Board of Park Commissioners Meeting  
Date: Tuesday, January 8, 2019  
Location: Memorial Middle School Cafeteria

Call to Order:  
The January 8, 2019 meeting was called to order at 5:30 PM

Commissioner Members Present: Jon Ricciutti, Jim McGrath, Mary Giannetti, Mary Whitney and Dave Madigan.  
Also Present: Lenny Laakso and Nathan LaRose

The meeting opened with the Pledge of Allegiance led by Jim McGrath

Minutes of the Meeting: A motion was made by Mary Giannetti and Seconded by Mary Whitney to accept the minutes for the November 8, 2018. Approved 5-0.

Reports:  
Friends of Coggshall Park Report:  

A motion was made by Dave Madigan and seconded by Mary Whitney to table the Friends of Coggshall Report. Motion approved 5-0.

Community Development Report: See Attached  

A motion was made by Dave Madigan and seconded by Mary Whitney to table the Community Development Report. Motion approved 5-0.

Parks Maintenance Report: See Attached.  
Report made by Lenny Laakso.  

A motion was made by Mary Whitney and seconded by Dave Madigan to accept the Parks maintenance report. Motion approved 5-0.

Riverfront Parks and Trails Fund Report:  

A motion was made by Mary Giannetti and seconded by Dave Madigan to table the report. Motion approved 5-0.

Recreation Department Report: See Attached.  
Report made by Nathan LaRose

Based on the report regarding meetings on Lowe Playground, the Board of Park Commissioners requested that a representative from NewVue Communities attend the next Board of Park Commissioners meeting to provide an update on the Fitchburg Arts Community Project.
The Board also asked that we look into signage for the Recreation Department along John Fitch Highway.

A motion was made by Mary Whitney and seconded by Mary Giannetti to accept the report. Motion approved 5-0.

Old Business:
The Recreation Director reported to the board regarding the status of the draft MassTrails application for the Mirror Lake Accessibility Project. Mr. Larose notified the board of the Friends hiring Weston and Sampson to assist in the application. The application will be submitted on time.

A motion was made by Mary Whitney and seconded by Dave Madigan to accept the report. Motion approved 5-0.

The Recreation Director reported to the Board of Park Commissioners that an application for work at Goodrich Park to complete renovations to the ballfield and the former tennis courts was submitted on their behalf to the Community Development Block Grant program.

A motion was made by Mary Giannetti and seconded by Mary Whitney to approve the Goodrich Park Phase II project and accept the report. Motion approved 5-0.

New Business:
The Board of Park Commissioners discussed the draft schedule for 2019 meetings and revised the schedule to move the July 2, 2019 meeting to July 9, 2019.

A motion was made by Mary Whitney and seconded by Dave Madigan to amend the draft schedule to replace July 2, 2019 with July 9, 2019 and to approve the amended schedule. Motion approved 5-0.

Commissioner Ricciuti presented to the Board a request allow an easement or similar measure to Insert Name of 421 Ashurnham Street along the outer edge of Moran Field for a tractor path to allow cattle access to field adjacent to the Moran Field Parking Lot.

A motion was made by Jim McGrath and seconded by Dave Madigan to request an opinion from the City Solicitor as to the best method to assist Insert Name and to have the City Solicitor draft the appropriate form of agreement with assistance from the Recreation Director. Motion approved 4-0.

Community Issues:
No Community Issues were discussed.

Adjournment: A motion was made by Jim McGrath and seconded by Mary Giannetti to adjourn the meeting. Motion approved 5-0.
Board of Park Commissioners Meeting
January 8, 2019
5:30 PM
Memorial Middle School Library
615 Rollstone Street
Fitchburg, MA 01420

Pledge of Allegiance

Approval of the Minutes: Regular Meeting November 8, 2018

Selection of Board Chair and Vice Chair

Department Reports:
- Friends of Coggshall Park Report
- Community Development Report
- Parks Maintenance Report
- Riverfront Parks and Trails Fund Report
- Recreation Director's Report

Old Business:
- Updates of Recreational Trails Program Grant Application for Mirror Lake
- Updates on Parks Department CDBG Application
- Discussion on amending the Park Rules (tabled)
- Discussion on purchasing additional chairs and tables for Coggshall Park. (tabled)

New Business
- Setting of 2019 Regular Meeting Schedule
- Request by Bill Collins for the use of a section of Moran Playground as an entrance to abutting private property and barn.

Community Issues: Open Forum
Cogshall Park
- Dug hole at Cogshall Park for new bird feeder
- Changed signs stating closing time at Cogshall Park due to change to Standard Time
- Removed ducks from Mirror Lake and brought them to Hollis Hills Farms, with help from the Fire Dept.

Coolidge Park
- Removed features from Coolidge Park Pool
- Removed fallen tree at Coolidge Park
- Moved soccer nets from St Bernard’s School to Coolidge Park

Upper Common
- Completed trimming trees on the Upper Common
- Placed Nativity scene at Upper Common

Moran Playground
- Repaired fence and installed gate at Moran Playground for Fitchburg Youth Soccer
- Repaired fence at Moran Playground

Other Parks
- Picked up trash in Parks
- Picked up leaves in Parks
- Winterized sprinkler systems
- Cleaned grate at Parkhill Park
- Delivered basketball hoops to Memorial School
- Moved basketball hoops from Memorial to McKay Schools
- Picked up toys from Crocker Playground and stored for the winter
- Removed flags from Flag Park for the winter

Help Wanted
- Hired 2 Light Motor Equipment Operators in Parks
Recruitment Director's Report: January 8, 2019

Office Administration:
- Final move from the old Broad Street office has been completed. Only long term storage remains.
- Met with New Vue Communities to discuss CDBG grant application for Lowe Playground.
- Met with FSU Nursing Student to discuss research project into youth outdoor recreational opportunities.
- Attended City Council Meeting to update Council on status of Trails Visioning Committee.
- Continued biweekly meetings with trail visioning committee. The committee has completed the map guides, which I have distributed here and is in the process of writing a visioning document and reviewing trail needs.
- Met with Mayor for quarterly department meeting. Discussed Swans at Coggshall, renovation needs at Parkhill Park and basketball.

Programming:
- Biddy League Basketball:
  - PeeWee games entering week 4
  - Grades 3-5 games entering week 3
  - Grades 6-8 games entering week 1
- Beth has been conducting meetings to begin forming committees to plan 3 festivals at Riverfront park.
- Concerts on the Common are set for every Wednesday in July and August starting July 10th.
- Annual Winterfest
  - We will be seeking a sponsor for the live music for the event.
  - The event is scheduled for Saturday, October 2, 209 from 1-4PM at Coggshall Park.
  - Winterfest is posted in the Johnny Appleseed Guide.
  - A grant was sought from the Fitchburg Cultural Council to offset some of the costs of the event.
  - Currently Planned Events:
    - Story Walk
    - Story Book Readings with Mayor and Council President
    - Youth Cardboard Sled Contest
    - Beer Garden
  - Currently seeking Food Truck Vendor for event
- Currently planning annual Easter event. Date is set for April 13, 2019
CITY OF FITCHBURG
RECREATION DEPARTMENT

Nathan LaRose, Recreation Director
Beth Robbins, Administrative Assistant

Board of Park Commissioners
January 2019 – December 2019 Regular Meetings

Draft Schedule

Tuesday, January 8, 2019
Tuesday, February 5, 2019
Tuesday, March 5, 2019
Tuesday, April 2, 2019
Tuesday, May 7, 2019
Tuesday, June 4, 2019
Tuesday, July 2, 2019

No Meeting in August
Tuesday, September 3, 2019
Tuesday, October 1, 2019
Thursday, November 7, 2019
Tuesday December 3, 2019

Meetings are scheduled to begin at 5:30 PM
Memorial Middle School Cafeteria
615 Rollstone Street, Fitchburg, MA 01420