

The Waltham Recreation Board held their June meeting on June 7, 2017, at the Waltham Community and Cultural Center, 510 Moody St., Waltham MA.

Present were: Thomas Creonte, Patricia Curtin, John Graceffa, Richard Scanlon, Stacey Tully, Gary Vallerand, and Jerry Walker. Wayne Cook and John Graceffa were absent.

Also present was; Director, Nick Abruzzi.

Chairperson, Richard Scanlon called the meeting to order at 5:30 p.m. He announced that the meeting was being taped by WCAC, Waltham's local cable channel and would be shown on the local channel at a later date.

Monthly bills were circulated and signed by all Board members present.

A motion to approve the minutes of the May 10, 2017, meeting was made by Jerry Walker, seconded by Gary Vallerand and voted unanimously.

A motion to approve the minutes of the May 10, 2017, executive session meeting was made by Jerry Walker, seconded by Thomas Creonte and voted unanimously.

Director, Nick Abruzzi began by reviewing the Statement of Accounts, stating that all accounts are in good standing. He stated Veteran's Rink Operational account is approximately \$18,000.00 higher than last year. Director Abruzzi explained that there are (2) electric bills that were paid, but not reflected in the expenditures at this time. He directed the Board to the negative balance in the rink payroll account. Director Abruzzi explained that with the rink and fields operating simultaneously for a short time in the spring, staff wages are paid with rink funds until the end of the fiscal year. Explaining that the funds will be adjusted in the accounts and these adjustments will bring the account back to good standing.

The first item on the agenda was Assistant Director of Recreation candidate, Kim Scott, Recreation Supervisor. Director Abruzzi welcomed Ms. Scott. Board Chairman, Richard Scanlon began by informing the Board that he had the pleasure of interviewing Ms. Scott. He stated that she handled herself very well and he feels that she will be an asset as Assistant Director to the Recreation Department.

Director Abruzzi stated that he has worked with Ms. Scott for 17 years and his trust in her is insurmountable. He could not recommend any other individual more than he recommends her.

Board member, Jerry Walker also stated that he too had the pleasure of interviewing Ms. Scott. He stated that Ms. Scott is very dedicated to her record and that she has done a fantastic job. Mr. Walker stated that it is evident why she is the only candidate for the position and that is because she is respected by her peers. He highly recommends her for the position. Board member, Thomas Creonte asked Ms. Scott how long she had worked

for the Recreation Department. She responded by stating that this would be her 17th summer season. He too stated that she fully has his support. Board member, Stacy Tully stated that it is her opinion that Ms. Scott is the perfect candidate for the position because of her experience in all facets of the department. With no further questions, a motion to appoint Kim Scott as the Assistant Director of the Waltham Recreation Department was made by Board member, Thomas Creonte, seconded by Gary Vallerand. All in favor.

Next on the agenda was the update of the removal of the Antico Tower at Prospect Hill Park. Director Abruzzi began by informing the Board that the Antico signed the agreement. He stated that he was very excited to inform the Board that provisions (\$100,000 insurance bond and the area be restored to a safe grade) of the agreement that the Recreation Board asked for were granted. Director Abruzzi directed them to a document in their folders, stating that it was a copy of the application for permission for them to access the park for the removal of the tower. He informed the Board that there would be signs posted in the park limiting public vehicle access during the day for safety concerns with large trucks and heavy equipment utilizing the main roadways in the park. Director Abruzzi informed the Board that the crane will not be arriving in the park until June 19th. Therefore it will not interfere with the start of Summer Programming.

The next item on the agenda was St. Jude's annual request for their Barnyard Bingo event October 13-15, 2017 at Cornelia Warren Field. With no discussion a motion was made to approve the request for use of Cornelia Warren Field, October 13-15, 2017 for St. Jude's Barnyard Bingo event, by Gary Vallerand, seconded by Stacy Tully. All in favor.

For discussion next on the agenda was the installation of credit card readers in the main office of the Recreation Department. Director Abruzzi began by stating that the installation of credit card readers would make it more convenient for customers to utilize the services that Recreation has to offer. Reiterating his commitment to making customer service a priority. Director Abruzzi stated that he hopes that they will be installed in the main office over the summer months and will be ready for use for our winter season program walk in registration. Board member, Jerry Walker asked how many card readers would there be. Director Abruzzi responded by stating that there would be (2).

On the agenda next was the proposed youth group board presentation schedule for 2017-2018. Director Abruzzi informed the board that he would like to ask the groups to arrive 30 minutes prior to the meeting they are scheduled to attend, to streamline pre-season logistics. They would be asked to bring their CORI confirmations, information for financial reimbursements and any key requests. He stated that requests for keys have escalated due to the transition in youth organization Board changes. A motion was made to approve the proposed Youth Group Board Presentation Schedule by, Jerry Walker. And seconded by Gary Vallerand. All in favor.

The Assistant Superintendent of Recreation/Facilities proposed job description was the next item on the agenda. Director Abruzzi stated that the proposed description of the position was emailed to the Board prior to the meeting for their review. He then asked members of the Board if they had any input regarding the verbiage of the position

description. Board member, Thomas Creonte asked numerous questions; was it a new position? And, what is the pay grade? Director Abruzzi answered his questions by stating that the position is new to the department, but is an existing job title within the City and the pay grade is 14-1.

Director Abruzzi continued by stating the idea for this position began with the Park Ranger position that was proposed in the FY2017 budget. He believes there isn't enough for an individual to do when the park is closed during winter months. This position, he believes will hit a lot of areas. Director Abruzzi stated that when he was hired as Recreation Assistant Director in 1998 he was hired primarily for programming. He stated that there wasn't as many fields at that time and the Recreation Department didn't manage Veteran's Memorial Rink and Veteran's Complex. Since then, he explained his job description became more like a facility supervisor. Director Abruzzi stated that a constant presence is needed at these facilities for community relations as well as staff supervision. He stated that during the spring and fall seasons the rink and fields are open simultaneously. It is not realistic to ask (3) full time employees to cover multiple facilities (16) hours a day, 7 days a week. As he stated at his budget hearing before City Council, this position is a necessity to this department. Everything in the description he 100 percent believes the department needs. With no changes or any other questions, a motion was made to approve the proposed job description for the Assistant Superintendent of Recreation/Facilities position was made by, Gary Vallerand. Seconded by Thomas Creonte. All in favor.

Director Abruzzi began the Director's Report by updating the Board on the status of Gilmore playground. He stated that it is complete and it is beautiful. He informed the Board that there will be a ribbon cutting ceremony in July. He will send notification to the Board of the date and time of that ceremony. He continued by stating that there is a soft opening scheduled for Wednesday, June 14, 2017 at approximately noon. Students from elementary schools in the area have been invited to the soft opening. Director Abruzzi informed the Board that former Recreation Director, Sandra Tomasello will be extended an invitation to attend.

They are in the process of completing the design plan for the Elsie Turner and Graverson Projects. Director Abruzzi stated that the delay was warranted and required in his opinion. He stated that residents have been very patient. His hope is that the plans will be final within a month and will be ready to go out to bid.

Director Abruzzi informed the Board that he sent a letter to the Hillcroft Playground area residents. Introducing himself as the new Director of Recreation. He, along with Kim Scott and Jimmy LaCrosse from the City of Waltham Planning Department met on site with the consultant; and hope to have a plan complete within the next few weeks to share with the residents at Hillcroft at a community meeting.

The compressor/dehumidifier project is very close to completion. Director Abruzzi informed them that the project will not begin until April 1, 2018. Stating that there would

not be time to go out to bid, acquire the funding and finish without interfering with the 2017-18 rink season.

Director Abruzzi informed the Board that he attended the budget hearing for Recreation last Tuesday, May 30, 2017. It went well. He is hopeful that the City Council will support all of his requests, especially the Assistant Superintendent of Recreation/Facilities.

The Rink Supervisor Position I is now open with the retirement of Bob McCarthy. The position has been posted for 6 weeks. Director Abruzzi is hoping to have the position filled by the time the rink opens. Therefore, he stated that he may call a special meeting for the hiring of the position.

At the May Board meeting, Board member John Graceffa asked if there were regulations for AED monitors to be available at facilities. Director Abruzzi updated the Board on the information he acquired for AED regulations. There are no regulations or requirements. Board member Stacy Tully asked what an AED monitor would cost. He responded by stating that new they are approximately \$2,500. They are considering a 6 month rental for Jake Dennis field, the cost for that would be approximately \$700. Board member Stacy Tully's opinion was that rental of the monitors for all facilities should be considered. Director Abruzzi agreed and will rent one for Prospect Hill for the Summer Fun Program.

Facility and Program evaluation surveys were distributed to our program participants and visitors of our different facilities. Director Abruzzi asked the Board to refer to a colored chart in their folders. The charts are compiled by the statistics of the evaluations. As the charts show, the data was very positive. He noted that there is a questions on the survey that asks if the individual would like to be contacted by a Recreation Supervisor. There was a handful of requests to be contacted. Those individuals have been contacted. Director Abruzzi informed the Board that they surveys will be distributed throughout the summer and that he would have results from the evaluations when the Board meets again in September.

As a response to Board member Jerry Walker's discussion regarding ways of explaining what the Recreation Department does, Director Abruzzi informed the Board that he has asked the Recreation staff to assemble a power point presentation. The presentation will be almost like a mission statement. There will be four seasons of information. It will be presented to the Board and possibly put on the Recreation web site when it is complete.

Summer registration is continuing. There are currently 10 programs at capacity. Director Abruzzi stated that he is very happy with the registration numbers and that registration will continue through the summer.

Upcoming, is summer staff training. There are 2 days scheduled for interactive, mock training that staff will take part in at the different locations as well as orientation. The

training will be similar to a day during the summer. Director Abruzzi also informed the Board that CPR, First Aid and AED training is complete.

Board member Tricia Curtin asked if we trained for epi pens. Director Abruzzi responded by stating that he himself does the CPR/First Aid training and he does train staff to administer an epi pen. He stated that he would like to see the use of a universal epi pen would be available to our programs. While investigating the topic he discovered that a doctor has the ability to prescribe a universal epi pen to a program. Board member, Thomas Creonte suggested that Dr. Merola, who is on the City of Waltham Board of Health, be contacted.

Board member Gary Vallerand asked if he could update the Prospect Hill Park Stewards on the removal of the tower at Prospect Hill Park. Director Abruzzi requested that he wait until the City of Waltham Law Department issues something official.

With no further business, a motion to adjourn was made by Thomas Creonte, seconded by Stacey Tully and voted unanimously.

The meeting adjourned at 6:35 p.m.

Respectfully submitted,
Lisa DiBlasi, Clerk