the public from Dawn to Dusk.

Kevin Mitrano made a motion to approve the beach rates for 2020 as listed above,
Seconded by Fred Freund. All in favor, motion carries.

Fred Freund made a motion to approve the beach policies for 2020 as listed above,
Seconded by Kevin Mitrano. All in favor, motion carries.

VI. Request to waive fees for use of Long Lake for Polar Plunge on April 4th, 2020; 8am – 2pm
    – Pablo Fernandez

Mike Levasseur made a motion to approve the request to waive the fee for the Polar Plunge
event at Long Lake, Seconded by Kevin Mitrano. All in favor, motion carries.

VII. Discussion on Swap of Parcel A and Parcel B at the Couper Property.
    f. Agricultural commission is in favor of this swap
    g. I measured the parcels with Highway staff on November 12, 2019. We conducted a
       rough estimation and came up with approximate numbers that were close to the official
       listed numbers below.
       i. “A” is listed as 190,963 sq ft, on the plan
       ii. “B” is listed as 159,972 sq ft, on the plan.
VIII. PRCE Director’s Report
   a. Statistically Valid Survey Update
      i. Bid have been sent out and today is the deadline
      ii. PRCE staff will give a full update at the Dec PC meeting.
   b. Update on the FY 2021 Budget Process
   c. Resignation of Recreation Coordinator

IX. Creation of Preliminary Screening Committee (PSC) for the Recreation and Sports Coordinator Position.
   a. The board decided on three members, consisting of Alicia Day, Tim Michalski, and Mike Proulx and Fred Freund.

Mike Levasseur made a motion to approve the request to waive the fee for the Polar Plunge event at Long Lake, Seconded by Fred Freund. All in favor, motion carries.

   b. Chair Mike Proulx proposed that the PSC conduct the screening process in Executive Session because having the candidate selection discussion in open session will be detrimental to the public body’s ability to attract qualified applicants for the position of Recreation and Sports Coordinator.

X. Discussion on 5 year Capital Plan for FY2021 Budget.
   a. Decide on projects for the next 5 years
   b. Prioritize projects for 2021
      i. Major Equipment/Repairs $40,000
      ii. Fay Park Renovation
      iii. Dog Park
      iv. Extension of Parking at 300 King Street
      v. New Field Design and Creation

XI. Events – Tim Michalski
   a. Holiday Helpers 5K, December 8th, 2019 – 8am -12pm
   b. Fire and Ice, January 25th

XII. New Business
   h. None

9:50 PM - With no other business to discuss, Fred Freund motioned to adjourn the meeting, Seconded by Kevin Mitrano. All in favor, motion carries.

Respectfully submitted,
Alicia Day, PRCE Director
November 8, 2019

Timothy Michalski  
Assistant Director  
Littleton Parks, Recreation & Community Education  
33 Shattuck Street,  
Littleton, MA, 01460

Timothy:

This letter is being sent to you as a follow up to the site visit and meeting on November 6, 2019 of Long Lake Beach, located at 20 Town Road, Littleton, MA, 01460. The purpose of this meeting was to discuss the town’s Title II obligations under the American’s with Disabilities Act (ADA), along with discuss various perspectives that residents have recently brought to your attention.

Under Title II of the ADA public entities must ensure that people with disabilities are not excluded from programs, services, or activities because facilities are inaccessible. If a program, service, or activity is offered to the public, people with disabilities have a right to participate and benefit. People with disabilities must have comparable access to programs and services.

By providing a non-slip, roll up beach mat, in my opinion, the town is meeting their Title II obligation. Providing these mats ensures improved access for all, whether visitors are persons using mobility devices or people using strollers for young children. A key goal in providing these beach mats is inclusion, allowing families to enjoy the beach together, which appears to directly align with the town’s obligations to provide programmatic access under Title II of the ADA.

Based on our discussion, it is my understanding that a resident has requested that the beach mats be extended and placed on top of the brick walkway that leads to Lake Shore Drive, that the resident deems to be “Non-ADA Compliant”. While the slope at the top of the walkway, where it meets the sand, exceeds 5%, all other aspects meet the ADA Design Standards and placing the beach mat on top of the brick walkway will not reduce the slope. The town may want to consider remedies to rectify the current slope of the brick walkway, where the brick walk meets the mats will need to be considered to create a compliant slope at the one area.

I also understand that a resident has requested that a mat be placed in-between the brick walkway, closest to on-street parking and the playground. As discussed, this area is not intended to be a pedestrian route and compliance does not appear to be appropriate. The area that the resident is requesting to be accessible is a drainage ditch with apparent slope and flooding concerns. That area is not intended for people to traverse, so it does not seem appropriate for this area to become an additional accessible route for persons with disabilities.

Additionally, the high contrast beach mats that are provided allow for persons with limited or low vision
to easily identify and differentiate the surface that they can use to traverse over the sand. The town has done a great job creating access for persons with disabilities. The impact that these mats have on a community is extremely beneficial for all. I also enjoyed seeing the town’s beach chair that can traverse over the beach mats and even go into the water. Littleton has done a great job improving access at this beach for all users.

Jakira Rogers
Access Specialist
PLEASE OBSERVE THE FOLLOWING REGULATIONS DESIGNED FOR YOUR SAFETY AND ENJOYMENT

Beaches are staffed by lifeguards during posted hours, weather permitting. Lifeguards ONLY guard the marked swim area. **Swimming outside the marked swim area or before/after lifeguard hours is AT YOUR OWN RISK!** Please see the lifeguard or office for a complete list of the "Beach Rules". Town and Beach officials MUST be obeyed in the enforcement of ALL rules and regulations. Failure to comply may result in expulsion from the area.

Beach permit is required to park, Memorial Day to Labor Day. Permit must be affixed in bottom left corner of the windshield. Vehicles will be ticketed and subject to tow. NO overnight parking!

**THE FOLLOWING ACTIVITIES ARE STRICTLY PROHIBITED**

- NO Smoking, Vaping, No Glass Containers
- NO Alcohol
- NO Overnight Camping
- NO Fires or open flames
- NO Weapons Explosives or Fireworks
- NO Pets Memorial Day to Labor Day. Do not leave pets in vehicles.

**EMERGENCY DIAL 911**
Police Business: 978-540-2300
Fire Department: (978) 540-2302
You are located at: 18 Town Rd, Littleton, MA 01460

PARK OPEN DAWN TO DUSK POLICE TAKE NOTICE
Long Lake Beach Rules

Town and Beach officials MUST be obeyed in the enforcement of ALL rules and regulations.

Failure to comply may result in expulsion from the area.

- Supervise all children. No one under the age of 15 permitted on premises without an adult.
- Coast Guard approved floatation devices ONLY (Type I, II, or III). PFD must be the appropriate size for the user, children must be within arms reach of a guardian.
- Smoking, Vaping, Alcohol, Glass, Camping, Fires, Weapons, Fireworks, & Pets are prohibited.
- No Food or drink in the water, swimming under docks, hanging on ropes, docks and buoys, diving, snorkels, rough playing, running, ball playing, or any other disruptive behavior.
- Swim diaper required for all non potty trained children.
- Please use trash receptacles located around the facility.
- Fishing, Watercraft, and Paddleboards are prohibited within the marked swimming area.
- Swimming outside the marked swim area or before/after lifeguard hours is AT YOUR OWN RISK!

**Emergency Whistles**

1 Whistle: Rescue / Lifeguard Leaving Stand

2 Whistles: Announcement / Attention Needed

3 Whistles: Emergency– Clear the Water!

**EMERGENCY DIAL 911**

Police Business: 978-540-2300

Fire Department: (978) 540-2302

You are located at: 18 Town Rd, Littleton, MA 01460
PRCE DIRECTOR REPORT – November 12th, 2019

Administration:

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

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

- Article 5 at the Fall Town meeting was approved and our update budget will go into effect. This means that we will move forward with the statistically valid survey. Bids are due this Friday and we will have a full update on the process at the December Park Commission meeting.

- The PRCE budget for fiscal year 2021 has been completed and turned in to the finance office. We need to complete the requests for Capital for the next 5 years tonight because the capital request are due on Friday, November 15th, 2019.

  1. The Saturday budget hearing has been moved and will now be held on February 1, 2019.

- Our Teen Program Leader, Katie Judge, will be the interim Recreation Coordinator until we have completed the hiring process for the new Recreation Coordinator.

- 2019 Holiday Helpers. We have 16 families and a total of 28 kids currently enrolled in the program this year. Last year we had 22 families and a total 44 kids. Some families have moved away and others have improved their financial situations.

- Jon Kazanjian, sadly resigned his position as Recreation and Sports Coordinator. His official last day will be November 15th, 2019. Since Jon has officially sent in a letter of resignation I have already processed the vacancy request through the town administrator and the HR department has already posted the position.

- The adult Flag football Championship took place on Thursday, November 7th, 2019 at Alumni field under the lights. It was a great event!

Programs:

- RISE
- Afterschool half day programs

Personnel:

- PRCE Director, Assistant Director, Community Education and Teen Program Coordinator, Teen Program Leader, and Administrative Assistant.

Information to know/ Questions to ask:

- Next Park Commission meeting on Tuesday, December 10th at 7 pm in Room 123 at Townhall.
Capitals Requests from the last 5 years:

- Long Lake Bathhouse rebuild
- Long Lake Snack Shack Rebuild
- New Field Creation
- Fit Course
- Bathhouse / concessions at 300 King Street
- Picnic areas (pavilions at Fay Park
- Landscaping and Seating at 300 King street
- Fay park Playground
- Parking lot at Fay Park
- Long Lake Rescue Equipment and Dock System

What we have received in the last 5 years:

- Sun Fish Sail Boats ($10,000.00)
- Open Air Cinema ($13,000)
- PRCE Van ($29,000)
- Reoccurring Major Equipment and Repairs ($50,000)
  - In 2019 we had to purchase a PRCE van out of this reoccurring request.

Future requests possibly coming down the pipeline

- Survey studies to determine the needs of Littleton
- Subsequently any projects that come out of that study
- Redesigning the Shaker lane ball field to be a four leaf clover design
- Dog Park
- Fully accessible playground
- Resurfacing of the 300 king basketball court
- All parks need to be updated to provide accessible parking lots and facilities.
- Community center (space needs study)
- Splash park
- Sand volleyball courts