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JUN 29 2020

Parks and Recreation Commission Meeting  
March 9, 2020

WESTFIELD CITY CLERK

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

Commissioner absent: Sara Unger

Staff: David Billips, Director, Scott Hathaway, Deputy Supt. Jim Blascak, Program Coordinator and Peggy Goralczyk, Head Clerk

City Councilors: Nick Morganelli, Liaison and Cindy Harris

The meeting was called to order at 6:30 pm with Michael Tirrell, Chair presiding and asking if anyone was taping or recording the meeting to state their name and address. He also explained the three-minute public participation.

Motion made by Scott LaBombard to accept the minutes of February 10, 2020 motion seconded by Douglas Morash. All in favor.  
Motion passed

Public Participation:  
Nancy Stolpinski, Christopher DeGray, Susan Canning, Matt Collins, Bob Eak and Chris Thompson

City Council Communication:

1. Nick Morganelli informed commissioners his support of ordinance change and merge with the Natural Resource dept. and recommends the Tree Warden Ordinance change that is on the agenda. He read aloud the current ordinances to the commissioners from the city's website from his laptop.
2. Cindy Harris is here to observe the meeting.

Business or Items for Discussion:

1. Michael Tirrell welcomed Christopher DeGray from Westfield FC soccer and he is here for a renewal permit for the Woronocco soccer fields.

Motion made by Scott LaBombard to approve renewal permit for Christopher DeGray as presented at Woronocco Soccer fields March 30 – November 13 Sunday – Saturday 8:00 a.m. to dusk, motion seconded by Douglas Morash. Vote as follows: Robert yes, Jane yes, Vincent yes, Michael yes, Douglas yes, Scott yes, Kenneth yes. All in favor.  
Motion passed.

2. Michael Tirrell welcomed Susan Canning, Director and founder of KEVS Foundation Inc. She went over the history of the organization and all the donations that she has made with the heart safe units to private groups in Westfield from all the way through Western Mass and she's working her way all through central mass. She explained her goal is to save lives

and expressed her frustration with unit donations she has made that some groups do not bring them out during events, they put them in a shed or storage. She explained her donation ended up in storage as she attended a pickle ball game and noticed there were many people playing at the Municipal playground. Also, people were playing tennis, basketball, and the spray park is there in the summer. She thought that an outdoor unit called "heart save" would be a great donation to the municipal playground outdoors. She said this will be the first AED outdoor unit that will be located outside all year-round, it is waterproof, theft proof and is kept dry year round. (She handed out pictures) The unit could be fixed to a fence, pole, board and all you need is electricity. In case of an emergency you put in a code, she explained the instructions are written on the outside of the AED unit box and if a person is having difficulties breathing you just pull the pads out and bring it to the victim. The unit will then call the ambulance and police for assistance as well. She would work with Westfield gas and electric and see if they could hook up electricity for the unit to be installed at Municipal Playground if approved. She mentioned she donated a new Heart saver unit to Nancy Stolpinski from the pickle ball group. That unit will be put inside the new AED box at Municipal. She believes that Westfield Gas and Electric will support the community and hook up electricity at no charge. Susan Canning said she would put a little advertising sign on the bottom of the unit installed by Westfield Gas and Electric if commissioners approve.

3. Robert Veronesi asked if the staff or people need training on how to use the unit. Susan Canning replied that is not necessary all the instructions are printed on the AED unit itself, it is simple, you cannot make a mistake and you cannot hurt anyone. It walks you through all the steps.
4. Scott LaBombard said that Westfield Little League always uses the heart saver unit everywhere they go and it's never locked it up it's always ready to be used if needed.
5. Susan Canning went over details of the heart saver units are big over the UK and we need to educate the rest the United States and have these units installed everywhere there are activities going on, because they save lives.
6. David Billips said that he could send a letter of recommendation to the Mayor and City Council to approve the donation of a heart saver unit donation and installation at the Municipal Playground if the commission approves.
7. Susan Canning said in the future, she would consider donating another unit at Bullen's field due to increased activities. Michael Tirrell thanked her for her donation and presentation of the heart saver outdoor unit presented tonight.

Motion made by Scott LaBombard to approve Susan Canning from KEVS Foundation and donation of an outdoor Heart Saver unit to be installed at the Municipal Playground with installation from Westfield Gas and Electric as presented motion seconded by Robert Veronesi. Vote as follows: Robert yes, Jane yes, Vincent yes, Michael yes, Douglas yes, Scott yes, Kenneth yes. All in favor.

Motion passed.

8. Michael Tirrell welcomed Matthew Collins, Superintendent of Saint Mary's High School requesting approval of permits at Municipal for tennis courts, Whitney playground for softball, and Boardman fields for Lacrosse. Matthew Collins brought up that he also has a heart saver unit and they bring it to all of their programs and they never locked up and he thanked

Susan Canning and KEVS foundation for the school donation. He mentioned her son Kevin Major attended St. Mary's School and we are thankful for the donation.

Motion made by Robert Veronesi to approve Matthew Collins, St. Mary's School renewal permits as presented March 16 – June 1 motion seconded by Douglas Morash. Vote as follows: Robert yes, Jane yes, Vincent yes, Michael yes, Douglas yes, Scott yes, Kenneth yes. All in favor.

Motion passed.

9. Michael Tirrell welcomed Nancy Stolpinski who is requesting approval from the commissioners for her to purchase new black windscreens as a gift to the municipal pickleball courts to the city. She said the cost would be about \$997 and it would cover 250 linear feet and provide 125 feet to the middle gate all at 11ft high. She also said that she is requesting the pickle ball nets to be put out this week due to the group starts next week. Nancy is also requesting in the future to possibly raise money from the pickle ball group to redo the tennis courts. She handed out a list and pictures of windscreen nets. She said that if the commission and city Council approve them then when the windscreens come in she will have Scott Hathaway and his staff put them up.
10. Michael Tirrell inform Nancy that the request to redo tennis courts as a gift would have to be placed on another agenda and if she would like to attend the April or May meeting we can discuss it then, we can't discuss or vote anything new if not listed on the agenda.
11. Scott Hathaway informed Nancy Stolpinski he'd have the staff put the pickleball nets out tomorrow or this week. She thanked him.

Motion made by Robert Veronesi to accept the windscreen gift donation from Nancy Stolpinski and allow her to purchase all the black windscreens to the Municipal Playground pickle ball courts and work with Scott Hathaway on installing them as presented tonight motion seconded by Vincent Olinski. Vote as follows: Robert yes, Jane yes, Vincent yes, Michael yes, Douglas yes, Scott yes, Kenneth yes. All in favor.

Motion passed.

12. David Billips said he would send a letter of recommendation to the Mayor and City council asking for approval of the gift donation from Nancy Stolpinski of black windscreens to Municipal Playground pickleball courts.
13. Michael Tirrell said Joseph Delaney is not here tonight for a permit request of an egg hunt at Parker Memorial Park. (Peggy Goralczyk will call him to possibly reschedule)
- 14 Michael Tirrell welcomed Bob Eak, Babe Ruth requesting approval to donate a new LED scoreboard at Bullen's Field an estimate cost of \$32,000 to \$36,000. He went over the history of Babe Ruth and what they do for maintenance of the field. He said that Starfires would join them with advertising on the bottom of the new LED light with three signs. He said that the new led WIFI would cost about \$750 to each group that uses the field and will each have their own controller, the school department, Babe Ruth and Starfires it was recommended by the vendor one controller for each group. Bob Eak said on behalf of Babe Ruth the donation of a new LED scoreboard would benefit the City the Westfield Technical Academy School, Star Fires and the Babe Ruth League.

14. Robert Veronesi asked if the students at the school could repair the old scoreboard and asked about the old sign. Discussion made among commissioners and Scott LaBombard mention that last year game lights were going out and the sign is pretty old and outdated. Bob Eak said it is all rusted out and not worth saving.
15. Michael Tirrell responded he remembered the scoreboard issues last season it was a constant battle with lights going out.
16. Scott LaBombard asked if the new LED scoreboard would have some kind of plexiglass or protection against balls hitting it so it will not be damaged. Bob Eak responded yes that is something that we are looking into at their next Babe Ruth board meeting.

Motion made by Douglas Morash to accept the gift donation of a new led scoreboard installed at Bullen's Field as presented tonight by Bob Eak, and the Babe Ruth organization, motion seconded by Robert Veronesi.

Vote as follows: Robert yes, Jane yes, Vincent yes, Michael yes, Douglas yes, Scott yes, Kenneth yes. All in favor.

Motion passed.

17. David Billips said he would send a letter of recommendation to the Mayor and City Council to accept the gift donation of LED scoreboard at Bullen's field.
18. Michael Tirrell asked David Billips to go over the cameras for parks on agenda and he introduced Fran Cain, Assistant Director to present the information to the commission.
19. Fran Cain said due to all the vandalism in the parks and playgrounds especially when it is becoming an increased problem we are requesting approval to install cameras. He said we would have to provide, install Internet service, high fiber with installation provided by Westfield Gas and Electric. He went over the cameras in the other departments that they overlook, a reservoir, water dept. and said that they had worked out pretty well. He explained the standard cameras for outdoors units would be about \$150 to \$250 per camera and we are looking to start with four cameras a total of \$2,000 or so at Municipal playground and then the goal is to hook up all other parks and playgrounds under the dept. with the same procedures. He would set up a meeting with Westfield Gas and Electric and work out the same goals presented tonight for all parks /playgrounds. He went over how the cameras record and operate.
20. Scott Hathaway went over the mini camera installed last year was a temporary solution due to vandalism at Municipal Playground. People knew it was there they could see the camera.
- 21 Fran Cain went over details of camera recording for so many days and they will need data storage he is working with the city technology dept. and his IT staff for support of the projects. He explained the ideal goal would be to have the police dept. staff have access, and review all cameras in parks/playgrounds then they can go after them if vandalism or a drug involvement occurs. Also, cameras record driver's vehicle plate information. Discussion was made if more people know cameras are installed they hope it will cut back on vandalism and or drugs in the community and they support the idea presented tonight.
21. Dave Billips said tonight we are requesting approval from the commission to purchase the cameras and we will work with Westfield Gas and Electric on fiber on installing them. Municipal Playground will be the first area under surveillance. Discussion was made regarding

where are the cameras will be placed at municipal playground. David said the goal is eventually get all parks/ playgrounds installed with cameras, internet and fiber and connect with the police dept.

22. Vincent Olinski asked if the cameras will be videotaping the pickle ball courts, basketball courts, parking lot and spray park and are you going to put a camera in each section of the playground, or where would you install them.
23. Fran Cain responded they would put a camera on each end of the playground to get a full view of the surrounding areas mentioned north, south, east and west.

Motion made by Vincent Olinski to approve Fran Cain, Assistant Director requests of security cameras in all parks/playgrounds and installation of internet, fiber, presented tonight starting with Municipal playground being the first playground and working with David Billips, Director with the budget process as presented, motion seconded by Robert Veronesi.

Vote as follows: Robert yes, Jane yes, Vincent yes, Michael yes, Douglas yes, Scott yes, Kenneth yes. All in favor.

Motion passed

24. Michael Tirrell asked David Billips to go over details of the request for approval pertaining to an ordinance change of a paid tree warden and ordinance change to combining Parks and Recreation Department with the Natural Resource Department under DPW with one combined budget.
25. David Billips went over the history of original ordinance change when the departments merged with public works. The ordinance of tree warden section 18-151c is required by law to have a tree warden and Scott Hathaway has all his licenses to serve as tree warden and receive the extra stipend that goes along with it. He said that both departments the natural resource department and the parks and recreation budgets were separate we are requesting an ordinance change to combine them and have one budget. He said that the old ordinance under parks and recreation, there is no longer a "Director of Parks and Recreation department" there is only a Deputy Superintendent of Parks and Recreation Department who also serves as a tree warden. He is the only one that is in charge of all the staff/employees from both the parks and recreation department and natural resource dept. along with himself and Fran Cain. He said that Scott Hathaway has been acting tree warden but he has not been paid for it. He would like to have the ordinance changed by merging the natural resource department with the parks and recreation department and be called the "DPW-Parks and Recreation Department" eliminating the name "Natural Resource Dept." and the tree warden would receive the stipend. He explained everything would remain under the umbrella of the public's works division with the dept. head and assistant dept. head and deputy superintendent of parks and recreation.
26. Kenneth Magarian asked if the natural resource department had board members. Dave Billips responded there are no board members that it followed under the Public Works commission. He explained the natural resource dept. does all the maintenance of all the parks and playgrounds and some cemeteries under the direction of the deputy superintendent of parks and recreation who is Scott Hathaway. It only makes sense to merge both departments.

Michael Tirrell responded then if both ordinances are changed to combine both departments it would come under the parks and recreation commission. David Billips responded that is the goal we would be one department with one budget.

27. David Billips explained he has been working with the law dept. and he will meet with the auditor, personnel director, Mayor and present the ordinance changes if the commission approves and then bring the recommendation forward to the Mayor and City Council.
28. Nicholas Morganelli says he supports David Billips and commission recommending that the natural resource department merged with the parks and recreation department he believes it is a good idea and adding the tree warden.
29. Robert Veronesi asked if additional maintenance is required are they going to give you more staff to handle all the maintenance of the parks.
30. David Billips responded that he is going to have a meeting with the Mayor soon, and if the Columbia Rail Trail when completed falls under the parks and recreation department, we definitely will need more staff to keep up with all the maintenance. He is hoping to have the ordinance changed before the next fiscal year as one budget.

Motion made by Douglas Morash to approve David Billips recommendation and support to change both ordinances pertaining to tree warden, adding a paid tree warden and combining the Natural Resource department with the Parks and Recreation department under one combined budget/department called "DPW Parks and Recreation Dept." as presented tonight motion seconded by Robert Veronesi.

Vote as follows: Robert yes, Jane yes, Vincent yes, Michael yes, Douglas yes, Scott yes, Kenneth yes. All in favor.

Motion passed

31. David Billips said he was recently informed, about a fountain going in at the Holcomb Park and thought the commission recommended not putting one in due to the maintenance, high cost and location. He will have a meeting soon with Engineering and the Mayor.
32. Robert Veronesi responded Mark Cressotti came to a commission meeting; we discussed the renovation plans and what he went over, and what we the commissioners would like at Holcomb Park. His concern was no one listens to the commission. Commissioners were concerned regarding no communication from Engineering dept. and how he went and planned a water fountain on his own, when commissioners told him they did not recommend a water fountain nor did they want a water fountain installed due to expenses and maintenance involved.

Schedule of bills -Designated board members -Approved by Robert Veronesi and Vincent Olin-ski (Attached)

Reports:

Scott Hathaway went over Cross Street and said that a neighbor has complained about the property lines and a fence. There will be a public meeting regarding Cross Street March 12 at 6:00 at City Hall. David Billips said he has another meeting regarding a fence along property lines. Commissioners are invited to attend.

Kenneth Magarian said if homes are bought you must know where your property lines are.

David Billips responded that there are residents that bring their pools and fences and sheds past city property lines and there has been problems the entire city.

Scott Hathaway showed pictures of signs that are on order for Jose Torres. He went over the playground inspection process that the staff are using a laptop to report maintenance or concerns at any park or playground. He said that they are looking into 25,000 for Bullen's Field update. Report Attached

Jim Blascak-Report Attached

He went over basketball, brochures, registrations and the mother son Luau dance is canceled will try next year with the online registration system.

Motion to adjourn the meeting made by Scott LaBombard, Motion seconded by Douglas Morash. All in favor

The meeting ended at 7:55 pm

The next meeting is scheduled for April 13, 2020

Documents used:

Reports

Photos of LED scoreboard

Photo of signs for Jose Torres

Photo and quote of windscreens

Heart saver unit photos and literature by KEVS Foundation

Permits

Camera quote

Reviewed and approved by Douglas Morash Secretary of Commission

Minutes taken by Peggy Goralczyk, Head Clerk

