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CITY OF FITCHBURG

Board of Park Commissioners

718 Main Street
Fitchburg, Massachusetts 01420

James McGrath (*Chairman*)
Mary Whitney (*Vice-Chair*)
Dave Brooks
Mary Giannetti
Colby O'Brien

James Bunnell
Recreation Director

FITCHBURG CITY CLERK

Apr 07 2023 8:53 am

Board of Park Commissioners Meeting

Date: Tuesday, March 7th, 2023

Location: West Conference Room, Fitchburg City Hall, 718 Main Street

Call to Order:

The Tuesday, March 7th, 2023, the meeting was called to order by Commissioner McGrath at 5:35 pm.

Commissioner Members Present: Jim McGrath, Colby O'Brien, Mary Whitney, Mary Giannetti, Dave Brooks

Also Present: Nick Erickson, James Bunnell, Pete Capodagli, Shara Osgood

Public Comment: *No Public Comment*

Prior Meeting Minutes: *A motion was made by Mary Whitney and seconded by Mary Giannetti to approve the minutes from the February 7th meeting. Approved 5-0*

Department Reports:

Friends of Coggshall Report:

James McGrath Reported: Tabled Motion Mary Whitney 2nd by Mary Giannetti Approved 5-0

Riverfront Parks and Trails Report:

A motion was made by Mary Giannetti and seconded by Colby O'Brien to table the report. Approved 5-0

Community Development Report:

James Bunnell Provided a report on the Community Block Grants the Recreation department Received CBDG Funding:

Safety and Building Updates to Coolidge Pool House: \$15,000

City Park Sign replacement and Updating: \$12,000

Outdoor Fitness Center and Fitness Studio: \$50,000

Parks and Playgrounds: \$75,000 (community development office grant submission)

James Bunnell and Nick Erikson are going to tour and come up with a more functional and detailed plan for the Mama Fitz Playground renovation in the 2nd week of March

James Bunnell informed the commission that at the next meeting, Community Development would be coming in to talk about the Brews for Good event.

- *A discussion was held about reoccurring events in the parks and whether or not to have the people running the event come in to speak to the board*
- *If changes to the event are going to occur, alcohol is being served, or if the board wishes to discuss the event they are requesting that the people who are organizing the group come and speak to the commission before the event is approved.*

A motion was made by Mary Whitney and seconded by Dave Brooks to accept the report. Approved 5-0

Parks Maintenance Report:

Nick Erickson reported:

- *Update regarding the parks department picking up a lot of brush in the parks, especially at Coggshall*
- *Trees snow and ice cleanup from the last storm*
- *Updated regarding staffing Gary Worthington going to retire end of June*

James Bunnell informed the commission of the acquisition of pool furniture from Weston recreation

A motion was made by Mary Whitney and seconded by Dave Brooks to accept the report. Approved 5-0

Recreation Director's Report

James Bunnell reported

- *Fitchburg State University update-service learning class and honors program (pool house adoption)*
- *Civic Rec software Launch May 9th*
- *The Photo Contest was pushed out from the winter kickoff to Spring Kickoff with the weather, not cooperating*
- *Trees and DCR update (shared the information regarding the meeting James Bunnell had with the DCR forester Larissa from the Leominster office)*
 - *EJ zones discussion surrounding trees*
 - *Monument Park Tree replacement Possibility*
 - *Parkhill Tree Replacement Idea*
- *The Easter Egg Hunt event has been posted Date is April 8th at Parkhill Park 10 am-11:30 am*
- *Concerts in the Common series are almost filled*
- *Jr Park Rangers Program Update*
- *Summer Jobs Posted*
- *Greenway Committee Meeting summary and update from James Bunnell who attended*
- *CPR/1st Aid/AED Class James Bunnell taught for Little League Coaches*
- *Youth Football Update (working with the organization to help with budgeting purchasing, planning, and ideas)*
- *United Way Youth Grant/ working on project bread grant*

A motion was made by Mary Whitney and seconded by Mary Giannetti to table the report. Approved 5-0

New Business:

- *Pete Capodagli- (possibility) poem "plaque" to be placed in the Upper Common*
 - *Presentation materials attached- Peter made a presentation regarding permission to install the "Ode to Fitchburg" inscribed in granite in the Upper Common should he receive funding from the Creative Citys Grants*
 - *James Bunnell will send a letter of approval for Peter to use in his grant application submission*

A motion was made by Colby O'Brien to approve the request and seconded by Dave Brooks Approved 5-0

- *DCR Tree implementation Grant Proposal Overview (vote needed)*
 - *James Bunnell described the grant application and process*

- Discussion was held regarding if this grant would conflict with the Growing Places organization and what they do.
- Board requested that James Bunnell find out if the City is awarded the grant will it conflict with Growing Places and what they are doing.
- Asked that if awarded the grant the Parks and Recreation department work in conjunction with Growing Places and Greening the Gateway Cities

A motion was made by Jim McGrath to approve the request and seconded by Colby O'Brien Approved 5-0

- *Coggs Hall Stone House/Gazebo Rental Agreement Overview*
 - James Bunnell presented a draft rental agreement for those that are renting the Stonehouse or Gazebo at Coggs Hall. The agreement identifies a payment schedule and what people can and cannot do when they are renting the facilities.
 - Board asked for the document to be sent over to the city legal council for review

A motion was made by Mary Whitney and seconded by Mary Giannetti to table the report. Approved 5-0

- *Low Park Chalk Festival- Shara Osgood*
 - Shara Osgood- provide an overview of the event, purpose, and rationale for having the event. Additionally, she provides an overview of the event schedule. She asked questions regarding, event logistics (i.e. Porto potty, food trucks, parking, and permits)
 - James Bunnell offered to help her with the permit application after the meeting

Motion to approve the event made by Colby O'Brien, motion seconded by Mary Giannetti approved 4-0

Motion to adjourn the meeting made by Colby O'Brien, seconded by Mary Giannetti approved 4-0 The meeting was adjourned at 7:02 pm