



City of Westfield
Parks and Recreation Department
Commission Meeting
February 22, 2016

Commissioners Present: Kenneth Magarian, Kimberly Irzyk, Vincent Olinski,
Martin Nunez, Dawn Sienkiewicz, Sara Unger and
Renee Wroth

Commissioner Absent: Robert Veronesi

Staff Present: Dave Billips, Director of Public Works, Fran Cain,
Assistant Director and Jim Blascak, Program Coordinator

Meeting called to order at 7: 01 p.m. with Chairperson, Ken Magarian, presiding.

Motion made by Kimberly Irzyk, motion seconded by Dawn Sienkiewicz to accept the minutes of January 11, 2016. All in favor
Motion passed

Public Participation:

1. Casey Berube, Public Works Deputy
2. Cheryl Crowe

New Business or Items for Discussion:

1. Ken welcomed Cheryl Crowe and she is here tonight regarding the Hampton Ponds Playground and reminded the commissioners that this area is her baby and she went over the history of how she became involved getting this playground from an outdated playground to a new park. She and the community have taken ownership of this playground and she stated she is the president of the Hampton Ponds Association and they have raised money for half of the playground equipment by having fundraiser dinners. She was grateful for Jim and the city for funding the rest of the money for the equipment. The community also have taken the drugs and alcohol parties away from this area since the clearing and new renovations done at this playground. She stated that a group of ten children came to her and asked her politely if she could help them put a jungle gym in at Hampton Ponds Playground. She is here tonight, requesting approval to put a jungle gym in and stated that the Hampton Ponds Association has raised

\$ 1,101.00 and would like to donate it to the department. She is also requesting that in the next budget if we can come up with the rest of the funding for this jungle gym.

2. Renee asked Jim if he has a quote or knows how much one would cost installed. Jim responded that he would look into it and bring it to the next meeting.
3. Cheryl is also asking if a playground program could be reinstated at the Hampton Ponds Playground during the summer with staff, games, and arts and crafts. And she is requesting to add some programs in that area as there are many children that live in that neighborhood. We have tennis courts and a nice playground now. We would appreciate programs for the children at this very nice community playground.
4. Jim responded that it would cost about \$ 4,000 for a Playground Director and two Playground Leaders and arts and crafts. Jim stated Dave Billips would have to put in his budget.
5. Dave informed Cheryl Crowe that he supports her jungle gym and he would look into adding funds to his budget. He has a meeting with the Mayor soon and he will see what he can do.
6. Renee thanked Cheryl Crowe for all of her wonderful support at Hampton Ponds Playground and Commissioners agreed.
7. Ken thanked Cheryl for her Hampton Ponds Playground ideas and donation.
8. Peg stated that we have a Hampton Ponds Playground account that we can deposit the check donation.
9. Dave went over the email copy everyone received from Happy Daley, Assistant Auditor that explains details regarding the authorized signature form. He introduced his assistant Fran Cain. Dave also mentioned he is adding Jim Blascak as the designee to sign all items except invoices in the absence of both Fran Cain and himself in an emergency, extended absence or disability.
10. Dave stated the Purchasing contract signature form is every year, and the only staff authorized to sign are Fran Cain and myself for "ALL" range of authority. Commissioners need to sign and date this form.
11. Dave went over the Women's Temperance Park railings with Fran Cain who took the photos and presented a power point presentation of the damage. He went over the studs used and they were only 3/8 or 1/2 inch in the holes with some grout. He stated that the railings were somewhat of a concern for a while but now there is a definite liability and safety issue with them. The commissioners were shocked since this project is new.
12. Dave explained both sides of the bridge on the southern side are damaged. There is also a 30-foot drop. The power point showed Fran's hand moving the railings back and forth with little or no effort. Fran went over the other areas of damaged railings.
13. Dave stated this project was completed by the State and has since been turned over to the City. He presented a drawing on the screen and he is looking for answers if they were installed incorrectly. Apparently, the contractor went out of business and he had a meeting with the Law Department and Purchasing Director. Dave explained his goal is to get the original specifications, from the architect, engineer or from the State to see if they were installed incorrectly. The Law

department has requested that no activities, weddings, or functions be held in these areas until fixed. Fran Cain is going to install a black chain fence and add fencing material until we can get the funds. Ken responded that it should be under warranty if anything, we hope.

14. Dave's suggestion is a nice black fence like the ones we have in the other parks. His informed commissioners his concern at Women's Temperance Park is a high priority and he is working with the Mayor, and a press release will go out in the paper this week.
15. Ken thanked Dave and Fran for their power point presentation and quick response to correcting the railing problems.
16. Vincent asked if it will be dangerous for little kids or what if someone falls down that cliff area. Dave responded that we are going to fence it off for now it should be corrected by the spring or sooner and it will look nice for any wedding. It will be secured and possibly place a few signs.
17. Jim responded that the majority of weddings are held at Half Mile Falls in the summer and fall.
18. Ken asked commissioners if anyone is interested in the chairman, pro-tempore, and secretary positions. Vincent responded he is in favor of keeping the current positions of commissioners the same.
19. Sara stated that she has been serving as a secretary for many years now, possibly eight or more and wants to decline this year due to work and to give someone else a turn.
20. Renee thanked Sara for her long service as secretary and she is interested in the Pro-Tempore position.
21. Kimberly mentioned she stopped by the Westfield Bank to look at the new sign that has been donated to Westfield Little League for the Papermill Playground. It looks nice.

Items for Action:

1. Motion made by Martin Nunez, motion seconded by Kimberly Irzyk to accept the donation check of \$ 1,101.00 from Cheryl Crowe and to offer to help fund a jungle gym at Hampton Ponds Playground pending funds in the next budget.

Vote as follows: Renee Yes- Kimberly Yes, Vincent Yes, Sara Yes, Martin-Yes, Dawn Yes. All in favor

Motion passed

2. Motion made by Vincent Olinki, motion seconded by Martin Nunez that Ken Magarian serve as Chairman, Renee Wroth as Pro-Tempore and Martin Nunez as Secretary from February 2016 to January 2017.

Vote as follows: Renee Yes, Kimberly Yes, Vincent Yes, Sara Yes, Martin Yes, Dawn Yes All in favor

Motion passed

3. Motion made by Dawn Sienkiewicz, motion seconded by Martin Nunez to approve the Purchasing Contract Authorization Form for "ALL" for David Billips, Director of Public Works and Francis Cain, Assistant Director.

Vote as follows: Renee Yes, Kimberly Yes, Vincent Yes, Sara Yes, Martin Yes, Dawn Yes All in favor
Motion passed

4. Motion made by Renee Wroth, motion seconded by Sara Unger to approve the authorization signature form for David Billips, Director of Public Works and Francis Cain, Assistant Director. Dave's designee is Jim Blascak who can sign in an emergency, extended absence or disability of either David Billips or Francis Cain, all documents except invoices.
The following documents include:
Payroll Warrant, Hours and/or Payroll Registers, Expended Transfers, Invoice Maintenance, Payroll Maintenance, Transfers, Schedule of Departmental Payments to Treasurer.
Adding Other: ID Charges, and Employee Time Sheets.

Vote as follows: Renee Yes, Kimberly Yes, Vincent Yes, Sara Yes, Martin Yes, Dawn Yes All in favor
Motion passed

Reports-James Blascak (See attached)

Motion made by Kimberly Irzyk to adjourn, motion seconded by Vincent Olinski
Motion passed

The meeting adjourned at 7:55 p.m.

Next meeting is March 21, 2016

Documents:

Email: Happy Daley, Assistant Auditor

Tammy Tefft-Purchasing Contract form

Power presentation on Women's Temperance Park by David Billips and Fran Cain

Photos by Fran Cain on Women's Temperance Park railings

Report by Jim Blascak

Reviewed by Martin Nunez, Secretary of Commission

Summary of public comments on remote participation provided by:
Peg Goralczyk, Parks and Recreation Department

Report from the Parks & Recreation Department

February 22, 2016

Whitney Playground

The anticipated Community Build days are April 22 & 23.

Basketball

Men's League, Instructional & Freshman divisions have ended. The United Basketball League has started playoffs. The season will conclude next week.

Parks Bond

The estimated cost per Ansol System per concession stand is \$20,000. Park & Rec has three and School Dept. has two. We are waiting to see what the cost for the new lights at Bullens will cost to see what is left over for the park buildings. The cost of moving the lights from Bullens field to another park is about \$90,000 (\$10,000 of that is listed as wages paid to WGELD staff.)

Spring/Summer Brochure

Graphic Image has won the brochure bid. The cost for 7500 copies is \$5290.00.

Adventure Zone

We have donated two gift certificates to the Westfield Kiwanis auction for one week of Adventure Zone.

Hampton Ponds

Little League will be looking into getting a small shed to house a snack bar. It would only sell prepackaged food; they would not be using any type of grill. They may look into the new air fryers, which do not use oil for cooking.

Summer Playground Program

A new Summer Playground Program would cost about \$4,000 in labor plus supplies.

New Programs

April Vacation Camps:

- All Pro Sports Multi Sport Camp
- Horseback Riding
- Piece of My Art – Art Parties for Kids

Summer:

- Airbrushing lessons by Country Girls Art Studio
- All Pro Sports Multi Sport Camp
- Piece of My Art – Art Parties for Kids
- 3-D Lettering and Drawing
- Dance, Cheer and Tumble