



Parks and Recreation Commission Meeting  
January 11, 2021  
6:00 p.m.

**Via Remote Participation**

Commissioners Present: Jane DeBarbieri, Scott LaBombard, Kenneth Magarian, Douglas Morash, Vincent Olinski, Michael Tirrell, Sara Unger and Robert Veronesi

City Council Liaison: Nicholas Morganelli

Staff: Scott Hathaway, Deputy Supt. and Jim Blascak, Program Coordinator

The meeting was called to order at 6:01 p.m. via remote participation with Michael Tirrell, Chairperson presiding asking commissioners for a voice roll call by calling out a "Yes".

Sara Unger yes, Jane DeBarbieri yes, Vincent Olinski yes, Robert Veronesi yes, Michael Tirrell yes, Douglas Morash yes, Kenneth Magarian yes and Scott LaBombard yes  
Motion passed.

Michael Tirrell asked if anyone had any questions regarding the zoom November 18 minutes (No meeting held in December) and if anyone wanted to set motion. He called out each commissioner for a roll call vote. Motion made by Scott LaBombard to accept the minutes of November 18, 2020 motion seconded by Kenneth Magarian, Roll call vote as follows: Sara Unger yes, Jane DeBarbieri yes, Vincent Olinski yes, Robert Veronesi yes, Michael Tirrell yes, Douglas Morash yes, Kenneth Magarian yes and Scott LaBombard yes  
Motion passed.

Public Participation via zoom:

1. Paula Hebert, CFCE School
2. Mike Raposa, Vice President of Westfield Little League

City Council Communication if any:

1. Michael Tirrell welcomed Nicholas Morganelli and said it has been a distinct pleasure meeting again via zoom and asked if there was any new communication for the commission. Nicholas Morganelli thanked him and said as a liaison he has gotten to know all of the commissioners this past year and some he has known for a long time. He stated nothing new to report other than he remains the commission liaison for 2021.

Business or Items for Discussion:

1. Michael Tirrell went over business for discussion and welcomed Paula Hebert - CFCE requesting permit for three days at Municipal Playground on Jan. 26, Feb. 23 and March 23 on Tuesdays 9:30 a.m.-11:30 a.m. and asked Paula to give a little background on the request.
2. Paula Hebert thanked the commission and stated the program is grant funded through the dept. of early education and family programming that centers on literacy care through the liaison of the

School dept. and it helps parents be their child's first educator. She said usually during normal times they would hold playgroups and invite parents along with their education, because of COVID-19 they have switched things around as they are already doing so much virtually they now hope to do more outdoor activities. She explained the group in the past was behind Amelia Park and it is not usable right now. What they are requesting is to use Municipal Playground for three days listed on permit because that area has so much more space and parking. They will hold activities such as making snowman based on snow falls, reading a story about snowman and have the family help build a snowman with their children. They also may see animal tracks, most likely dog tracks but you never know, so they would offer the same theme read a story about animal tracks and look for animal tracks. She said she understands the bathrooms are closed and have been winterized for the winter and that is not a problem.

3. Michael Tirrell asked her if she would consider changing any of the dates or add dates if there is no snowfalls to make snowman. Paula Hebert said that she will keep the three dates and they can always switch back virtually as a backup. She explained they are small groups wearing masks and will follow social distancing of the city/state guidelines and will have two staff members and one adult. In closing, Paula Hebert said she would send picture of the events.
4. Sara Unger thanked her for the presentation and then wished her a Happy New Year.
5. Michael Tirrell asked if anyone had any questions for Paula Hebert regarding the request and if anyone wanted to set motion. He called out each commissioner for a roll call vote. Motion made by Sara Unger to approve CFCE Program Municipal permit request dates as presented motion seconded by Scott LaBombard. Michael Tirrell called out a Roll call vote as follows: Sara Unger yes, Jane DeBarbieri yes, Vincent Olinski yes, Robert Veronesi yes, Michael Tirrell yes, Douglas Morash yes. Kenneth Magarian yes and Scott LaBombard yes  
Motion passed.
6. Michael Tirrell went over permit renewals for Mike Raposa Westfield Little League, Vice President for the following ball fields March 1 – Nov. 15. Cross Street Playground time 7:00 to-dusk and then updated the commission due to the new construction at Cross Street playground both himself and Little league representatives received an email from Peter Miller, Community Development Director and explained the following: *(Field 1 will certainly remain available this year) Field 2 will not likely be ready for use until the fall. (Defer to Scott Hathaway on grass germination the primary concern at Cross Street this year will be parking. We will not be allowing for cars to park on the grass this year. The old school parking lot will be constructed this spring, hopefully ready for right around May)* He asked Mike Raposa and Scott LaBombard who serves as President of Little League how they will handle parents and children regarding the changes for field usage at Cross Street ballfields this year and regarding COVID and if they will continue to follow city/state guidelines.
7. Mike Raposa went over last spring and summer and said they had sections in the outfield and kept people at distance, all wore masks and parents were happy their child could play. He did receive the information regarding Cross Street and they are very happy to use field 1. The league will put cones up to keep parents/children out of areas of field 2 and explain the parking concern and where to park. They hope that field 2 will be ready in the fall and they fully understand if they can't use it this year.
8. Michael Tirrell said it might be hard to control spectators and some parents. Mike Raposa said they will have signs/ cones for parking and inform everyone to stay away from the areas as they are off limits. Scott LaBombard, Little League President went over their registrations and said numbers were down last year and will work out all the current COVID guidelines with the state/city this year. He

said we will get the message out to coaches and parents regarding Cross Street playground ballfields this year and any COVID guidelines.

9. Michael Tirrell went over other renewal permits for Hampton Ponds Playground 3/1-11/15 times 7:00 a.m.-Dusk, Papermill Playground 3/1-11/15 times 7:00 a.m.-10:30 p.m. and Sadie Knox Playground 3/1-11/15 times 7:00 a.m.-10:30 p.m. Michael Tirrell asked if anyone had any questions for Westfield Little League representatives Michael Raposo, Vice President or Scott LaBombard, President and if anyone wanted to set motion. He called out each commissioner for a roll call vote. Motion made by Robert Veronesi to approve Westfield Little League permits as presented motion seconded by Douglas Morash Roll call vote as follows: Sara Unger yes, Jane DeBarbieri yes, Vincent Olinski yes, Robert Veronesi yes, Michael Tirrell yes, Douglas Morash yes, Kenneth Magarian yes and Scott LaBombard, Abstain (LL President)  
Motion passed.
10. Michael Tirrell went over the review of seasonal salaries sub-committee meeting whose members who were Jane DeBarbieri, Scott LaBombard and himself. He reviewed the 2021 seasonal salaries charts he said he emailed everyone a spreadsheet version of current positions that were easier to read and from original chart of 2020 salaries. He explained based on the minimum wage increases from the state this year and various levels of education experience and the past few years the rates were adjusted with the lowest rate adjusted accordingly. He said the sub-committee came up with the following. He read the 2020 rates and then read the 2021 rates: Playground Leaders no experience \$ \$13.50 hr., 1 yr. experience in dept. \$ \$13.75 hr., 2 years in dept. \$ 14.00 hr. Playground Director no experience \$ 14.00 hr. 1 yr. in dept. \$ \$14.25 hr. Day Camp Leaders no experience \$ \$13.50 hr., 1 yr. in dept. \$ 13.75 hr., 2 yrs. in dept. \$ 14.00 hr., Day Camp Directors no experience \$ 14.50 hr., 1 yr. in dept. plus 2 years of college \$ 15.00 hr., 1 yr. in dept. plus 1-3 years.in college \$ 15.50 hr., 1 yr. with dept.4 years or more plus bachelors or three years working with children \$ 16.00 hr. and same for following year yr. \$ 16.50 hr. He said next year we will have to address any further increases and said we are in a pretty good spot this year. He went over other positons remaining saying the sub-committee decided on keeping the same hourly rates due to some programs were not held last year due to COVID. Adult softball supervisor \$ 15.00 hr. baseball supervisor \$ 14.00 hr., basketball Instructor \$ 14.00 hr., field hockey instructor is \$ 16.00 hr., Pickle ball instructor \$ 15.00 hr. Soccer supervisor \$14.00 hr., Tennis instructor \$ 22.00 hr. and Youth Sports Instructor \$ 20.00 hr. He went over the specialist salary chart and said he spoke to Jim Blascak who informed him they work one week programs supervising children from startup of the program to clean up at the end ranging from 2 to 15 hrs. and for the amount of work they do the sub-committee decided on keeping the salaries in place Steps 1-7 \$300 to \$450.00 a week based on years with dept.
11. Michael Tirrell asked if anyone had any questions regarding salary charts and if anyone wanted to set motion. Vincent Olinski responded that the sub-committee did a wonderful job on the salary rates adjusting and they look great! Michael Tirrell thanked him and called out each commissioner for a roll call vote. Motion made by Vincent Olinski to accept the 2021 salary rates to all positions as presented motion seconded by Sara Unger, Roll call vote as follows: Sara Unger yes, Jane DeBarbieri yes, Vincent Olinski yes, Robert Veronesi yes, Michael Tirrell yes, Douglas Morash yes, Kenneth Magarian yes and Scott LaBombard yes  
Motion passed.
12. Michael Tirrell went over the fees from last year's programs and compared them to 2021 spring/summer fees, read agenda of a new field hockey goalie camp and reinstated of the basketball specialist position. He said obviously some programs were cancelled last year spring/summer due to COVID and said program fees were emailed in Jim Blascak's report and asked if anyone had any questions regarding the proposed brochure rates.

13. Vincent Olinski responded to Jim Blascak asking why the 2020 brochure fees were not included on the list you have 2019 fees and then it jumped to 2021 fees not including the 2020 fees and it is misleading and he was wondering why it was not listed or was a column not listed or if a page column was cut off. Jim Blascak responded that they are the same fees they did not change from last year and should have included the year "2020" the brochure has the same fees for 2021.
14. Michael Tirrell said the fees are based on other parks and recreation departments program fees from our previous study and we don't need to take a vote on brochure fees this year because they remain the same rates from last year.
15. Schedule of bills-Michael Tirrell asked if everyone had a chance to go over them. (Emailed) He asked Scott Hathaway to go over his reports and photos he sent.

#### Reports-Emailed

- 1 Scott Hathaway went over working with police on closing Whitney Playground for winter with gates and locks and said with him being in the guard he didn't know if the commission was aware. He mentioned the fence has been fixed at Municipal Playground. He brought up the photo of scoreboard installed at Bullen's Field and working with gas and electric to hook up and mentioned they are short staff at this time and should be good to go in the spring.
- 2 Scott Hathaway brought up the installation of the pavilion at Bullen's Field and said this was all coordinated by Ron Rix, School Supt. who retired last summer and he picked up where he left off. He also brought up the picture of the two fences that went in and are bent and need to be fixed. Per his conversation with StarFires, some kids were warming up and they somehow attached a bungee cord to fences and bent the fence. He feels coaches needs to step up to the plate to enforce kids away from the fence and not use bungee cords to arm up so they do not ruin city property. He has talked to Dan Welch from Babe Ruth to send out the message to all players and coaches to keep the kids away from the fences and not use them to warm up or climb on.
- 3 Michael Tirrell asked Scott Hathaway if he can reinforce them or fix the bent fences and question came up to who is responsible for fixing and paying the damaged fences. He said he will investigate with StarFires and Babe Ruth on a smaller section 3 to 4 ft. fence.
- 4 Robert Veronesi said that the group that damaged the fence should fix the fence not our dept. or the city.
- 5 Michael Tirrell responded that is a good question when something breaks or needs fixed at Bullen's Field who is responsible for repairs the school dept. or us? He thinks maybe the school is responsible and that is something that we need to do a follow up with the school, purchasing or law dept.
- 6 Scott Hathaway said most likely parks and recreation or natural resource dept. will have to pay to install or place concrete in area to set the pavilion in place.
- 7 Michael Tirrell brought up his concern regarding the pavilion and said he does not remember it ever coming before the commission for approval or just letting us know it was going in. He asked who approved it and how much did it cost? How did it get there and he understood there was \$ 25,000 but did not know that was being used for the pavilion and asked if all the money was used.
- 8 Scott Hathaway said he worked with a women from the School dept. that took Ron Rix old job as the new school supt. (he could not remember her name) and he said he was returning back to work from the guard when this project was all thrown at him the last minute. He mentioned he had a

meeting with himself, Fran Cain, Dave Billips and the women at the school and they talked about where the pavilion was going.

- 9 Scott LaBombard said he is a little upset because the pavilion did not come before the commission for approval and awhile back the commission voted him as the liaison for Bullen's Field. He said this all should have been brought up before Mr. Rix retired he has not heard of anything and asked who came up with the idea of a pavilion. He said the money could have been used for something else other than a pavilion the field is for the kids and he said he is not against StarFires but would love to know the folks who collaborated this and decided on spending \$ 25,000 on a pavilion.
- 10 Scott Hathaway said the pavilion was for shade and for the beer garden during games with Star Fires because people were in the hot sun and complained looking for shade or a shaded area. He said the School dept. had grant money that Ron Rix set up all this up with vendor "Skips" before he retired to deliver it.
- 11 Michael Tirrell said it is a shame the commission was not involved in the project or knew about it in advance and not invited to a meeting with the school dept. He said this is the first time we are hearing about a pavilion for shade at Bullen's Field for the beer garden.
- 12 Robert Veronesi said this has been going on for about 42 years not coming before the commission for approval or informing us.
- 13 Douglas Morash asked Scott Hathaway if there was money left over from the school grant from the \$ 25,000 and Scott Hathaway said he will do a follow up with the women in the school dept. that took Ron Rix's job and apologized for not remembering her name.
- 14 Robert Veronesi said if the school dept. is involved they should pay for the entire installation or any additional fees to install the pavilion not our dept.
- 15 Scott LaBombard responded if any additional fees to Bullen's Field or pavilion project we need to find out if all expenses follows under the school dept. or our dept. Commission agreed.
- 16 Scott Hathaway said I understand your concern, it was handed off to us.
- 17 Robert Veronesi said this all comes down to it does not benefit this dept. it benefits Star Fires and the school dept. It looks like expenses was put under our jurisdiction when work needs to be done but not on the school dept. side to pay for the pavilion installation and fence damage and questioned why.
- 18 Douglas Morash said under old minutes Bullen's Field was put under the parks and recreation dept.
- 19 Sara Unger said it was put under the dept. because of the Star Fires contract only and asked who is paying for the pad and rest of the project to install.
- 20 Scott Hathaway said for now we can put down stone.
- 21 Michael Tirrell said looking at the pavilion photo it has shingles on the roof and most likely it will be hit by baseballs and they will break. He is hoping to find the answers to the concerns brought forward tonight.

- 22 He asked Jim Blascak to go over his report (emailed) Jim Blascak said we had not had a program since the fall just the pee wee soccer program due to COVID. All other winter programs were canceled. He said Peggy Goralczyk from the dept. and myself are working on the spring/summer brochure and it is almost done. We started taking registrations on line early this year in January and it is going well.
- 23 Douglas Morash asked how the online registration went this past year he was curious how the system worked. Jim Blascak responded that they did not get to use it that much due to COVID and cancellations and said we are pleased with the on line program and if a parent had an issue with charge card payments or any other issues they would contact Peggy Goralczyk and she would assist them.
- 24 Jim Blascak said we are waiting for a few vendors to get back to us to get the brochure to print.
- 25 Kenneth Magarian asked about Community Health Training solutions and Jim Blascak responded they do the CPR and First aid for returning staff and offer that course in our brochure along with the babysitting class. He is not sure if they will offer programs this year due to no communication has been made to us. We called, sent a letter and email.

Michael Tirrell called for a Motion to adjourn the meeting made by Scott LaBombard, Motion seconded by Robert Veronesi. Roll call vote as follows: Sara Unger, yes, Jane DeBarbieri yes, Douglas Morash, yes, Vincent Olinski yes, Robert Veronesi yes, Michael Tirrell yes, Scott LaBombard yes and Kenneth Magarian yes. All in favor  
Motion passed

The next meeting is scheduled for February 8, 2021 -Via zoom

Documents used:

Schedule of bills-Emailed

Staff Reports-Emailed

Pictures emailed

Salary Chart 2021- Michael Tirrell, Chair

Salary schedule 2020 for seasonal staff

Brochure fees for spring and summer

Reviewed by Douglas Morash, Secretary of Commission

Typed organized by zoom video: Peggy Goralczyk, Head Clerk