



Lowell Board of Parks *Meeting Minutes*

DATE: **Wednesday, January 25, 2023**

TIME: **6:00PM**

LOCATION: **Mayor's Reception Room**, 375 Merrimack St. 2nd Floor, Lowell, MA 01852

PRESENT:

John Linnehan, Chairman

Ryan Rourke, Member

Tom Caunter, Member

Shannon Cohan, Superintendent of Parks

MEETING CALLED TO ORDER: 6:02pm by Chairman J. Linnehan

Item 1 – Dave Lezenski (*Lowell High School*) – Lowell High School Fall Athletics

Cawley Memorial Stadium Complex – William J. Desmond Jr. Field

August 14 – August 28, 2023 (Monday-Saturday) 9:30a-5:30p

August 29 – November 25, 2023
Monday-Friday 2pm-6pm
Saturdays 9:30am-1:30pm

Cawley Memorial Stadium Complex – Machado Field

August 14 – August 28, 2023 (Monday-Saturday) 10am-6pm

August 29 – November 25, 2023
Monday-Friday 2pm-6pm
Saturdays 9:30am-1:30pm

Cawley Memorial Stadium Complex – William "Billy" Rizos Turf Field

August 14 – November 25, 2023 (Sundays) 8am-4pm

August 14 – September 2, 2023 (Monday-Saturday) 8am-8pm

September 4 – November 25, 2023
Monday-Friday 2pm-10pm
Saturdays 8am-8pm

Cawley Memorial Stadium Complex – Field Hockey Field

August 14 – August 28, 2023 (Monday-Saturday) 10am-6pm

August 29 – November 25, 2023
Monday-Friday 2pm-10pm
Saturdays 8am-4pm

Cawley Memorial Stadium Complex – Lucas Carvalho Soccer Field

August 14 – November 25, 2023
Monday-Friday 2pm-10pm
Saturdays 8am-8pm

Shedd Park – Track

August 21 – November 25, 2023	(Saturdays)	8am-4pm
August 21 – September 1, 2023	(Monday-Friday)	8am-6pm
September 4 – November 25, 2023	(Monday-Friday)	2pm-6pm

FEES ARE WAIVED FOR A HIGH SCHOOL ATHLETICS EVENT.

Motion was made by Tom Caunter to approve the requests at no fee.

Motion was seconded by Ryan Rourke. Approved Unanimously.

Item 2 – Peter Faticanti/Kaitlyn Hickey (*Lowell Recreation Dept*) – Lowell Recreation Programs

A) LeBlanc Park – Joseph McNamara Little League Field | Summer Programs

LeBlanc Park – LeBlanc Soccer Field

LeBlanc Park – Ronald H LeBlanc Baseball Field

June 26 – August 18, 2023	(Monday-Friday)	8am-4pm
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Pawtucket Memorial Park – Ronald Montbleau Little League Field

June 26 – August 18, 2023	(Monday-Friday)	8am-4pm
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Reilly School Community Playground – Basketball Court

Reilly School Community Playground – Field

June 26 – August 18, 2023	(Monday-Friday)	8am-4pm
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Shedd Park – Cahill-Perrin Little League Field

Shedd Park – Edward F. Finnegan Basketball Court

Shedd Park – Krysiak Courts on Boylston St. Courts I & II

Shedd Park – Pavilion

Shedd Park – Picnic Area I-In Front of Pyne School

Shedd Park – Tennis Backboard I & II

Shedd Park – Track

June 26 – August 18, 2023	(Monday-Friday)	8am-4pm
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Shedd Park – Gresco Baseball Field

Shedd Park – Kelly L. Page Softball Field

Shedd Park – Elmer P. Rynne Tennis Courts I – VI

July 03 – August 18, 2023	(Monday-Friday)	8am-4pm
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Scullin Park – Greenspace

June 26 – August 18, 2023	(Monday-Friday)	8am-4pm
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Highland Park – Loucraft Field

Highland Park – DeCosta Field

Highland Park – Bob Vigeant Instructional T-Ball Field

Highland Park – Basketball Courts I, II & III

Highland Park – Deck Hockey Rink

June 26 – August 18, 2023	(Monday-Friday)	8am-4pm
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Gage Field – Basketball Court

Gage Field – Gage I & II

Gage Field – Gage Tennis Courts I & II

Gage Field – Martin “Mickey” Finn Little League Baseball Field

Gage Field – Volleyball Court

Gage Field – Whalen Senior League Baseball Field

June 26 – August 18, 2023 (Monday-Friday) 8am-4pm
Resident Youth Fee \$0.00/2hr block = \$0

B) Stoklosa School – Multipurpose Field | Flag Football

April 18 – May 30, 2023 (Tuesdays) 5:30pm-7:30pm

September 05 – October 17, 2023 (Tuesdays) 5:30pm-7:30pm

Resident Youth Fee \$0.00/2hr block = \$0

Motion was made by Ryan Rourke to approve both requests at no fee.

Motion was seconded by Tom Caunter. Approved Unanimously.

Item 3 – Tara Perry – Craft Fairs

A) Shedd Park – Pavilion

Saturday, July 01, 2023 9am-5pm

Saturday, July 22, 2023 9am-5pm

Saturday, August 12, 2023 9am-5pm

Saturday, September 09, 2023 9am-5pm

Resident Adult Fee \$25.00/2hr block X 4 = \$100 per date X 4 dates = \$400

Custodial Fee \$120/4 hour X 2 = \$240 per date X 4 dates = \$960

Total Fee = \$1,360 [\$340 per date]

These will be the same as previous annual craft fairs. Only thing needed is access to the pavilion.

B) Fort Hill Park – Greenspace | Craft Fair & Fundraiser

Saturday, June 17, 2023 9am-3pm

Resident Adult Fee \$25.00/2hr block X 3 = \$75

Total Fee for both A + B = \$1,435

Tara does not require the top part of Fort Hill, just the greenspace across from Rogers Hall. There will be a porta potty at Fort Hill for this event as well.

Motion was made by Tom Caunter to approve both requests for a total fee of \$1,435.

Motion was seconded by Ryan Rourke. Approved Unanimously.

Item 4 – Philip Abel (RCCG Light Assembly) – Family Fun Day Picnic

Shedd Park – Pavilion

Sunday, August 20, 2023 9am-5pm

Resident Adult Fee \$25.00/2hr block X 4 = \$100

Custodial Fee \$120/4 hour X 2 = \$240

Total Fee = \$340

Family fun day for Redeem Christian Church of God (RCCG), Light Assembly Lowell, MA. They would like to use charcoal grills to barbecue for guests, organize games and events for parents and children, and also play music. John said charcoal grilling is allowed, but to notify the fire department.

Motion was made by Ryan Rourke to approve the request for a total fee of \$340.

Motion was seconded by Tom Caunter. Approved Unanimously.

Item 5 – Catherine Fiorino (*Immaculate Conception School*)

A) Cawley Memorial Stadium Complex – Track | **Field Day for Students**

Tuesday, June 13, 2023

8am-12pm

Resident Youth Fee \$0.00/2hr block = \$0

B) Cawley Memorial Stadium Complex – Track | **Walk-A-Thon**

Friday, October 06, 2023

8am-12pm

Resident Youth Fee \$0.00/2hr block = \$0

Yearly events held by the school. The children will walk the track and play games in between. The only thing they need is access to the bathrooms for both events.

Motion was made by Tom Caunter to approve both requests at no fee.

Motion was seconded by Ryan Rourke. Approved Unanimously.

Item **6A** – Cheryl Saba (*SJA Summer Basketball League*) - Summer Basketball League

Father Maguire Playground – Concession Stand

June 01 – September 01, 2023 (Sunday-Saturday)

7am-9pm

Resident Youth Fee \$0.00/2hr block = \$0

Alan Saba represented for Cheryl. Alan asked to amend the concessions start date from July 1 to June 1.

Motion was made by Tom Caunter to approve the request at no fee with an amended start date of June 01, 2023.

Motion was seconded by Ryan Rourke. Approved Unanimously.

6B – Cheryl Saba (*Ecumenical Athletic Association*) – Middle School Soccer League

Edwards St Park – Edward J Walsh Youth Soccer Complex

September 01 – November 03, 2023 (Monday-Friday)

1:30pm-5:30pm

Resident Youth Fee \$0.00/2hr block = \$0

Carolyn Dozois (*EAA*) represented for Cheryl. This schedule should not conflict with Lowell Youth Soccer.

Motion was made by Ryan Rourke to approve the request at no fee.

Motion was seconded by Tom Caunter. Approved Unanimously.

Item 7 - Katie Doherty (*Bailey School*) – Field Trip

Shedd Park – Pavilion (**Splash Pad**)

Thursday, June 08, 2023

10am-2pm

Tuesday, June 13, 2023 (*Rain Date*)

10am-2pm

Resident Youth Fee \$0.00/2hr block = \$0

Melissa Dearth-Gaudet represented for Katie. They would like to request use of the splash pad at Shedd Park, and to have bathrooms available. Shannon said they can open the splash pads early for them.

Motion was made by Ryan Rourke to approve the request at no fee.

Motion was seconded by Tom Caunter. Approved Unanimously.

Item 8 – Daisy Delgado – Fundraiser

Shedd Park – Pavilion

Saturday, May 27, 2023

12pm-8pm

Resident Adult Fee \$25.00/2hr block X 4 = \$100

Custodial Fee \$120/4 hour X 2 = \$240

Total Fee = \$340

Daisy would like to host a BBQ fundraiser in her son’s honor to raise funds for Greater Lowell Tech students.

This request has been held until next month.

Item 9 – Bonnie McIsaac (*Lowell Philharmonic Orchestra*) – Concert

Shedd Park – Pavilion

Sunday, June 25, 2023

9am-5pm

Resident Adult Fee \$25.00/2hr block X 4 = \$100

Custodial Fee \$120/4 hour X 2 = \$240

- Account Credit of \$170 to be applied

Total Fee = \$340 | Total fee after credit applied = \$170

This will be for Lowell Philharmonic Orchestra’s annual “Summer Pops at Shedd Park” concert. They will need access to electricity, bathrooms, tables, and 60+ folding chairs for both the audience and orchestra. They are inviting the Greek community to participate for this year, as the Cambodian community participated last year and it was a very successful event.

Motion was made by Tom Caunter to approve the request for a total fee of \$170.

Motion was seconded by Ryan Rourke. Approved Unanimously.

Item 10 – Pamela Larocque (*Coalition for a Better Acre*) - CBA/Roberto Clemente League

A) North Common – Carney Softball Field | Baseball Practice/Game days/Special Events

April 01 – August 31, 2023 (Monday-Thursday) 3pm-7pm

April 01 – August 26, 2023 (Saturdays) 10am-6pm

B) Koumantzelis Park – Roberto Clemente Little League Field | Game days/Special Events

April 01 – August 26, 2023 (Saturdays) 10am-6pm

Resident Youth Fee \$0.00/2hr block = \$0

They are the City’s only no-cost baseball league, as well as a bilingual league. They are expecting to serve 60 kids with four teams, having 15 kids per team. They plan to have porta potties at the park for the season. Shannon requested to amend the start date from March 1 to April 1, with his approval the fields are safe and playable by then. Pamela said she will notify DPW when they are having large events on Saturdays. Pamela inquired about moving Roberto Clemente Field stone from Koumantzelis to Carney Field, as they would like Carney to be their new home field. John said they will need to get approval from the Board of Parks for that request at another meeting, once submitted.

Motion was made by Ryan Rourke to approve the requests at no fee with an amended start date of April 01, 2023.

Motion was seconded by Tom Caunter. Approved Unanimously.

Item 11 – Jhonnatha Cheam (*Clemente Park Committee*) – Yearly Use/Maintenance of Park

Clemente Park – Concession Stand

Clemente Park – Basketball Courts I & II

Clemente Park – Pailin Volleyball Courts I – VII

April 01 – October 31, 2023 (Sunday-Saturday)

7am-9pm

THIS FEE IS TYPICALLY WAIVED BY THE BOARD OF PARKS.

Motion was made by Ryan Rourke to approve the requests at no fee.

Motion was seconded by Tom Caunter. Approved Unanimously.

Item 12 – Hetal Petal – Cricket

Hovey Field – Field I

June 03 – September 30, 2023 (Saturdays & Sundays)

8am-12pm

Resident Adult Fee \$25.00/2hr block X 2 = \$50 per date X 35 dates = \$1,750

- Account Credit of \$50 to be applied

Total Fee = \$1,750 | Total fee after credit applied = \$1,700

Hetal inquired about putting beam clay down at Hovey. Shannon says they can get it taken care of in the springtime and will coordinate a date for them to meet up. Hetal says they might not need all of the dates and may eventually give some back. John said payment is still required for dates used or not; as they are reserving those dates and they become unavailable to others once reserved.

Motion was made by Tom Caunter to approve the request for a total fee of \$1,700.

Motion was seconded by Ryan Rourke. Approved Unanimously.

Item 13 – Karen Bostwick (*Lowell Youth Soccer*) – LYSA Concessions & Practice Fields

A) Edwards St Park – Concession Stand | **LYSA Concessions**

April 01 – November 18, 2023 (Sunday-Saturday)

8am-8pm

B) Scullin Park – Greenspace | **Back-up Practice Field**

April 01 – November 17, 2023 (Monday-Friday)

6pm-8pm

C) Reilly School Community Playground – Field | **Back-up Practice Field**

April 01 – June 09, 2023 (Monday-Friday)

6pm-8pm

September 04 – November 10, 2023 (Monday-Friday)

6pm-8pm

Resident Youth Fee \$0.00/2hr block = \$0

Jason Monahan represented for Karen. Opening season is planned for the second week in April.

Shannon requested to amend the start date from March 4/6 to April 1, with his approval the fields are safe and playable by then.

Motion was made by Ryan Rourke to approve the requests at no fee.

Motion was seconded by Tom Caunter. Approved Unanimously.

Item 14 – Shaharyar Khan – MA State Cricket League

Hovey Field – Field I

April 16 – May 28, 2023 (Saturdays & Sundays) 10am-6pm

Resident Adult Fee \$25.00/2hr block X 4 = \$ X 13 dates = \$1,300

June 03 – September 30, 2023 (Saturdays & Sundays) 12pm-6pm

Resident Adult Fee \$25.00/2hr block X 3 = \$ X 35 dates = \$2,625

Total Fee = \$3,925

Sabeeh Ehsan represented for Shaharyar. Sabeeh says they can amend their schedule if Hetal’s cricket group gives dates back. Sabeeh also inquired about working with the City on installing cement and astro turf at Hovey instead of beam clay, and could help with funding that project. Shannon said they can meet up to discuss their options further in the springtime.

Motion was made by Tom Caunter to approve the request for a total fee of \$3,925.

Motion was seconded by Ryan Rourke. Approved Unanimously.

Item 15 – Jacquelynn Coles – Juneteeth Celebration

Muldoon Park – Gazebo

Sunday, June 18, 2023 12pm-6pm

Resident Adult Fee \$25.00/2hr block X 3 = \$75

Requesting the use of the Gazebo, full grounds park, and boating area.

This request has been held until next month.

Item 16 – Robert Sherbs (*Greater Lowell Kiwanis*) – Easter Egg Hunt

Shedd Park – Pavilion

Saturday, April 01, 2023 7am-3pm

Resident Youth Fee \$0.00/2hr block = \$0

Custodial Fee \$120/4 hour X 2 = \$240

Total Fee = \$240

This will be a free event for the youth in the community. Last year they used Lucy Larcom, but would like to use Shedd Park this year. They would like to use the greenspace around the pavilion as well, and have a bouncy house. Robert inquired about a rain date, and the Board gave approval to work with the Board Secretary to add an additional date for no fee once determined.

Motion was made by Ryan Rourke to approve the request with an additional date added once determined, for a total fee of \$240.

Motion was seconded by Tom Caunter. Approved Unanimously.

Item 17 – Karina Fontanez – Birthday Party

Shedd Park – Pavilion

Saturday, June 03, 2023 1pm-5pm

Resident Adult Fee \$25.00/2hr block X 2 = \$50

Custodial Fee \$120/4 hour = \$120

Total Fee = \$170

The requestor did not show so the request was DECLINED.

Item 18 – Mark Cibulski – Baseball

Cawley Memorial Stadium Complex – Alumni Field

Thursday, July 13, 2023	7pm-11pm
Thursday, July 20, 2023	7pm-11pm
Tuesday, July 25, 2023	7pm-11pm
Sunday, August 06, 2023	5pm-9pm
Tuesday, August 15, 2023	7pm-11pm
Sunday, August 20, 2023	5pm-9pm

Resident Adult Fee \$150.00/4hr block = \$150 per date X 6 dates = \$900

Custodial Fee \$120/4 hours X 6 dates = \$720

Lights Fee \$50.00/4hr block X 6 dates = \$300

Total Resident Fee = \$1,920

THIS USER HAS BEEN PREVIOUSLY CHARGED A RESIDENT FEE IN THE PAST.

They have changed their organization name from Mill City Mustangs to the Lowell Angels.

Motion was made by Tom Caunter to approve the request for a fee of \$1,920.

Motion was seconded by Ryan Rourke. Approved Unanimously.

Item 19 – Shannon Cohan/Department of Planning & Development – Bench Dedication

Shannon represented the City and the Family of Harry Walker Kkonde, for a bench dedication approval in Harry’s name at Father Maguire Park. Tom asked if this item needs to go before the Monument Committee; Shannon believes it already has and just requires approval from the Board of Parks.

Motion was made by Ryan Rourke to approve the placement of the bench.

Motion was seconded by Tom Caunter. Approved Unanimously.

Item 20 – Board needs to vote on Oliveria Field being converted to a City dog park.

As of right now, the City only has one dog park in Centralville. It’s a temporary dog park sitting on top of waste water infrastructure. For years Parks/DPD have been looking for a permanent space to have a dog park with a parking lot. This baseball field is not being used, especially by any baseball organizations. DPD believes this is a good location to put money into building a permanent dog park, and would be done through their budget. Parks’ would be in charge of maintenance, noting that dog parks typically have their own community organizations that also keep up the day to day maintenance. Shannon and DPD staff looked into other surrounding area’s dog parks to see what materials they used. Ryan supports the idea of converting an empty field into something useful, but would like to get community feedback for other ideas besides a dog park first. Shannon said he will work with DPD on setting up a public forum.

Motion was made by Ryan Rourke to table this item for community input and further discussion at next month’s meeting.

Motion was seconded by Tom Caunter. Approved Unanimously.

Item 21 – Board needs to vote on switching Hovey Field’s usage from soccer field to multipurpose field.

Hovey field is currently being used for soccer and cricket. Cricket is becoming a popular sport in Lowell. There is a clay pitch that’s in the middle of the grass at Hovey, but there has been inquiries from the cricket groups about partnering with the City on renovations to making that space more amendable to cricket. Shannon noted making permanent renovations to that field is not feasible in Parks’ budget at

the moment, and that if the groups eventually want to help fund the renovations they would need to seek approval from the Board in the future to switch the usage to a permanent cricket field. Shannon said he would prefer to put beam clay down without making any permanent renovations, keeping the usage multipurpose for now, and the Board agreed.

Motion was made by Ryan Rourke to change Hovey field's usage from soccer to multipurpose.

Motion was seconded by Tom Caunter. Approved Unanimously.

Item 22 – Board needs to discuss giving the Board of Parks Secretary the ability to work with LHS and other organizations to make up rain dates, without needing to attend another BOP meeting for approval.

Due to inevitable spring weather and the Board only meeting once a month, rain date make ups typically occur before the next Board meeting. The Board Secretary will notify the Board of any date changes.

Motion was made by Ryan Rourke to allow the Board Secretary to work with LHS and other organizations on rain date make ups.

Motion was seconded by Tom Caunter. Approved Unanimously.

Item 23 – Board needs to discuss creating a Board of Parks policy book.

- Permit process
- Rules and regulations
- Permit fees
- Priority user list
- Payment policy
- Permit request deadline
- Cancellation policy
- Additional permit resource information (i.e.: Special events, alcohol & amplification permits, etc.)
- Other items the Board of Parks deems necessary

The Board Secretary will begin drafting a Board of Park's policy book, with further input and ideas to include from the members for next month's meeting.

Motion was made by Ryan Rourke to approve drafting a policy book and tabling this item for further discussion at next month's meeting.

Motion was seconded by Tom Caunter. Approved Unanimously.

Item 24 – Update on outstanding permit fee balances

The Board discussed the outstanding permit fee balances. Any users that have an outstanding balance will not be issued a future permit until that balance is resolved. The Board Secretary noted that some balances have already been resolved since the notification letters were sent out via email, so that overall total balance has decreased since the previous update.

Motion to adjourn made by Ryan Rourke.

Motion was seconded by Tom Caunter. Approved Unanimously.

MEETING ADJOURNED: 7:21pm