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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 Cringan
Colby O'Brien

James Bunnell
Recreation Director

FITCHBURG CITY CLERK

Jun 12 2023 8:33 am

Board of Park Commissioners Meeting

Date: Tuesday, May 2nd, 2023

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

Call to Order:

The Tuesday, May 2nd, 2023, the meeting was called to order by Commissioner McGrath at 5:32 pm.

Commissioner Members Present: Jim McGrath, Mary Whitney, Mary Cringan, Dave Brooks

Commissioner Absent: Colby O'Brien

Also Present: James Bunnell, Councilor Sam Squailia, City Solicitor Vincent Pusateri, Brian Bigelow, Joe Ferguson, Tom MacMaster, and Lisa MacMaster

Public Comment: *Commission Chair James McGrath noted to the members of the Parks Commission that numerous emails were sent regarding the flying of flags in city parks. These emails are on file in the Parks and Recreation Office*

Prior Meeting Minutes: *A motion was made by Dave Brooks and seconded by Mary Whitney to approve the minutes from the April 3rd meeting. Mary Whitney motioned to accept, Mary Cringan seconded the motion. Approved 3-0*

Department Reports:

Friends of Coggshall Report:

Mary Cringan reported:

- *The friends sent out "Save the Date" postcards for the concert on August 20th. Only concert sponsored by the friend's group this summer.*
- *Friends of Coggshall membership dues are now due and noted that there is a decrease in membership from previous years*
- *A brochure instead of a newsletter will be sent out and distributed this year, and the newsletter will return in the spring*
- *Wednesday, June 7th, Research Results will be conducting a cleanup of the park. Wheel barrels, rakes, shovels, and mulch delivery were requested for that morning.*

Motion to accept Mary Whitney 2nd by Dave Brooks Approved 4-0

Riverfront Parks and Trails Report:

Mary Whitney reported:

- *Mike O'Hara is leaving the board*
- *There is only enough money for about 5 years of landscaping/maintenance for the park's remaining*

Motion to accept Mary Cringan, 2nd by Dave Brooks. Approved 4-0

Community Development Report:

Motion to table the report,

Motion to accept Mary Whitney 2nd by Dave Brooks Approved 4-0

Parks Maintenance Report:

James Bunnell reported:

- *Coggshall Park, CHimmney leaking, and leak in the ladies' restroom*
- *Little League cleanup at Merman Bourque/Gus Johnson Field (tree limbs disposed of, trash, and building cleanout, done by little league assisted by the DPW)*
- *Working on Pool startup/opening. FSU Honors Program cleanup and painting*
- *Gateway Park Cleanup*
- *Ward Cleanups were very successful*

A motion was made by Mary Whitney and seconded by Dave Brooks to accept the report. Approved 4-0

Recreation Director's Report

James Bunnell reported

- *Spring Photo Contest has been posted and is up and running*
- *Concerts in the Common Series are filled*
- *State Representative has obtained an earmark of \$75,000 for improvements to Coolidge Park*
- *United Way of North Central Massachusetts/DESE Summer Playground Program Grant \$31,500 awarded for field trips and/or educational presenters/entertainers*
- *Civic Rec Software to launch next week*
- *Movies in the Park is filled and the schedule will be released*
- *The library will be using the Stonehouse over the summer due to the Library renovation/construction.*
- *Military Band has two days at Coggshall this year (July 2 and 9), moving forward they will have the first two Sundays in July and will try and schedule additional days if possible over the summer.*
- *Stonehouse rentals are doing very well and no issues to report*

A motion was made by Mary Whitney and seconded by Dave Brooks to accept the report. Approved 4-0

New Business:

•Flag Policy (tabled from the last meeting)- Policy for Parks (vote) <otion to move the discussion down in the agenda A motion was made by Mary Whitney and seconded by Dave Brooks to accept the report. Approved 4-0

-Flag Policy resumed

City Solicitor Pusateri provided an overview of the Mayors Flag Policy for the city.

Development of the Parks Commissions City Parks Flag Policy

1. *The flagpoles located on or near City Parks are not intended to serve as a forum for free expression by the public. Motion by Mary Cringan 2nd by Dave Brooks Approved 4-0*
 2. *Outdoor flags will be flown at city facilities in the following order of precedence, first, the United States Flag, Second the Commonwealth of Massachusetts flag, and third the city of Fitchburg (this excludes Heritage Park) Motion by Mary Cringan 2nd by Dave Brooks Approved 4-0*
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3. *Additional POW Flag and US Armed Forces (Navy, Army, Marines, Air Force, and Coast Guard) for 1-week/ 7 days Motion by Mary Whitney 2nd by Dave Brooks Approved 4-0*
 4. *Flags of governments recognized by the United States at Heritage Park: Flags of the governments recognized by the United States may be displayed upon the request of the Board of Parks Commission or agent provided the same is consistent with the Heritage Parks Policy Motion by Mary Whitney 2nd by Dave Brooks Approved 4-0*
 5. *Flags of Sister Cities: The flags of official Sister Cities of the City of Fitchburg may be displayed in conjunction with an event involving Sister City and Flags of Professional Sports Teams and Scholastic Institute: The Board of Park Commissioners or agent may display the flag of a professional sports team or scholastic institute in commemoration of a significant achievement involving our region for one week (7 Days) Motion by Mary Whitney 2nd by Mary Cringan Approved 4-0*
 6. *The City of Fitchburg Parks Department received a conditional gift of the Flagpole, installation, and infrastructure at Riverfront Park, from the Rotary Club of Fitchburg. Through acceptance of this gift, the City of Fitchburg Rotary Flag will fly along the American Flag at Riverfront Park. Motion by Mary Cringan 2nd Dave Brooks Approved 4-0*
 7. *7. The City of Fitchburg Parks Department received a conditional gift of the Flagpole(s), installation, and infrastructure from the Police Association and Firefighters Association. Through acceptance of this gift, the Police and Firefighters' Flags will fly alongside the American Flag at the memorial parks. Motion by Mary Whitney 2nd by Mary Cringan Approved 4-0*
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New Policy attached

A motion was made to move the next three topics up in the agenda, Mary Whitney motioned, and Mary Cringan 2nd Approved 4-0 to move

- *Brian Bigelow and (Jon Roy not present)- Coggshall New policy, rates, and procedure discussion
A discussion was had between Brian, the parks commission, and James Bunnell the Parks and Recreation Director regarding the new fee and time structure at Coggshall, waiting for four of the larger snapping turtles relocated, and new lines/handicap spots made/painted. The discussion continued how the rates and fees change came to be, Brian proposed to change the time structure that has been established. The Parks Commission thanked Brian for attending and said they would take this information under advisement and decided to change the schedule next meeting.*
- *Joe Ferguson (InTown Fitchburg) Face Festival at Riverfront Park
Joe Ferguson discussed and provided an overview of the Face Festival event at Riverfront on June 24th. Seeking the commission's approval to hold the FACE festival.*

A motion was made by Mary Whitney and seconded by Dave Brooks to accept the report. Approved 4-0

- *Tom MacMaster Fitchburg Street Hockey
A brief discussion was held regarding the new lease/youth sports user agreement between the city and youth organizations. James Bunnell briefly discussed the purpose behind the document and the agreement that was needed to be in place for the city and youth groups. The commission thanks Mr. MacMacsters for all of the work Street Hockey has done at Coolidge Park. A meeting will be scheduled with James Bunnell, Tom MacMaster, and city solicitor Vinny Pusateri*
- *Summer Program/Parks/Pool Rates and Fees*

Discussion held regarding the proposed rates conversation held at the last Parks Commission Meeting. James Bunnell presented information from his meeting with Mayor DiNatalie regarding the rates, James Bunnell also provided a full summer registration discount and a tiered discount for families with more than one child attending the playground program (per suggestions from the parks commission's last meeting). Additionally, James Bunnell discussed the day pass and season pass fee for the Coolidge Pool.

Proposed for Fitchburg (Per Week/Per Child)	20% discount if paid in full	
1 child	\$ 50.00	\$ 240.00
2 children	\$ 85.00	\$ 408.00
3 children	\$ 110.00	\$ 528.00
<i>each additional child after 3 is \$20/per</i>		

Motion to approve the summer playground program fees made by Mary Cringan 2nd by Mary Whitney Approved 4-0

Program	Day/Child	Day/Adult	Day/Senior	Family	Individual	Senior
<i>Fitchburg (proposed Rates)</i>	\$ 3.00	\$ 5.00	\$ 3.00	\$ 55.00	\$ 30.00	\$ 25.00
<i>Group discount provided depending on the size</i>						

Motion to accept the Coolidge pool fees made by Mary Cringan 2nd by Mary Whitney Approved 4-0

Motion to adjourn the meeting Mary Cringan seconded by Dave Brooks Approved 4-0

The meeting adjourned at 7:52 pm