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WESTFIELD CITY CLERK

City of Westfield
Parks and Recreation Department
Commission Meeting
September 19, 2016

Commissioners Present: Ken Magarian, Vincent Olinski, Kimberly Irzyk, Dawn Sienkiewicz, Renee Wroth Sara Unger

Commissioner Absent: Robert Veronesi

Staff: David Billips, Director of Public Works and Jim Blascak, Program Coordinator

The meeting was called to order at 7:01 PM with Chairperson Ken Magarian presiding

Motion made by Renee Wroth motion seconded by Sara Unger to accept the minutes of August 15, 2016. All in favor
Motion passed

Public Participation:
1. Mark Cressotti, City Engineer
2. Carl Hartdegen, Westfield Rotary Club

Old Business
1. Martin Nunez has resigned after twenty one years as a commissioner. Ken stated that he will be missed and wishes him the best.
2. Dave Billips sent a letter to the Mayor and City Council for approval of a client trust gift in the amount of $600.00 in memory of Paul Aldrich who passed away. Dave stated that city council has approved the gift at the September 1 City Council meeting. (Attached)
3. Secretary of the commission to replace Martin Nunez. Vincent responded that he is interested in the position to fill the secretary position.

New Business or Items for Discussion:
1. Ken welcomed Mark Cressotti and he is here tonight with his concerns regarding the facilities and parks that have been improved including Park Square, the Columbia Greenway Rail Trail, and off road trails off Western Mass. He would like to see more programming at these parks and to get people to utilize these areas. His other concern is what department will be responsible for these parks and who will maintain them. Mark is hoping that one department and one

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commission will overlook these parks and other areas for people that need answers and questions. Who will clean up after an event, Public Works or what department is responsible. He also mentioned who will be in control and manage the Columbia bike rail trail.

2. Dave responded that the Columbia Rail Trail is currently in L & O and once we hear back from them it will then go to City Council for approval and then I will be informed as to who is in charge. He also stated that Public Works division is now combined with the Natural Resource Department who currently maintains the Rail Trial and all the parks, since the merge with all the departments under him. Dave would like to see Parks and Recreation under the Natural Resource department and that should be happening soon.
3. Renee informed Mark Cressotti that this department has rules and guidelines on the permit to use any of the parks and if anyone has a request, they come to this commission for approval.
4. Mark also brought up the 5K run and who would approve this event and be responsible.
5. Ken informed Mark until we hear back from City Council that will determine who is responsible and we will just leave this alone. He thanked him for his concerns and these were great questions.
6. Kim responded to Mark Cressotti that on the Agenda is listed Park Square and the Park Square Pavilion and asked why he is bringing up all these events and other areas. Mark responded he had other concerns tonight and apologized.
7. Dawn responded to Mark that on the permit the permittee is responsible for any damage to the park they reserve. We recently had some major damage done at Park Square the day before the big concert, there was a big mess and damage was done inside the Park Square gazebo.
8. Rene told Mark Cressotti that if he wants to add to the rules and guidelines on the permit, he can bring them back to the commission and we would be more than happy to work with your requests.
9. Ken told Mark that the Park Square gazebo had some electrical covers that were damaged and the molding came off. There was also stains on the floor from spilled drinks. We want the public to use the parks but not abuse them. We are getting requests and we as commissioners are doing the best we can with the guidelines we have put in place with the city ordinances.
10. Mark suggested to paddle lock the electric boxes.(Jim will look into) Mark also mentioned that Community Development and the Westifeld Gas and Electric company were going to look at the power issues at Park Square. Ken asked if this department was informed of them doing that. Dave Billips responded he is.
11. Vincent explained to Mark that Park Square has been a positive experience and if we do accept programming in the winter months at Park Square and the gazebo his thoughts are who will managed the heat, doors, and lights at events. He would like to see a positive experience with the rules and regulations enforced.
12. Mark Cressotti is suggesting the doors on the gazebo can be locked during the cold months, there are keys and the heat will be set at 50 or 60 it will not be set high. He is not sure of any events during the winter months.

13. Ken thanked Mark for his concerns and it was important for the commission to know his goals for these parks and appreciate all that he has done.
14. Ken welcomed Carl Hartdegen and he is here on behalf of the Rotary Club and understands that the October request this year is too soon. The group wanted a fall festival with a bon fire at Whitney playground and serve beer as a way to raise funds. He contacted the police and fire department and was told that the parks and recreation commission needed to give approval not them. He thought because in years past, there was a bon fire at the South Middle School and fireworks at Whitney Playground, that they may have a chance to hold this fall event at Whitney Playground. The goal was to have ghost stories, apple cider, pumpkins, food vendors, and a nice bon fire and sell beer.
15. Ken responded that the rules and guidelines on the permit have no alcohol beverages or fires in any parks and believes there are fall baseball leagues going on during the fall months.
16. Dawn responded that the South Middle School fields are through the school department not us. You would need to contact them.
17. Dave Billips was not in favor due to the one way in and one way out and irrigation on the fields. Having alcohol would make it more dangerous.
18. Renee told Carl this is a wonderful idea and her suggestion is offering a non- alcohol fall event with no bon fire because the bon fire will cause damage to the park. Carl responded he wanted the whole fall theme and it would be nice with a bon fire.
19. Sara is suggesting Half Mile Falls Park would be a nice area for a fall festival.
20. Vincent is suggesting to Carl to look at the Westfield Fair Grounds or possibly at the farmer's market Church of Atonement on Court Street.
21. Carl thanked everyone and stated that he understands the commissions concerns and may be back next year to hold a fall festival somewhere in Westfield. Commissioners thanked him.
22. Ken went over the deputy superintendent position and stated that a job description has been completed and subcommittee members are Renee, Sara and possibly Bob. He stated Dave Billips will be involved in the hiring process when the finalists are complete. All commissioners will then take a vote.
23. Dawn has informed the commission and department that she will be resigning as of January due to an illness in her family. She gave Dave Billips her resignation letter for the Mayor. Dawn stated that is was a pleasure serving on the commission and she will stay aboard until January since we are short of commissioners each month and because of Martin Nunez who just resigned. Everyone thanked her.
24. Dave praised the commissioners for their time in serving, because it is hard to fill these positions. He thanked Dawn and Martin serving this long and stated if anyone has any concerns or questions to feel free to contact him directly. The Mayor has someone to replace Martin Nunez and it is currently in City Council waiting for approval.
25. Kim suggested to Dave, it would be a good idea to wait until the new commissioner comes aboard so we have more input on the deputy superintendent applicants.

26. Dave informed the commissioners that Mayor Sullivan would like to add a few items in the job description of the deputy superintendent position. Interviews will take place by January 10, 2017.
27. Dave mentioned that everyone can be involved in the interview process and decide the best candidate. We want to give him/her some time, as they may have to give a two week notice from another position.
28. Dawn brought up a concern that Ed Phillips from Westfield Dog Bark Friends is wondering why the department has not placed a sign along the road on Lock House Road yet. Dave responded to have him call the department.

Items for Action

1. Secretary of the commission replacing Martin Nunez

Motion made by Renee Wroth to approve Vincent Olinski as the secretary of the commission, motion seconded by Sara Unger
Dawn yes, Renee yes, Kimberly yes, Sara yes, Vincent yes. All in favor
Motion passed

Report: Jim Blascak (See attached)

1. He went over hoot day, pee wee soccer, ghost tours, swing at Papermill, fall programs and the suburban basketball program.

Report: Dave Billips

1. Dave went over the water ban in Westfield
2. He will give Mayor Sullivan Dawn's resignation letter as of January so he can look for her replacement in Ward 2 and bring it forward to city council.

Motion made by Dawn Sienkiewicz motion seconded by Klmberly Irzyk to adjourn. All in favor
Motion passed

The meeting adjourned at 8:16 p.m.

The next meeting is October 17, 2016

Documents-Jim's report

Reviewed by Vincent Olinski Secretary of Commission

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