

## Recreation Commission Meeting

20 Sanderson Street City Offices and Greenfield Community Youth Center

October 26, 2023 6pm

### ATTENDING:

- Myrtron Jaquay, Donna DuSell, Danica Hochstetler, Dan Piasecki, Barb Nichols Zaccheo, Ben Hernandez, and Christy Moore

### 6:07pm MEETING COMMENCEMENT

#### 6:08pm PUBLIC INPUT: REC ROOM

- Ben Hernandez, Rec Room and Teen Center Coordinator, shared how much he enjoys working with teens and middle school students.
- 17 of 30 students currently enrolled. Students attend from roughly 2:10pm to 5:30pm- it's a drop-in program.
- Students use the lockers to store their personal items at the Rec Room.
- The Middle School has after school clubs as well as music programs as options for local teens.
- Season 1 of 3 of the Rec Room is underway.
- Ben is marketing through social media, attending Middle School lunches to pass out Rec Room information, and reaching out to School administration.
- New focus for Season 2 starting December 1: More hands on and bring STEM projects.
- Currently, there are daily enrichment programs- arts and crafts with info, clay sculpting, movie with discussion, jazz/soul, game room, murder mystery, and scavenger hunt, etc.
- Ben has had success in encouraging students to meet one another even if they have different friend groups at school.
- Ben also helps with homework- seventh graders have the most, whereas sixth graders have hardly any homework.
- Christy says that the kids really connect with Ben.
- Christy added that a parent reported that her "kids do not want to miss a day of Rec Room."
- Danica asked how many kids are from Greenfield Middle School. Ben replied that all are from Greenfield Middle School. The Rec Room is not currently open to other students.
- Danica asked what would help Ben in the Rec Room. Ben replied that foam, textiles, Legos, and other hands on materials that last longer. Paint is great but the teens go through it fast. Bean bags to read in would also be helpful. Commissioners consider ways to make more games and bean bag chairs possible.
- Ben is working on gaining interest in board games like Scrabble and kids seem to like the "shady pet" card games.

- Ben adjusted the schedule to include Rec Room Round-Up time and more quiet activities during homework time which does cut down the Wii/PS4 and screen time.
- Ben is alone with 10-13 teenagers Monday and Fridays. Nick Xayasouk works Tuesdays to Thursdays in Rec Room and also works at Shelburne Falls Coffee Roasters.
- The Rec Room is not required to be licensed by EEC like after school programs as it is a drop-in program.
- Mayor and communication director from City Hall will visit Rec Room next Wednesday- this site visit will be a wonderful promotion of the Rec Room.
- Ben started out as a Leader in Training staff member at Summer Camp then became the LIT camp director.
- Ben was also site coordinator at the Federal Street After School Program.
- Before his exit, Ben shared the RecRoom November newsletter and calendar.
- Danica share with Christy about the software that Nam's uses for check in/out.
- Donna introduced herself and she also does a Senior/youth program at Greenfield Community College to share technology and she'd like to explore some coordination with Rec Room and Ben.

**PUBLIC INPUT: PICKLEBALL:**

- Myrt mentioned that Greenfield pickleball continues to complain on Facebook and Christy updated that the pickleball players also call DPW and Rec Department frequently. Christy has shared with the public that there's not enough gym time in the City however she will research indoor pickleball playing options.
- The YMCA has indoor pickleball with entry fees. Myrt suggests that pickleballers set up a pickleball fund and suggest smoother communication with the City. This could possibly be run through Friends of Recreation for funding.
- Pickleball ladder League was a success and ran fairly smoothly.
- Christy will soon provide an update for Pickleball Community Preservation funds and design/feasibility study.

**6:28pm REVIEW OF MEETING MINUTES:**

- August and September 2023 meeting minutes were submitted by Heather and Barb.
- Donna found an edit in August 2023 meeting notes under Community Preservation second bullet "thought" not "thoughts."
- No carryover action items.
- Dan made a motion to approve August and September 2023 meeting minutes with Donna's edit and seconded by Danica. All voted in favor

**RECREATION DIRECTOR REPORT**

**6:40pm PROGRAM AND OFFICE UPDATES:**

### **End of Season party for Soccer:**

- Shayla has recruited the most soccer players yet and coordinated a very smooth season with a final end of season awards ceremony on Monday attended by 170+ family members, not including pee wee. She stepped in with officiating and coaching as needed. Shayla remained flexible with rain cancellations. Amazing job, Shayla!

### **Greenfield After School Program:**

- Enrollment is trickling in. More open spaces for students at Federal Street. Darla was hired as a site coordinator at Federal Street.
- There was an interview for Assistant Group Leader at Federal Street and she will start soon at Federal Street.

### **Basketball Registration**

- Basketball registration is open for K-6. Registrations are coming in and coaches paperwork being completed.

### **Classification and Wage Study: Collins Center for Public Management**

- Currently, the Recreation Department employees have been asked to complete a comprehensive position descriptions questionnaire. It's very detailed and tedious to track the wide range of Recreation Department tasks.

### **6:56pm New Business:**

#### **Community Preservation Committee (CPC) and Capital Projects Updates**

- Christy and Kelly prepared a spreadsheet of "Greenfield Recreation Projects" with categories of "Projects with Current Funding" and "Future Projects in which Funding is being requested."
- "Projects with Current Funding" include the completed Skate Park (PARC Grant, Capital, ARPA, FGR), and in progress projects: Rocky Mountain/Highland Trail Mapping and Assessment with FRCOG (Capital), Highland Trail Maintenance and drainage (CPC), Beacon Improvements/Bocce and Water Fountains (Capital, CPC, CDA), Greenfield High School Track American with Disabilities Access (CPC, CDA), Shattuck Park Fitness Cluster (CPC), Site Amenities (outdoor concrete ping pong, foosball, and cornhole at parks/schools) (CPC), and Assessment/Design Plan for pickleball courts at Abercrombie (CPC). Funds for these vary from Community Preservation, Capital Budget FY24, and Capital Budget FY22. See parenthesis after each project for funding source.
- "Future Projects in which Funding is being requested" include swings at Newton School, picnic tables at swim area, boardwalk replacement at swim area (Capital), sandblasting Poet's Seat tower to remove graffiti/vandalism (Capital), pickleball court construction (Capital, CPC), Rocky Mountain wayfinding signage and kiosks (Capital, CPC), Hillside park improvements (shade structure over

- splash pad and continuation of walking path) (CPC), Energy Park shed (CPC), site amenities (concrete table games, bike repair stations, solar charging stations) (CPC), and bike racks at parks and trail heads (CPC Citizen request).
- The Recreation Department is currently working on Request for Quotes for concrete site amenities and water fountain refill stations at Beacon Field.
  - The Recreation Department is currently working on full CPC applications for Energy Park shed, Hillside park improvements, citywide outdoor amenities and Highland wayfinding.
  - The Department is also supporting Jon Magee’s bike rack proposal at parks and trailheads along with Amy Proietti’s pickleball proposal for Abercrombie.

### **FY25 Capital Improvement Plan**

- Christy shared the Capital Master Plan for the Recreation Department and the Commissioners asked questions about the spreadsheet.
- The FY25 projects would be \$300,000 for pickleball court construction, \$135,000 for Rocky Mountain Ridge trail, and \$50,000 each for sandblasting Poet’s Seat Tower and Outdoor recreation equipment: swings, picnic tables, and boardwalk.
- Myrt made a motion to submit the Capital budget as outlined on the spreadsheet and Danica seconded. All voted in favor.

### **FY24/FY25 Operating & Revolving Budgets**

- Christy shared the program and revolving budgets for the Recreation Department.
- Based on the current 2023 budget losses totaling \$64,064.50, Christy and Department are internally discussing changes and cost saving measures for the department. However, the basic administrative needs for the operation of the department should and need to be covered under the general fund operating budget- even if just portions of them. Examples of these items are: RecTrac and WebTrac software, camera license fees for skatepark, dues and membership, etc. **This deficit needs to be further discussed a future Commission meeting.**
- During this budget review process, Christy was informed that the Youth Commission budget for the Rec Room was cut by the City Council. Therefore, next year Christy needs to add this \$1,500 into the Recreation operating budget as well until the program is self-sufficient.
- Christy also shared a spreadsheet of the Swim Area budget comparison, Swim Area pass comparison, and swim area daily comparison. Overall, the net loss is \$31,199 with daily usage and annual pass sales down significantly. **The Swim Area needs to be further discussed a future Commission meeting.**
- Christy shared that fireworks has only \$9,000 in the account and that the **Commission and Department need to fully re-establish fireworks fundraising efforts this year.** Ideas discussed included: expansion of cornhole tournament, January to May 2024 monthly fundraisers, pickleball tournament, kickball tournament, “Miss Firecracker” 1980’s movie with Holly Hunter at Greenfield Garden Cinema, and other ideas.

### **North Greenfield Park (Severance Street)**

- Christy shared the response from Greenfield Minor League Baseball from last month's Recreation Commission questions which contained the following text:

#### North Greenfield / Severance Street Field Proposal

Greenfield Minor League Baseball (GMLB) would like to propose a 5 Year lease for the Baseball Field North Greenfield on Severance Street. In addition, we would suggest that the Field could be renewable in 3 year increments after that, to be done in writing 6 Months prior to the ending of the lease.

The goal would be to provide another field for league use, mostly for Rookie Level games and practices. Some makeup games could be scheduled there as well, as needed. This field could also be used by the Greenfield Rec department access as well.

Please see the attached Design Layout for the field. We would be suggesting the following items for the field (some will be noted on the Layout page):

- 1) Both Dugouts will be located on the 1<sup>st</sup> Base Side, as there is not really room on the third base side.
- 2) Parking would be located near the building as well as located on street parking (one side of street, side nearest to field).
- 3) GMLB would provide a Porta Potty during the season (normally April through June).
- 4) GMLB will also provide a shed that would be located behind the home plate field for equipment (there would not be the need for a concrete pad).
- 5) GMLB will provide most of the renovation needed for bases, and a portable pitching mound.
- 6) We would ask that the Town of Greenfield mow the field each week from April to June (and further if possible).

We would like to thank the town of Greenfield, and the Greenfield Rec Department for consideration of this additional field that will benefit and support youth sports in Greenfield. "

- The Commission requests an official site inspection of the interior and exterior of the building and determine the status of the building and confirm who is responsible for the building.
- Christy also needs to figure out and discuss with the Planning Director and Mayor: 1) street parking and any special requirements for parking, 2) is it ok to have games and practices there?, 3) is it ok to have spectators on only one side of the field?, 4) abutter feedback, 5) long term plan for North Severance, 6) lease details and agreement with GMLB, and 7) DPW mowing.
- Dan made a motion to recommend that Christy work with building inspectors to conduct a safety inspection of the interior and exterior of the house on North Severance, seek Mayor Approval and discussion of expenses, 3 year lease



# Greenfield Recreation Projects

## Projects with Current Funding

Project Name	Funding Amount	Funding Source	Description	Status	Pending Actions
1 Skate Park	\$ 985,915.03	PARC Grant, Capital, ARPA, FGR	New Skatepark	Project Complete	Project Closeout Paperwork
2 Rocky Mountain/Highland Trail Mapping & Assessment	\$ 50,000.00	Capital FY24	FRCOG to assess all trails, Create Map (digital and print), make recommendations for trail changes and signage locations	In Progress	Final approval of FRCOG MOU, MESA & Con Com Paperwork & Approval
3 Highland Trail Maintenance	\$ 15,000.00	CPC FY24	Trail Maintenance at Highland Park to include drainage improvements and trail rerouting.	In Progress	Final approval of AMC/ Americorps Agreement, MESA & Con Com Paperwork & Approval
4 Beacon Improvements/ Bocce & Water Fountains	\$ 120,000.00	CPC FY24, Capital FY22, CDA	2 New Bocce Courts with benches, ADA sidewalk & parking, ADA Water Fountains to replace current, ADA parking spots	In Progress	Bid Specs being finalized with Rec & Procurement
5 GHS Track ADA Access	\$ 1,350.00	CPC FY24, CDA	New ADA access from GHS parking lot to track and bleachers	In Progress	Approve final plan and complete work
6 Shattuck Park Fitness Cluster	\$ 24,000.00	CPC FY24	New fitness cluster to be installed at Shattuck Park Playground	In Progress	Equipment has been purchased and waiting on delivery to coordinate installation of equipment
7 Site Amenities	\$ 22,226.31	CPC FY24	Outdoor Concrete Ping Pong, Football, and Cornhole at parks and/or schools	In Progress	RFQ released, Quotes due November 17th
8 Pickleball	\$ 50,000.00	CPC FY24	Assessment/ Plan for Pickleball at Abercrombie	In Progress	Waiting for approval to reach out to Berkshire Design

## Future Projects in which Funding is Being Requested

Project Name	Funding Request	Funding Source	Description	Status	Pending Actions
1 Outdoor Recreation Equipment	\$ 50,000.00	Capital FY25	Swings at Newton School, Picnic Tables and Boardwalk Replacement at the Swim Area	Request being submitted	N/A
2 Poet's Seat Improvements- Sandblasting	\$ 50,000.00	Capital FY25	Sandblast and restore Poet's Seat tower from graffiti and vandalism	Request being submitted	N/A
3 Pickleball Construction	\$ 300,000.00	Capital FY25 & CPC Community Request FY25	Construction of Pickleball Courts	Request/ Application being submitted	N/A

4	Rocky Mountain/Highland Wayfinding Signage & Kiosks	\$ 135,000.00	Capital FY25 & CPC FY25	Funds to install wayfinding signage based on recommendations from trail assessment	Request/ Application being submitted	N/A
5	Hillside Park Improvements	\$ 180,000.00	CPC FY25	Funds to install a shade structure over splash pad seating and continuation of walking path	Application being submitted	N/A
6	Energy Park Shed	\$ 3,500.00	CPC FY25	Funds to install a shed	Application being submitted	N/A
7	Site Amenities	\$ 87,000.00	CPC FY25	Funds to install additional site amenities including Concrete Table Games, Solar Charging Stations, and bike repair stations	Application being submitted	N/A
8	Bike Racks	Unknown	CPC Community Request FY25	Bike racks at parks and trail heads	Application being submitted by Community Member	N/A



**CITY OF GREENFIELD  
RECREATION DEPARTMENT  
CAPITAL MASTER PLAN**

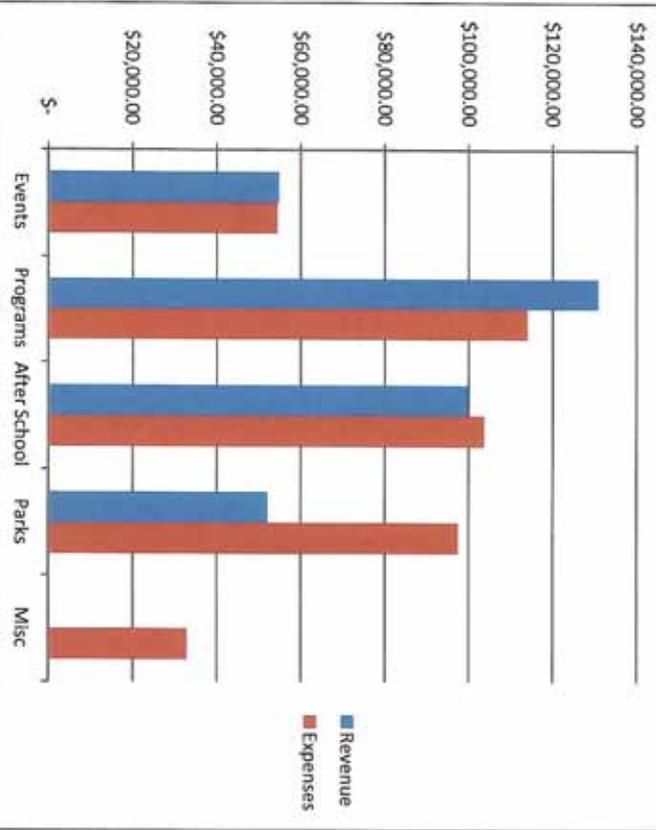
Prepared by: Christy Moore  
Updated: 10/24/23

DESCRIPTION	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	
Pickleball Court Construction	\$ 300,000										
Rocky Mountain Ridge Trail Map	\$ 135,000										
Outdoor Recreation Equipment: Swings, Picnic Tables, Boardwalk, etc.	\$ 50,000										
Post Seat Upgrades	\$ 50,000										
Sandblasting	\$ 50,000										
Green River Swim Area Retaining Wall		\$ 375,000									
Hillside Park Upgrades: Pavilion, Walking Path, Shade Structure		\$ 178,000									
Citywide Outdoor Amenities		\$ 88,000									
Abercrombie Park Upgrades		\$ 75,000									
Green River Swim Area Bridge & Dam Replacement			\$ 1,900,000								
Park Bleachers			\$ 105,000								
Energy Park Site Amenities & Brick Work			\$ 50,000								
Land Acquisition			\$ 1,400,000								
Park Pre-Cast Bathrooms				\$ 250,000	\$ 250,000						
Beacon & Hillside				\$ 155,000							
Murphy Park ADA Upgrades				\$ 25,000				\$ 25,000			
Public Art Projects					\$ 120,000						
Beacon Park Walking Path						\$ 60,000,000					
Replace Recreation Vehicle Public/Private Partnership						\$ 450,000					
Splash Pad Replacement						\$ 80,000					
Pump Track											
Urban Visions Bike Trails & Corridors									\$ 100,000		
Green River School Playground									\$ 55,000		
Swim Area Playground Replacement								\$ 75,000			
Highland Park Environmental Center										\$ 2,500,000	
Boat Launch & Waterfront Boardwalk										\$ 1,000,000	
Highland Pond Restoration											
North Severance Park Upgrades											
Boardwalk at River											
Event Radio Replacement											
Parks and Recreation Storage Facility											
Dog Park Upgrades											
Davis Street Courts Resurfacing											
<b>TOTALS</b>	<b>\$535,000</b>	<b>\$716,000</b>	<b>\$2,055,000</b>	<b>\$1,830,000</b>	<b>\$410,000</b>	<b>\$60,450,000</b>	<b>\$80,000</b>	<b>\$125,000</b>	<b>\$130,000</b>	<b>\$3,500,000</b>	<b>\$69,831,000</b>

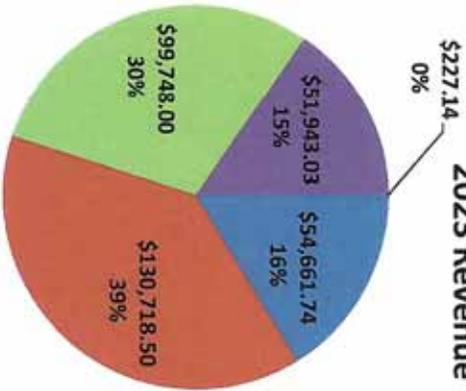
### 2023 Calendar Year

	Revenue	Expenses	Profit/Loss
Events	\$ 54,661.74	\$ 54,193.59	\$ 468.15
Programs	\$ 130,718.50	\$ 113,800.96	\$ 16,917.54
After School	\$ 99,748.00	\$ 103,417.53	\$ (3,669.53)
Parks	\$ 51,943.03	\$ 97,240.30	\$ (45,297.27)
Misc	\$ 227.14	\$ 32,710.53	\$ (32,483.39)
	<b>\$ 337,298.41</b>	<b>\$ 401,362.91</b>	<b>\$ (64,064.50)</b>

### 2023 Calendar Year Recreation Revolving Budget



### 2023 Revenue



- Events
- Programs
- After School
- Parks
- Misc

## 2023 Calendar Year Budgets

Program/Event	2023 Revenue	2023 Expenses	Profit/Loss
<b>Events</b>			
Winter Carnival	\$ 22,859.50	\$ 23,897.65	\$ (1,038.15)
Movies in the Park	\$ 1,000.00	\$ 3,302.71	\$ (2,302.71)
Mutts & Mayhem	\$ 4,801.34	\$ 1,667.95	\$ 3,133.39
Community Safety Day	\$ -	\$ -	\$ -
Triathlon	\$ 26,000.90	\$ 22,805.41	\$ 3,195.49
Halloween (2022)	\$ -	\$ 1,840.52	\$ (1,840.52)
Jinglefest (2022)	\$ -	\$ 679.35	\$ (679.35)
<b>Programs</b>			
Adult Basketball (22-23)	\$ 875.00	\$ -	\$ 875.00
Youth Basketball (22-23)	\$ 5,000.00	\$ 3,969.96	\$ 1,030.04
Teeball	\$ 2,245.00	\$ 1,290.50	\$ 954.50
Buddy Baseball	\$ 2,970.00	\$ 1,832.98	\$ 1,137.02
Start Smart Baseball	\$ 880.00	\$ 671.45	\$ 208.55
Start Smart Soccer	\$ 1,095.00	\$ 764.51	\$ 330.49
Co-Rec Softball	\$ 4,630.00	\$ 4,344.31	\$ 285.69
Babysitters Certification	\$ 935.00	\$ 312.67	\$ 622.33
Golf Clinic	\$ 120.00	\$ -	\$ 120.00
Tennis Lessons	\$ 525.00	\$ 272.00	\$ 253.00
Adult Tennis League	\$ 480.00	\$ 322.87	\$ 157.13
Skateboard Lessons	\$ 230.00	\$ -	\$ 230.00
Summer Basketball	\$ 125.00	\$ -	\$ 125.00
Spring Drop In Basketball	\$ 210.00	\$ -	\$ 210.00
First Aid & CPR	\$ 770.00	\$ 525.00	\$ 245.00
Summer Camp	\$ 100,553.50	\$ 96,050.60	\$ 4,502.90
Fall Soccer	\$ 4,650.00	\$ 2,713.42	\$ 1,936.58
Pickleball Ladder	\$ 485.00	\$ 123.43	\$ 361.57
Shakespeare in the Park	\$ 290.00	\$ 244.54	\$ 45.46
Rec the Night	\$ -	\$ 24.47	\$ (24.47)
Home Alone Safety	\$ -	\$ -	\$ -
Parking Meter Painting	\$ -	\$ -	\$ -
Learn to Play Field Hockey	\$ -	\$ -	\$ -
Learn to Play Gaga Ball	\$ -	\$ -	\$ -
Rec Room*	\$ 3,650.00	\$ 338.25	\$ 3,311.75
<i>*Supplies purchased from Childcare Covid Fund</i>			
<b>After School 2022-2023</b>			
Federal Street	\$ 42,563	\$ 49,388.02	\$ (6,825.02)
Four Corners	\$ 57,185.00	\$ 54,029.51	\$ 3,155.49
<b>Parks/Facilities</b>			
Swim Area	\$ 42,638.03	\$ 73,838.01	\$ (31,199.98)
Energy Park	\$ 625.00	\$ 1,430.00	\$ (805.00)

## Swim Area Budget Comparison

	2023	2022	2021	2020	2019
<b>Revenue</b>					
Pavilion/ Park Rentals	\$ 2,904.00	\$ 3,557.01	\$ 3,291.00	\$ -	\$ 5,870.00
Swim Lessons	\$ 7.50	\$ 1,060.00	\$ -	\$ -	\$ 1,065.00
Season Passes	\$ 9,644.00	\$ 17,906.50	\$ 16,279.50	\$ 13,481.50	\$ 18,394.15
Daily Visits & Concessions	\$ 30,082.53	\$ 54,699.64	\$ 27,490.23	\$ 56,254.31	\$ 48,503.66
Miscellaneous	\$ -	\$ 275.52	\$ 4,330.00	\$ 134.00	\$ 554.00
<b>Total Income</b>	<b>\$ 42,638.03</b>	<b>\$ 77,498.67</b>	<b>\$ 51,390.73</b>	<b>\$ 69,869.81</b>	<b>\$ 74,386.81</b>
<b>Expenses</b>					
Supplies	\$ 2,200.33	\$ 6,841.76	\$ 2,683.73	\$ 4,914.15	\$ 5,662.68
Utilities & Services	\$ 2,313.60	\$ 2,060.45	\$ 1,031.13	\$ 558.37	\$ 876.83
Concessions	\$ 7,994.46	\$ 11,117.57	\$ 6,021.06	\$ 6,639.46	\$ 8,878.95
Guard Salary	\$ 42,135.57	\$ 42,555.13	\$ 29,811.21	\$ 40,077.44	\$ 43,885.38
Gate/ Concession Salary	\$ 19,194.05	\$ 21,463.12	\$ 19,974.51	\$ 15,968.12	\$ 22,843.90
<b>Total Expenses</b>	<b>\$ 73,838.01</b>	<b>\$ 84,038.03</b>	<b>\$ 59,521.64</b>	<b>\$ 68,157.54</b>	<b>\$ 82,147.74</b>
<b>Net Profit/ Loss</b>	<b>\$ (31,199.98)</b>	<b>\$ (6,539.36)</b>	<b>\$ (8,130.91)</b>	<b>\$ 1,712.27</b>	<b>\$ (7,760.93)</b>

## Swim Area Pass Sales Comparison

	2023	2022	2021	2020	2019
Family- New	34	95	101	159	675
Family- Renewal	70	109	88	0	0
Family Members- New	292	572	511	421	1923
Family Members- Renewal	5	1	11	0	0
Individual- New	19	52	30	89	351
Individual- Renewal	46	72	75	0	0
<b>Total Passes</b>	<b>466</b>	<b>901</b>	<b>816</b>	<b>669</b>	<b>2949</b>

## Swim Area Daily Visit Comparison

	2023	2022	2021	2020	2019
Adult Res	1298	1948	1172	1079	3064
Adult Non-Res	1211	2217	1222	1588	2300
Senior Res	378	478	341	319	924
Senior Non-Res	160	315	208	213	442
Youth Res	837	1254	793	738	2182
Youth Non-Res	533	1230	672	940	1418
Under 3	3	15	3	31	154
<b>Total Visits</b>	<b>4420</b>	<b>7457</b>	<b>4411</b>	<b>4908</b>	<b>10484</b>

\*Does not include July 4th



To: Greenfield Rec Department, and the Town of Greenfield.

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- 1) Both Dugouts will be located on the 1<sup>st</sup> Base Side, as there is not really room on the third base side.
- 2) Parking would be located near the building as well as located on street parking (one side of street, side nearest to field).
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Regards,

XX

Greenfield Minor League Baseball



A) Dugouts

B) Parkings - Both on Street and next to building

C) Porta Potty

D) Shed For equipment

