

City of Greenfield
Recreation Commission Monthly Meeting
Thursday, February 11, 2021
6pm

Attending (via Webex):

Christy Moore, Heather Valenta, Taffy Ruggeri, Donna DuSell, and Barb Zaccheo

6:07pm Call to Order

6:08pm Review of December 10, 2020 Meeting Minutes

- Heather made a motion to approve meeting minutes as written and Taffy approved. Unanimous approval of meeting minutes.
- Holdover action items: 1) Christy will submit a license to re-open Remote Learning Program. 2) Christy will meet with DPW, police and fire for options for Energy Park. 3) Christy will continue to work on Open Space and Recreation Plan. 4) Christy will work on Budget FY2022. 5) Barb owes Christy comments on a draft letter from Recreation for League that used Beacon Field without permission in Fall 2020. 6) Donna and Christy will approach the Mayor about "Parks, Recreation, and Cultural Services" Department name in Charter and Code Review- how does it work with the current union contract for Park Division of DPW. 7) Christy confirm that Community Preservation Act money cannot be spent without Committee approval.

6:10pm Public Input/Discussion

- None

6:10pm Director's Report

Recreation Department Staffing:

- Christy is in the process of hiring the new program supervisor. She has accepted the position and will start March 8th. Her name is Loren Beale and she is from Harvard, MA- fully vaccinated and worked at Disney, a summer camp, and recently in a nursing home. It was a very competitive applicant pool. They interviewed 8 people in two days. She will stay with a Northampton friend as she starts her new job. Her focus will be teens and sports.

Summer Plans:

- The State has approved our summer seasonal positions. We sent out information to our returning staff and Kelly is gathering everyone's forms. The City is still not sure what the Recreation Department will be able to offer yet- it will depend on the status of the pandemic.

Energy Park:

- There are no updates in regards to the boundary issue. Christy is concerned about not having a “Green Room” with a bathroom for Sunday Concert Series artists. Dani has been in contact with the manager on site and will schedule a meeting to discuss these two matters.

Vermont Systems Software Upgrades:

- The bulk of the training and the entire migration have been completed. It is a huge overall improvement and will simplify a lot of our processes once set up. Webtrac is completely new with a very exciting interface for our users. Kelly has been phenomenal in taking the lead with all the internal database updates. IT has been very helpful as we needed to access the servers for all the upgrades. Christy is in the process of switching over to a credit card processor as well. The website for registration is <https://reg.greenfieldrecreation.com>

Standard Operating Procedures:

- Christy and Kelly are closer to finishing all the SOP’s for the department. If Commissioners want to review the 150+ pages of materials including forms and manuals, please contact Christy for the pdf. It has been a huge task and will be helpful for future Recreation Department employees. It is a day to day operations manual for the City’s Recreation Department.

Budget FY2022:

- Christy submitted a request for three full time positions. Christy was able to get the Mayor to authorize adding the Teen Center Coordinator funding as well. This will be a 19 hour position starting July 1. Christy hopes it makes it through the City Council vote. Christy had several outstanding candidates for Loren’s position that may be a good fit for the Teen Center position.

Capital Update:

- The Mayor and Christy spoke about the capital budget the other week. She is still finalizing all the details but it does appear that she will present to City Council funding for some of Rec. Dept. capital projects to include \$350k for a skate park. This is \$100,000 less than the request. Once Christy has the schedule for meetings, she will share for support during public comment- outreach will include Bryan Dolan, Rick Roy, Nancy Hazard, Caitlin VonSchmidt, and Susan Worgaftik. This is VERY exciting. Next Christy will need to apply for the PARC grant and move forward. It has not been released yet. Christy anticipates that Council would be in support however there may be concern about the upper parking lot (not the new lower lot) behind Wilson’s parking lot.

Community Preservation Committee:

- The Mayor is looking for a member of the Greenfield Recreation Commission to join the committee and Barb Zaccheo volunteered to represent the Commission.

6:37pm OLD BUSINESS

Open Discussion

Winter Carnival 2021:

- Thank you to everyone who helped make this event a success. It was well received and had great media coverage and engagement from the community. Christy was able to apply for a Crossroads Cultural District (Chapman to library in downtown Greenfield; separate from Local Cultural Council) grant for \$1,500 to help off-set the expenses for the ice sculptures. We do anticipate receiving this funding soon. If approved, the Department's budget would reflect a loss of approximately \$670 for the event. 100's of votes for ice sculptures were received through \$300 app for use through Facebook and from a web browser.
- Next year is the 100 year anniversary for Winter Carnival.

6:46pm NEW BUSINESS

Painting of Utility Boxes

- The Local Cultural Council recently awarded money to continue this program.

Open Space and Recreation Plan:

- Action plan has been finalized and the group is currently working on section 5, inventory of lands. Next meeting is February 22. Donna has been active on this Committee.

Summer 2021

- Facility Rentals – Christy sought the Commission's thoughts on how to handle the requests for the upcoming warmer months of facility rentals. There have been requests for the stage, fields, pavilions, and general outdoor spaces. At this time, there are gathering limits set at 25 people right now and no large scale events until Phase 4. If Christy moves ahead with rentals, the applicant would need to have a COVID safety plan approved by the Health Department and the Recreation Department. Donna proposed the applicant approach the Health Department before applying for a facility rental.
- Christy will tentatively plan on July 2 and rain date of July 5 for fireworks however it's unsure if this event will happen due to pandemic. Christy will review the Atlas Fireworks contract addenda- unlikely to have fireworks at Beacon Field in July 2021.
- Heather supports delaying Mutts and Mayhem to May 2022.
- Christy suggested Sunday, September 12, 2021 for the Soapbox Derby- it's not ideal as it's also the Franklin County fair weekend however with pandemic, there are no guarantees on whether either event could happen.

- Current plan is to cancel summer movies and concerts due to the pandemic.
- Heather has heard good things about local restaurants offering picnic baskets for people to socially distance at parks. The event could be called “Picnic Basket in the Park” and has been tried in other states.
- Some sports may be offered in spring, no final word yet due to pandemic.
- Summer Camp details have not been released yet- depends on pandemic.
- Triathlon is a phase 4 event so no final word if that’ll happen the first weekend in August- it’s an important fundraiser for the Recreation Department.
- Kelly and Christy continue to brainstorm more virtual programs to stay connected with the community.
- Reminder: Christy needs everyone’s Conflict of Interest training certificates before 2/12/21 via email.

Future Agenda Items

- Christy meet with Stanton Foundation with Rachael, Marlo and Heather and apply for a \$5,000 maintenance grant.
- Donna and Christy continue revival of Friends of Greenfield Recreation.
- Christy will approach the Mayor about the Energy Park property boundary.
- Donna agreed to research the screening of movies at the Greenfield Garden Cinema as a future fundraiser for the Friends.
- Christy will check if a port a potty could be rented for the Beacon Field movies.
- Christy reach out to local manufacturers for donations for the robotics program.

Next Meeting Date:

March 11th at 6pm

Adjourn – Motion made by: Heather

Seconded by: Taffy at 7:23pm

All voted in favor to adjourn at 7:32pm.