



**TOWN OF HUDSON
PARK COMMISSION**
Division of Recreation
Town Hall
78 Main Street
Hudson, MA 01749
978-568-9642

PARK COMMISSION MEETING MINUTES
Wednesday, April 29, 2020
Via REMOTE ZOOM at 7:00pm

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Hudson Park Commission meeting will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found below. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Town of Hudson website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

The Hudson Park Commission meeting will be held via a Zoom Meeting (Internet)
Public Participation via calling in or using your computer is encouraged

To Join the Zoom Meeting:

<https://zoom.us/j/99724879814?pwd=ektGMTRzTHlCdHFIVE1pdnBtbHNKQT09>

Meeting ID: 997 2487 9814

Password: 953053

One tap mobile

+13126266799,,99724879814#,,1#,953053# US (Chicago)

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Dial by your location

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Meeting ID: 997 2487 9814

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Find your local number: <https://zoom.us/j/abHSC9ms5N>

1. Call Meeting to Order

A. Mr. Chaves called the meeting to order at 7:00pm. Members present were Mr. Chaves, Mr. Roan and Mr. Bowen. Also present: Mr. Santos, Mr. Hannon and Mr. Aponte.

Mr. Chaves read a statement regarding Zoom virtual meetings and Governor Baker's statement on the Covid-19 virus & Open Meeting Law.

2. Minutes to Approve:

A. Public Session – March 4, 2020

Mr. Bowen motioned to approve the minutes as written, seconded by Mr. Chaves and carried
Vote: 3 – 0, in favor

3. Citizens Issues / Special Interest Groups:

A. None

4. Personnel:

A. None

5. Director's Report:

A. Director provides a summary on the following items:

-Recreation Office Closures, Staff Workload, Facility Closures and Ongoing Issues

Mr. Santos explained the timeline of what has occurred since the Covid-19 outbreak in Mid-March. At a department head meeting held on Friday March 12th all town departments (where possible) were asked to implement a rotating staff schedule to decrease exposure between employees. A week and a half later Governor Baker ordered the closure non-essential businesses and the recreation staff were told to work from home. Rec staff members were able to get laptops provided by the IT department with access to VPN. While working at home Rec staff are tracking their hours. Mr. Santos informed the park commission that office phones have been updated which allows remote access voicemails. Mr. Santos informed park commission that staff has been processing refunds, cleaning up the beach, putting up snow fencing and signs to close facilities, among other assignments; while continuing to perform all other duties and tasks associated with the department. Closures to facilities include playgrounds, basketball courts, Skate Park and Dek Hockey rink. Hudson Police has been patrolling sites to ensure no citizens are using them.

-Program Cancellations & Refunds

Mr. Hannon reviewed the programs that have been cancelled due to the coronavirus stating that he was in the process of completing refunds for baseball and softball clinics, kids test kitchen class, home alone safety class and babysitting class. Mr. Hannon expressed there are 175 registrations to refund totaling \$8,100.00 and the process to complete refunds is time consuming. Mr. Hannon explained the steps involved with collecting information needed to process each individual refund. Among those participants he has reached out to for a refund, some individuals have insisted recreation keep their program fees, totaling \$160 donated back to Hudson Recreation. Mr. Hannon expressed that one of the issues causing delays in refunds has been due to the town's accounting system crashing many times. Mr. Chaves asked what the net loss would be from processing refunds. Mr. Santos said it would be about \$200-\$300 in losses.

-Social Media Presence and Platforms

Mr. Aponte informed the park commissioners what the recreation office has been doing on their social media platforms to keep the community engaged. Mr. Aponte said that through Facebook the department has been pushing out notifications regarding closures to recreation facilities, social distancing info, as well as other COVI-19 related info. Mr. Aponte also noted that the department has

promoted various activities to do at home. Those activities include, drawing and coloring contests, sharing pictures of pets, physical activities that can be done while at home and also that the rec staff are working with Roller Kingdom to give out prizes to those that participate. As part of the most recent activity of coloring in a pair of roller skates, Roller Kingdom has donated a pair of skates to everyone who submitted a colored image. Mr. Hannon stated that Lee from Roller Kingdom has been generous throughout this process. Mr. Aponte also noted that he recently created an Instagram account for the recreation department to increase our social media presence and that we have accumulated 115 followers to date.

-Limited Hiring Freeze

Mr. Santos notified the park commission of the hiring freeze in effect that was implemented via the Executive Assistant. He also stated that after attending the zoom Board of Selectman meeting on April 27, 2020, budgets could be negatively affected moving forward. Mr. Santos stated that the hiring freeze could significantly impact Hudson Recreation as now would be the time the department would hire roughly 80 seasonal employees.

-Upcoming Spring/Summer Programming, Facility reopening's and Spring 2020 Staff workload

With regard to reopening facilities, Mr. Santos stated that Hudson Rec will be following state recommendations and will work with Kelli Calo (BOH Director), Mr. Moses (executive Assistant) and other town departments to reopen as soon as possible, while keeping the safety and health of our community a top priority. Mr. Santos stated that the Recreation staff had been and would continue to meet virtually almost daily to work through a comprehensive "to-do list", they recently developed to address items such as summer staffing, town events/programming calendars (reaching out to organizations that had previously filled out Use of Town Property Forms for events to take place in the upcoming months), spring cleaning the beach (which will save the department roughly \$2000), development of strategies for reopening and running modified summer programs, etc. He also stated the golf tournament, originally scheduled for April 29, 2020 had been postponed to October and planning for that even was underway.

Mr. Santos informed the commission that Mr. Moses recently sent him an email suggesting that guidance from the state on summer programs (parks, beaches, camps, etc..) would be in place in the upcoming weeks, saying further that "At this point we just do not know the future of summer programs, if we will be able to get into facilities, and how we will address the associated sanitation requirements and public health concerns."

Mr. Santos informed the park commission that recreation staff has been taking part in many Zoom meetings and webinars put on by MRPA, NRPA, STMA, SORP, Central MA Rec & Park Assoc. and others. Mr. Hannon explained he attended a webinar hosted by the NRPA with members from across the country. In that webinar many questions arose surrounding portable restrooms, picnic tables, restrooms and how we would be able to maintain and sanitize those amenities at our facilities. In this meeting they also discussed summer camps and the costs of running programs this summer. Stating further that costs may be up due to additional cleaning and PPE supplies; that all siblings may be required to be placed together; no field trips; staggering drop off and pick up times; virtual summer camps; and other changes may cause departments to charge more to break even due to increased costs. Mr. Hannon also reported that there was some discussion around programs needing to be outdoors and staff may be required to wear face masks and gloves at all times.

Mr. Chaves brought up concerns about insurance and the liability we would be faced with if we were to run programs. Mr. Chaves stated that we needed to closely assess the risks associated with reopening and running programs in the near future. Mr. Chaves also stated that the department

should try to lock down a date to let the community know of our plans for summer programs and/or make final decisions about whether or not to run summer programming.

Mr. Santos explained that he recently spoke to a resident about summer programs and explained to her that at this point we just do not know what programs we may or may not run but the state was working towards having guidelines in place so that programs can run, within the constraints of the new guidelines, by the end of the traditional school year.

Mr. Santos stated that some surrounding communities have already decided to cancel summer programs and that if we do decide to run modified programs we will have a very limited amount of time to hire, train, order equipment, prep facilities etc, which could be a very daunting task. Mr. Santos stated that he hopes that Hudson and its surrounding communities will share a united approach to summer rec programming, and although summer programs are a source of revenue, health and safety will continue to be the priority.

Mr. Santos stated that they would be emailing all returning staff members with an update and will set up a Zoom meeting to review and update those staff members in the near future.

...Following the report a brief discussion took place. Mr. Chaves stated that we are in uncharted waters and it will be interesting to see what unfolds, adding that parks and recreation could be very important for people to get back in the swings of normal life. Mr. Bowen agreed on recreation being positive for the mental health of citizens but also mentioned he does not anticipate that we will be able to access school buildings this summer. The commissioners thanked the recreation staff for the work they had been performing, expressed their support for the department and encouraged the staff to continue to do what they could to provide services for the community, while ensuring they were also taking time to stay healthy themselves.

6. New Business:

A. None

7. Old Business:

A. Moulton Field Renovation Design Fee Estimates

Mr. Santos reviewed the Moulton Field renovation design costs and asked the park commission their thoughts on phasing out the project or completing it all at once. Mr. Bowen said all at once is better and to do it right the first time. Mr. Roan agreed. Mr. Chaves was OK with that approach but asked if it may be beneficial to wait to get formal design bids at a later date. Mr. Santos stated that there is approx. \$60K currently available that could be used for design, but that was only ½ of the recent design cost estimate they had received; stating further that the original intent was to go to CPC for the funds in November of 2020 but given the current situation, due to coronavirus, the timeline will most likely need to be shifted. Mr. Santos asked the park commission for permission to inform Smile 2 Play that the install date of fall 2021 is not feasible, as town funding may be more difficult to obtain within the next 6-12 months with potential budget cuts currently being discussed. Mr. Santos stated that his focus is to keep our staff in place, as a priority over this project. Mr. Chaves said the message to Smile 2 Play should be that everything is in flux and their project is not proceeding at this time while a project such as the beach renovation is moving forward because it is already in progress. Mr. Bowen stated the beach project has been worked on for the past 6 years and needs to be completed. Mr. Santos will set up and meeting with Smile 2 Play –The Hudson Playground Project

representatives and asked for one Park commissioner to join in the meeting. Mr. Bowen volunteered.

B. Centennial Beach Project Update

Mr. Santos said the beach plans were 95% done and that if we do not have a beach season due to coronavirus we may be able to start construction sooner. The goal remains to have the project completed by summer of 2021. Mr. Chaves and Mr. Bowen stated that it might be the best time to complete the beach construction. Mr. Santos said the earliest potential start date could be mid-July.

C. Guidotti Field Sign Install

Mr. Chaves asked for an update on the Guidotti field sign project. Mr. Santos asked them how they would like to proceed and that the funds have already been earmarked for this project. He asked the commissioners if they still envisioned a ceremony for the field sign. Mr. Bowen said it will be nice to have a ceremony and he will talk to the Guidotti family for their thoughts.

8. Communications and/or Correspondence to be noted by Commissioners:

A. None

9. Announcements/Adjournment

A. Next meeting scheduled for May 20, 2020. Exact time TBD

Mr. Bowen motioned to adjourn at 8:32pm, seconded by Mr. Roan and carried...

Vote: 3 – 0, in favor

Motion to Approve:	Mr. Chaves
Second:	Mr. Bowen
Vote:	3 – 0, in favor
Date:	May 20, 2020