



City of Westfield
Parks and Recreation Department
Commission Meeting
May 16, 2016

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

Commissioners Absent: Kimberly Iryzyk and Robert Veronesi

Staff Present: Jim Blascak, Program Coordinator

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

Motion made by Sara Unger, motion seconded by Dawn Sienkiewicz to accept the minutes of March 21, 2016. There was no meeting held in April. All in favor
Motion passed

Public Participation: Kellie Brown, Kiwanis Club representative

New Business or Items for Discussion:

1. Ken welcomed Kellie Brown and she is here tonight on behalf of the Parks of Honor that is represented by the Westfield Kiwanis Club in Pittsfield, and she is requesting to offer it here in Westfield at Park Square with the Westfield Kiwanis Club. She mentioned Pittsfield sold one hundred twenty five flags last year and they hope to sell five hundred this year. She went over details of Kiwanis does a fundraiser to support Veterans selling flags for \$ 35.00 and they split the profit and make \$ 15.00 per flag. This money goes back into the youth community.
2. The dates Kellie Brown has requested is October 29 until the end of November and leave flag markers up for a month. She went over the details of the flags and explained that they will be installed with steel rebar, 4 ft. tall by ½ inch. A PC white pipe that is 8 ft tall that fits over the piping. We drill two holes on the top with zip tie, laminate the name of veteran rank or branch they are from and add a yellow ribbon. When completed, we pound in the ground with a sledgehammer. Kellie mentioned that the request was brought to the Mayors attention and if approved by the commissioners, Mayor Sullivan would do the grand opening. The Kiwanis Club would put up banners stating what the flags are for. She also mentioned Park Square is handicap accessible and her dad is in a wheelchair and this is her first choice of parks.

3. Dawn responded that Halloween is right around the corner and they could be vandalized at night. We also have a city ordinance of "No Signs" and we the commissioners turned down other groups that wanted to place banners, signs, and ribbons. We have those records it would not be fair for one and not the others.
4. Sara responded that her concern was the length of time, one month is a long time, and possibly Kellie can arrange with the Veterans and work it around Veterans Day.
5. Vincent asked Kellie if she has presented this presentation to the Veterans and do they support the Kiwanis Club. His concern was the yellow ribbons.
6. Kellie Brown responded that Jim Blascak contacted Bobby Callaghan, Veterans Agent to bring it up to them at their next meeting.
7. Ken thanked Kellie Brown for her presentation tonight.
8. Ken asked commissioners about the request for Parks of Honor at Park Square regarding flags, banners and ribbons.
9. Vincent reminded everyone of all the organizations that came before us requesting flags, ribbons and signage and they were all denied due to the sign ordinance. He reminded commissioners of Mrs. Morganelli who requested ribbons for children with cancer and another group wanted ribbons for autism. We denied them all. If we say no to one or two groups how can you say yes to another, it would not be fair. His other concern was the damage that it will do in the park. In addition, have the police been notified of this request. And is there a permit in place, we have not been given a copy of the details.
10. Jim responded he would spray white paint lines for the rebar poles. He will inform Kellie to complete a permit and stated usually events at Park Square that are approved; we send a copy over to the police dept.
11. Renee agrees, with Vincent, Sara and Dawn on the issues, with other requests and her suggestion is she looks at another park for a shorter period of time, with no ribbons and no signs.
12. Dawn feels all those flags around Park Square are large and it could affect the traffic views and cause an accident. Her concern was the amount of damage that could be done by the rebar and PC pipes in the ground. The strong winds could blow them out and it could damage the concrete sidewalks and grassy areas in park. She is requesting that another smaller park be used such as Holcomb Park on Court Street people can see them from the roadway.
13. Sara's comment was if a flag sells for \$ 35.00, what if they only get an order of ten flags then it would not be a wow factor. She agrees on the ribbons and signs that we turned down other folks who requested this at Park Square and that it would not be fair to them. Her suggestion is to have them tie in with the Veterans with an event honoring Veterans and have it for a weekend.
14. Ken is looking to see if the commissioners need to have some written criteria we can give to folks who request this. Kellie has a great idea honoring Veterans.
15. Martin agrees if Kellie can tie in with the Veterans Day activities to that specific venue as an event. Alternatively, approve it as a one-time event with three weeks of flags.
16. Vincent questioned Jim why she did not have a permit with the details, because

we have nothing to vote on without a completed permit. Jim responded that she is here tonight with information and he will have her complete one.

16. Sara's concern was all the holes from the rebar at the park. Concerts on the Green have a banner for one night. I think we need more information before we vote.
17. Martin is suggesting that they look at S. Broad Street that goes all the way down from General Shepard by the fire station to the post office and then to Parker Memorial Park. There is plenty of wow factor and another department can approve them. The Veterans have the parade on that route.
18. Dawn also reminded commissioners when they remove the rebar and poles from the park, who is going to fix it.
19. Ken thanked commissioners and suggested that we table this request until next month.
20. Ken read the email regarding commissioners to send an up to date resume to Joanna Williams, budget Analyst for reappointments. (See attached)
21. Approval of purchasing contract form approval for David Billips and Francis Cain for FY17.

Items for Action:

1. Motion made by Dawn Sienkiewicz to table the Parks of Honor request by Kellie Brown until next month. Motion seconded by Renee Wroth.
Martin Yes, Sara Yes, Vincent Yes, Dawn Yes, Renee Yes All in favor

Motion passed

2. Motion made by Vincent Olinski to approve the purchasing contract authorization form with the range of authority 'All' for David Billips, Department Head for Parks and Recreation and Director of Public Works and Francis Cain, Assistant Director of Public Works for FY17. Motion seconded by Dawn Sienkiewicz.

Martin Yes, Sara Yes, Vincent Yes, Dawn Yes, Renee Yes All in favor

Motion passed

Reports-James Blascak (See attached)

1. Vincent asked Jim to look into CPA funding to use for smaller projects and suggested that Parker Park sidewalk was on his report and this might be something to look into to requests those funds. He suggests he does this soon.
2. Martin suggested that we provide a quote to replace it and another quote to repair it and submit both quotes.
3. Sara and Renee asked Jim to contact Ken Diegel from Westfield Little League because people are parking on the Papermill fields again. Possibly put in a concrete barrier.

Motion made by Sara Unger to adjourn, motion seconded by Robert Veronesi. All in favor.

Motion passed

The meeting adjourned at 8:26 p.m.

The next meeting is June 20, 2016

Documents:

Purchasing contract signature authorization form

Report by Jim Blascak

Flag pictures from Kellie Brown

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

May 16, 2016

Summer Staff

Applications have closed. We will be conducting interviews for the next few weeks.

Spring Programs

All programs have begun. This year we have 102 participants in our Boy's & Girl's Tball and Boy's Pitching machine. We combined the Girl's Pitching Machine in with the T-Ball due to low enrollment. We also have 19 participants in our Start Smart program on Saturday mornings. In other programs, we have 29 men's and women's adult softball teams this season.

Whitney Playground

The Jose Torres Memorial playscape was installed on April 29 & 30. Playground chips were spread today, and the park should be open this week.

Parker Park

Mary Ann Starr donated a US flag in memory of her parents, Mary & Al Drega.

Bathroom & Concession Stand Rehab Project

Reinhart & Associates has done multiple site visits and is working on the plans for each project. The project is expected to go to bid for June 1, with construction starting August 1.

KIWANIS

Kiwanis Club of Pittsfield MA
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Pittsfield MA 01201
413-242-6363
info@pittsfieldkiwanis.org

The Kiwanis Club of Pittsfield would like to thank you for your interest in our 2nd Annual Park of Honor. It is a project that we all take great pride in.

By purchasing a flag, or flags, you'll not only be honoring and remembering a local Veteran, but you'll also be helping children and grandchildren of our local Veterans to further their education.

The Kiwanis Club of Pittsfield helped 12 local students with a \$1,000 (One thousand dollar) scholarship. We are aiming to help even more students this year.

Know that your purchase will do so much in Berkshire County.

We hope you can join us on October 24th at noon in Park Square in Pittsfield for our opening ceremony.

Sincerely,

KIWANIS CLUB OF PITTSFIELD

Cheryl

Cheryl Tripp-Cleveland
Event-Coordinator
email: Cheryl@bcn.net
phone: 413-242-2663



Kiwanis is a global organization of volunteers dedicated to

changing the world one child one community at a time.

