Recreation Commission Meeting

20 Sanderson Street City Offices and Greenfield Community Youth Center February 15, 2024 6pm

Attending:

 Myrtron Jaquay, Donna DuSell, Mary Phillips, Dan Piasecki, Barb Nichols Zaccheo, Heather Valenta, and Christy Moore

6:03pm Meeting called to order

6:05 pm No public input and no previous meeting minutes to review at this time

6:06pm Recreation Director Report

PROGRAM AND OFFICE UPDATES:

Greenfield After School Program (GRASP):

- With spring sports season approaching, the Recreation Department has advertised for GRASP staffing. Christy is hoping to interview new candidates next week
- GRASP enrollment continues with two new students starting Federal Street School from Newton School after break and there is one new student at Four Corners.

REC ROOM:

- Ben has 24 25 signed up and average about 10-14 a day depending on sports, specials, etc. The next Rec Room season starts on March 18th.
- Ben shared that the Greenfield Savings Bank money management program with Mpress has been an amazing workshop as "all the kids ask to be helpers when she comes and they all participate in the actual conversations about money" and she brings special snacks for the kids!

Basketball:

- Basketball Celebrations for this season will be separated into two groups due to the program size. 5th and 6th grade teams will be on February 27th and the 2nd through 4th grade teams will be on March 5th.
- For the first time, Shayla is organizing a Girls Jamboree at the Greenfield Middle School on Friday, March 1st. Five teams will be competing in a round-robin jamboree format with pizza and drinks.
- Boys 5/6 Tournament is happening this week and ends on Sunday, February 18th in Vernon.
- Girls 5/6 Tournament will be on February 23rd-25th in Vernon.
- Boys 2/4 Tournament starts on Sunday, February 25th in Hinsdale and then resumes on March 2nd and will conclude on March 3rd. Two of our four teams are participating.

Office:

Kelly continues to prepare RecTrac process instructions that she completes daily
or routinely in the office. Along with RecTrac, there are software summer
updates, manuals, etc. It is a huge list of items to wrap up before she leaves on
maternity leave.

Budget:

- Christy and Donna met with the Mayor about the need for additional funding to offset the expenses for swim area operations.
- Christy entered the full amount for FY25 budget request which includes \$256,703 for current staffing, longevity, and water testing services. A further request for \$75,952 is for a Full Time Equivalent for summer camps/childcare, membership and dues, meetings/seminars, office supplies, computer licensing/equipment, Sani-Cans, Police Detail for events, and temporary salary/wages. The Grand Total Request for FY25 is \$332,655.
- Christy is awaiting confirmation of a date for the capital budget presentation.
- The Mayor requested ideas for Recreation programs/services to support families living at the Days Inn. The Commonwealth has funding available that the City of Greenfield could apply for. Donna suggested Green Rivers Swim Area passes for the families and accompanying funds for staffing and supplies for the Swim Area. Christy follow up with the Mayor's office about funding for programs for families residing at the Days Inn.

Stage Forms:

• Christy has received multiple stage use forms for events in the area for the spring and summer.

Old Business

North Severance Street Park

- Eric received the estimate for demolition of the building from Associated Builders totaling \$34,400 for all options and Christy shared the January 26, 2024 letter with the estimate. Christy and Donna met with the Mayor about the proposed upgrades to the ballfield, the inspection report, estimate for demolition, and sample lease agreement. Christy will follow up with the Mayor on the demolition and sample lease agreement.
- Donna reviewed some of the other leases including Abercrombie/Lunt/etc. and suggested that they be updated. Dona also recommends that the Recreation Department work to get all the non-profits on the same lease template and get them in compliance with all lease terms (e.g. payment of water bills, etc. Dan will also review the leases and get back to Christy with any edits.

Community Preservation Committee (CPC) Projects

• Christy presented the Department's CPC FY25 project requests on January 30 to the CPC meeting at City Hall. Christy reminds everyone that the CPC is seeking public input on the 12 projects under its review to help it determine which will receive funding this year. The CPC will meet on Thursday, February 22 at 5:30 p.m. at the John Zon Community Center specifically to collect public input on the proposals- Commissioners are invited to weigh in on CPC projects. The public may also provide feedback at any CPC meeting during the public comment period. In addition, the committee has developed an online survey to gather comments until the end of February: bit.ly/cpcfy24.

Overview of CPC FY24 projects:

Rocky Mountain Trail Maintenance Project – Christy received the Purchase Order to move forward. Next is the completion of Notice of Intent (NOI)/Massachusetts Endangered Species Act (MESA) for the project.

<u>Beacon Fountains</u> – Fountains have been ordered and are expected to arrive next week. <u>Christy will work with the Department of Public Works for installation.</u>

<u>Greenfield High School Track</u> – <u>Christy needs to approve a plan and schedule work for spring.</u>

<u>Site Amenities</u> – Christy received the Purchase Order and she is in the process of ordering two ping-pong tables, foosball, and two cornhole sets. Foosball and ping pong will be installed at the Middle school and the rest at the Green River Swim Area.

<u>Pickleball</u> – Christy received the first invoice for site survey work for the project. Christy shared the highlights of the land survey. Christy will schedule a meeting to set dates for public meetings and feedback on designs.

Winter Carnival 2024

- In advance, Christy emailed the staff's debrief for the Winter Carnival weekend. Christy shared the department's estimated budget so far for the carnival.
- There was very strong attendance from Colrain, Rowe, Athol, Orange and other areas. Christy thinks that the wide press coverage helped a lot- from NEPM, WHAI, MassAppeal, and Recorder.
- Carnival attendees liked the theme and the fireworks were great and well attended.
- Ice Bar at Mesa Verde did not cover its expenses. Ice bar cost \$1,700.
- For next year, there are more volunteers needed at Beacon Field.
- Recreation staff were pleased to receive a letter of recognition from the new Mayor Desorgher for the staff's hard work on the Winter Carnival.

6:48pm New Business:

Summer 2024 Events and Programs

- Summer planning is nearing completion. Kelly has completed the summer camp enrollment packet and will be distributing it to families this week.
- Skateboard lessons and Ben's summer Rec Room programs still need to be finalized.
- For a few summer sports programs, Shayla is waiting for date confirmations.
- Christy is concerned about finding summer staffing for summer camp, Swim Area gate, Swim Area concessions, Swim Area lifeguards and some sport programs. It is a high turnover year especially with lifeguards and camp.
- Donna suggested the Christy circle back to the trainer from Northampton that trains the lifeguards at Deerfield Academy.

Movies in the Park

 Christy was happy to announce that Franklin First Federal Credit Union is coming through for the movie series with a total of \$4,000 sponsorship. The Recreation Department will have five movies this year with movie titles and dates to be determined.

Fundraising

 Christy shared a postcard for potential sponsors of the Winter Carnival, Movies in the Park, Mutts and Mayhem, Greenfield Fireworks, Greenfield Triathlon, and Downtown Halloween- Commissioners are encouraged to share them with potential local sponsors.

Fireworks

- Fireworks sponsorships are slowly coming in. Vendor paperwork was sent out
 with a few already submitted. Christy confirmed the sound tech for fireworks but
 needs to book bands.
- Fundraising Updates— Amy McMahan at Mesa Verde continues to brainstorm as she really wants to help fundraise in general.
- Christy confirmed that it is best to forgo the golf fundraiser at this time as there
 are other fundraisers planned. Mik and Danica had been interested in the golf
 fundraiser however the logistics and available dates are too cumbersome at this
 time.

Dodgeball Tournament March 2nd

- This tournament is a fundraiser for 2024 Greenfield Fireworks
- 10am start time at Greenfield Middle School gym
- Christy and Kelly prepared an excellent flier. The cost per team is \$50 and consists of five players. Spectator/Admission \$5/person.

- Shayla reports that the social media announcements have been very well received. One team from Somerville, MA is registered so far. Pre-registration is required.
- Christy asked Commissioners to volunteer for the following positions: Concessions will be drinks, popcorn, pizza, chips, candy, etc.

Concessions –	4 _	9:00-1:00pm	12:30-4:30pm
Greeter/money collector -	4 _	9:00-1:00pm	12:30-4:30pm
Refs -	4 _	9:00-1:00pm	12:30-4:30pm

Mini Golf April 5th and 6th

- This event is a fundraiser for the 2024 Greenfield Fireworks.
- Cost is \$5/per person and under age 3 is free
- Christy shared the flier and sponsorship flier. Christy has one hole sponsor already thank you Montague Web Works!
- Location of the event is 20 Sanderson Street in Greenfield
- Hours on Friday will be 5:30pm to last entry at 8:45pm; Saturday 10am to last entry at 3:45pm.
- There'll be a food truck on site.
- Christy shared a brainstorm of new potential sponsors, possible hole decoration ideas, and the following Commissioners agreed to contact these organizations:
- Mary will ask for Mini Golf sponsors for: Presenting: Berkshire Gas, Baystate Franklin, Gagne Wealth Management, and Hole Sponsors: Mesa Verde and Bathfitters.
- Heather will ask for Mini Golf sponsors: Presenting: M&T, Sandri, Ford/Toyota, McGovern Chevrolet, and Lundgren Honda and Hole Sponsors: Adam's Donuts, BGH Dental, Bootleggers, and Goly's Garage. Heather asked that Greenfield Cooperative Bank not be contacted as they sponsor Mutts and Mayhem.
- Myrt will ask for Mini Golf sponsors for: Hole Sponsors: Snow and Sons Landscaping
- Donna will ask for Mini Golf sponsors: Hole Sponsors: Tire Warehouse, Town Fair Tire, Booska's flooring and any other flooring place, Kitchen and Bath design firm on Mohawk Trail, Manny's Appliance and Mowry and Schmidt or other builders.
- Christy will ask for Mini Golf sponsors: Martin's Farm and Academy of Charlemont
- Another sponsorship opportunity would be advertising space on the scorecard.

Cornhole May 4th

- This is a fundraiser for the Greenfield Fireworks 2024.
- Rain date is May 5
- 2:30pm setup, 3pm start time at Court Square. \$50 per team
- Live DJ, alcohol, raffles and kids activities.

- Christy has prepared the licensing commission forms. Danica is working to confirm the brewers and researching corn hole tournament scheduling software this year.
- Bathrooms are set up at City Hall.
- Bart's ice cream may not be using their food truck.
- Mary has five definite and one back up corn hole board. Hitchcock brewing lent some too.
- Danica will reach out to DJ Lazer Chicken.
- Leftover from last year: raffle for Golden Nozzle

Mutts and Mayhem, May 19th

- Sponsorship Freedom Credit Union for \$100 has been received.
- Registration is live although Christy has not updated the website yet.
- Heather is working on the Vendor list so that Christy can send out invites.

Triathlon, August 4th

 Registration is live with 23 so far with people registered from Alaska and Utah already!

Energy Park Concerts/Events

- Greenfield Military Band, Coop Concerts and Shakespeare in the park will return.
- Mpress will host a Reggae Fest on August 11th.

Juneteenth

- Christy is working with Mpress on Juneteenth planning.
- Current plan is to host it at the Energy Park.

Pride June 15, 2024

 On Friday, February 16, Christy is meeting with Keith Barnicle Chief of Staff and Pride Committee members about the parade and closure of Miles Street for Pride

Stage

• Christy has been pleased with the inflow of stage rental requests for the spring and summer season 2024.

Park Operations

Swim Area:

 Commission discussed leaving the Swim Area hours of operation identical to last summer however asked Christy to add an asterisk in the Summer brochure to hours of operations "schedule subject to change."

Future Agenda Items

Fireworks Fundraiser

• Swim Area Operations

Next Meeting Date: March 14 at 6pm

Adjourn at 7:40pm; Motion made by: Mary; Seconded by: Dan

ASSOCIATED BUILDING WRECKERS, INC

352 Albany Street, Springfield, Massachusetts 01105

Tel: (413) 732-3179 / (800) 448-2822

www.buildingwreckers.com AA/EOE

January 26, 2024

Eric Twarag, AICP Director Town of Greenfield Eric.twarog@greenfield-ma.gov

For the sum of \$ 19,400.00 and salvage rights, we offer to demolish the 1-story building located at 46 Severance Street in Greenfield, Massachusetts.

Associated Building Wreckers' work includes:

- 1) Notifying DigSafe.
- 2) Obtaining the demolition permit.
- 3) Using water for dust control, as needed, via ABW-supplied water tanker.
- 4) Pump and crush the septic tank.
- 5) Obtaining the tank permit with the Greenfield Fire Department for the 275-gallon above ground tank in the basement.
- 6) Demolition, removal, and disposal of the 1-story building including the slab and foundations.
- 7) Leaving the demolition area rough graded with onsite soil.
- 8) Furnishing a certificate for demolition general liability and worker's compensation insurance, upon request, based on prevailing wages.
- 9) Rodent abatement, as required.

Town of Greenfield will be responsible for:

- All service disconnections including, cutting, capping, and/or making safe. Proof of all disconnections will need to be provided to Associated Building Wreckers, Inc.
- 2) Any permits except the demolition permit and tank permit.
- 3) Any repair to grass, and/or landscaping damaged during demolition in the work area.
- 4) Any damage to underground services that DigSafe and/or Town of Greenfield has not made us aware of including, but not limited to, underground sprinklers, roof drains, septic systems, and on-site wells.
- 5) Providing a pre-demolition asbestos survey, as required. (See Option #1)
- 6) Any asbestos abatement.
- 7) Any removal or disposal of the septic system and well, if found.
- 8) Any backfill. (See Option #2)
- 9) Cost associated with any hazardous materials found at the site.
- 10) Making the job accessible to work.
- 11) Any site fencing, if required. (See Option #3)
- 12) Any loam and seed of the disturbed areas. (See Option #4)

Option #1: If awarded the demolition work, we agree to provide a pre-demolition asbestos survey for an

additional \$ 1,500.00.

Option #2: While onsite, we offer to provide and install a sufficient amount of ordinary borrow fill to

match surrounding grades for an additional \$ 7,500.00.

Option #3: If awarded the demolition work, we agree to provide six-foot temporary chain link fence panels

around the building during demolition would add \$3,000.00 (=/- 300 linear feet) to our offer

price. This includes the installation and removal of the panels.

Option #4: While onsite, we offer to provide and install a sufficient amount of loam and seed to the

disturbed areas after demolition and fill installation for an additional \$ 3,000.00.

Sincerely,

ASSOCIATED BUILDING WRECKERS, INC.

Fred VanDerhoof, Vice President



City Hall
14 Court Square
Greenfield, MA 01301
Phone 413-772-1560 Fax 413-772-1519
mayor@greenfield-ma.gov
www.greenfield-ma.gov

City of GREENFIELD, MASSACHUSETTS OFFICE OF THE MAYOR

February 5, 2024

Christy Moore and Staff 20 Sanderson Street Greenfield MA 01301

Dear Christy and Staff,

I wanted to take the time to thank you for always going above and beyond. Your dedication and commitment to this community does not go unnoticed. The Winter Carnival was another amazing community event that was enjoyed by many.

Thank you again for all your hard work and please know you are valued, and I realize the hours it takes to make an event successful.

Sincerely,

Huney Ollojkek Virginia Desorgher

Mayor of Greenfield









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City of GREENFIELD, MASSACHUSETTS OFFICE OF THE MAYOR

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Sincerely,

Virginia Desorgher
Mayor of Greenfield

well done!





Winter Carnival 2024 Debrief

Throughout Weekend

Golden Carrots:

People enjoyed

Friday

Ice Carving:

- Ice Delivery was quick- 1hr 15 minutes ahead. 10 Minute deliveries, Ice Bar done by 9:00am
- Don't give option for block set-up, just leave ice on stand
- Require emails for voting
- Hope Street- continue with sculptures there?
- Hope Street- Parking meter bags out early
- Banners- Face in towards sidewalk or have double banners on each side?
- Josh Ruder and Chef Pike both want to come back in 2025
- Greenfield Gallery Power issue- double check all lights/bulbs are secure

Mesa:

- Instead of ice bar which doesn't cover costs, bar on wheels out of wood
- Luge only worked Friday due to ice melt
- Didn't sell enough drinks to cover cost
- S'mores sold for \$1
- Needs fire element for Friday night
- Conte- make sure moves truck for weekend

Torch:

• Weighted in bottom- change on licensing form.

Downtown Defrost:

- Closed Court Square Noon Friday. Barricades down 10:00am Saturday.
- 3 Barrels 2 w/Greenfield, 1 Green

Beacon Warm Up- Warming Fire, Fireworks:

- Expanded warming fire- remind DPW.
- Need more firewood- not enough for double fires for both days
- No lights by rink needed if no ice skating
- 20 Bags of marshmallows good amount- 10 each day
- Ask Fire Dept to come at 8:00pm to extinguish fire. 4:30pm on Sunday.

Parade of Lights:

- Our speaker was awesome- great to have music. Double check playlist for length and song appropriateness.
- Vehicle spacing- add to keep 50 ft distance in between vehicles for best viewing
- Remove height restriction on form
- Brickett is interested- add to contact list unless he is fireworks shooter!
- Green auto tape was awesome!

Perhaps skip the sign on back with theme- very time consuming or use rope lights?

Saturday

Puzzle Contest:

- 12 team turnout- was great! New and returning teams.
- Suggested to stay on to see who finishes 2nd & 3rd

Family Activities:

- Went well
- Art was great on the boards for hanging

Mad Science:

- Great turnout- everyone loved it
- Double check with vendor 2 days before to confirm

Cribbage:

- Record turnout- 72 participants
- Max Occupancy is 136, with 88 chairs, 6-8 ft utility tables, 16 square tables
- Rick borrowed tables from Bernardston Sr Center
- Rick wants to max out at 100 and add some tables into lobby/ entry area
- Loved the Friends online registration

Dawn's:

- She reported a great turnout
- Add Sunday's flash mob performance to the brochure as it has been going on for years now and no longer a "surprise"

10 Forward Karaoke:

• Big hit- extended until 4:00pm and may now offer regularly

Glow Party:

- Big Hit
- Consider charging for entry?
- Need door attendant with clicker for estimated attendance
- 7 boxes of glow accessories given away
- Glow stuff- kids grabbed handfuls- make announcement to share- or try to limit somehow
- Glow in the dark tape or special lights needed for speaker legs/dj area to prevent tripping.
- Look into purchasing glass cylinder glow things

Sunday

Donuts with Olaf:

- Went really well
- Flip flop books and our table for better Olaf photo ops in front of Adams sign. Or one table on each side of the door?
- See if there is away to secure head better
- Re-attach sticks to top of head

Smallfoot Movie:

• Cinema reported a full house

Beach Bash:

- Not really executed
- Photo background barely used

Chili:

- Had record chili entries- 12
- Need more extension cords and connectors: 3 crock pots per extension cord and connector- we had 3 of each that we brought. Make sure to place crocks as close together as possible to reach connectors and save table space.
- Need at least 5 large tables next year
- When one chili runs out, close voting. Create sign to make this clear.
- Ask second shift to count ballots.

Cookies:

- Need more volunteers- at least 3-4
- Need more tables- probably 5
- Ask cookies to be dropped off for 11:30 instead of noon
- Have plates for serving instead of napkins- easier to hold more
- Make sure it is clear volunteers serve- not serve yourself. Add signs.
- Push cookies to back of table towards servers vs front where it is more appealing to grab yourself
- Either use ticket system like chili or write #of cookies on ballot to ensure they receive amount they paid for

K9 Keg Pull:

- Make sure walkies are packed in their box
- Adjust categories/ awards- ¼ keg or 1/6? No Half?
- Bring bleachers remind DPW to leave closer to parking lot for pick up

Sleigh/ Hay Rides:

- Great- covered expenses
- Call him with decision on sleigh or wagon sooner

Cardboard Sled Race:

Recruit adults & corporate

Other Field Events:

- Remind snowmobiles to park on Gerrett after dropping off snowmobiles. Need ADA parking on Beacon Street side.
- Tug of War- great volunteer this year. Rope was left out and people continued to play throughout the day.

Vendors:

- Salvation Army/ Kiwanis- arrive and open earlier
- Suggest a vegan option
- More beverages besides just cocoa, especially water

- Get a second vendor- another option. Need to figure out spacing.
 - o Jim-Fried Dough
 - o Waffle Guy

Sani Can/ Barricades:

- Need 2 Sani Cans for the weekend
- Add Chili Drop off sign to one barricade
- Add Do Not Block/ No Parking to barricades by Beacon lot entrance

Raffle:

- Double check cans for all prizes.
- Have prizes organized and ready for pick-up week after
- Ask Jill Lizotte for Yankee Basket
- BJs- ask Rick not to solicit- avoid confusion. Can pick up month ahead with their ok.

Overall Event

Sponsorship:

- Has grown tremendously- everyone loves event
- Get GSB in sooner
- Raffle donors- solicit/ follow up sooner

Volunteers:

- Volunteer- detailed information- special email sent to every position??
- Barricade Management- list of who can be let in if we have volunteer
- Need More- reach out to school groups sooner
- Parking info to volunteers

Additional Notes:

- Brochure- have translated into Spanish- GPS
- Brochure- number ordered was great- 2500 through Sheriff's office
- Reminder to fire dept- extinguish fires on Friday at 8:00pm, Sunday at 4:30pm
- T-Shirts: Order more adult M, L, XL shirts- ran out of all. Less small.

2024 Winter Carnival Budget Summary

Estimated as still waiting on some income/expenses

Income		
Sponsors/ Grants	\$	18,575.00
Ice Sponsors	\$	3,500.00
Parade of Lights Donations	\$	125.00
Puzzle Contest	\$	240.00
Cribbage	\$	970.00
Donuts with Olaf	\$ \$ \$ \$ \$ \$	540.00
Wagon Rides	\$	540.00
Cookie Bake Off	\$	192.50
Chill Cook Off	\$	328.00
Souvenirs	\$	125.00
Raffle- Friends	\$	-
Total Income	\$	25,135.50
Expenses		
Ice Expenses	\$	5,646.60
Fireworks	\$	4,500.00
Parade of Lights		816.16
Glow Party	\$	1,767.32
Puzzle Contest	\$ \$ \$ \$ \$ \$ \$	260.35
Family Activities- Facepaint	\$	99.32
Donuts with Olaf	\$	-
Wagon Rides	\$	500.00
Cookie Bake Off	\$	32.04
Chili Cook Off		40.56
Cardboard Sled Race	\$	186.10
K9 Keg Pull	\$	112.60
Snowmobile Show	\$ \$	41.30
Golden Carrots		21.98
Marketing	\$	2,560.43
Misc Supplies and Expenses	\$ \$	152.65
Logistical Expenses- DPW, Sani Can, DJ	\$	938.33
Total Expenses	\$	17,675.74
Net Profit	\$	7,459.76

^{*}Pending Income: Friends- Cribbage Tournament, Raffle, K9 Awards

^{**}Expenses estimated for Police, DPW, Carver Lunch, USPS

2024 Winter Carnival Event Budget Summary

	Income		Expense		Profit/Loss	
Sponsors, Donations	\$ 18,575.00	\$	-	\$	18,575.00	
Ice Carvings	\$ 3,500.00	\$	5,646.60	\$	(2,146.60)	
Parade of Lights	\$ 125.00	\$	816.16	\$	(691.16)	
Puzzle Contest	\$ 240.00	\$	260.35	\$	(20.35)	
Glow Party	\$ -	\$	1,767.32	\$	(1,767.32)	
Fireworks	\$ -	\$	4,500.00	\$	(4,500.00)	
Cribbage	\$ 970.00	\$	-	\$	970.00	
Family Activities	\$ -	\$	99.32	\$	(99.32)	
Breakfast with Olaf	\$ 540.00	\$	-	\$	540.00	
Wagon Rides	\$ 540.00	\$	500.00	\$	40.00	
Cookie Bake Off	\$ 192.50	\$	32.04	\$	160.46	
Chill Cook Off	\$ 328.00	\$	40.56	\$	287.44	
Raffles	\$ -	\$	-	\$	-	
Souvenirs	\$ 125.00	\$	-	\$	125.00	
Snowmobiles	\$ -	\$	41.30	\$	(41.30)	
K9 Keg Pull	\$ -	\$	112.60	\$	(112.60)	
Cardboard Sled Race	\$ -	\$	186.10	\$	(186.10)	
Golden Carrots	\$ -	\$	21.98	\$	(21.98)	
Marketing (Brochures, design, posters, tees)	\$ -	\$	2,560.43	\$	(2,560.43)	
Misc Supplies & Logistical Expenses	\$ 	\$	1,090.98	\$	(1,090.98)	
	\$ 25,135.50	\$	17,675.74	\$	7,459.76	



Winter Carnival

Movies in the Park

Mutts & Mayhem













Greenfield Fireworks

Greenfield Triathlon

Downtown Halloween



Contact the Greenfield Recreation Department to learn more about our event sponsorship opportunities throughout the year! www.greenfieldrecreation.com 413-772-1553 christy.moore@greenfield-ma.gov

