

**Charlemont Parks & Recreation
January 24, 2024 Meeting Minutes**

Members Present: *Chairman Mike Hayden, Bill Harker, Neil Neuhauser, Tom Shields and Jackie Cashin.*

Members Absent: None

Others Present: N/A

Call to Order

Parks and Recreation Chairman Hayden called the meeting to order at 6:00 p.m.

Approval of Minutes

Minutes from the previous meetings were reviewed.

Motion to accept: Jackie Cashin, Second: Neil Neuhauser, and accepted unanimously.

Financial

1. Vote on Fiscal Year 2025 budget request. Memorial Park Maintenance line item to be reinstated and increased to \$4000.00. Memorial Park Mowing line item to stay the same at \$3800.00. Total Fiscal year budget for 2025 is \$7800.00. Motion to accept: Bill Harker, Second: Neil Neuhauser, and accepted unanimously.
2. Revolving Account. The revolving account will be closed, and a Capital Account will take its place. The Capital account will accept donations and rental revenue and be maintained from year to year. The revolving account was closed out at the end of each fiscal year which did not allow for the accumulation of funds to purchase larger equipment for the maintenance of the park or to do larger projects. The Capital Account will fulfill this need. Any incidental income, revenues and monies remaining in the Parks and Recreation Commission account at the end of the fiscal year shall be carried forward into the Parks and Recreation Capital Account. A full explanation of this account will be provided to the Select Board by Jackie Cashin. Motion to accept: Mike Hayden, Second: Bill Harker, and accepted unanimously.

Old Business – N/A

New Business/Discussion-N/A

Meeting Schedule

The next meeting will be scheduled as required.

Adjournment

Mike Hayden made a motion to adjourn the meeting at 6:50 P.M. Seconded by Bill Harker and approved by all.

Respectfully submitted,
Jackie Cashin

This is the explanation of the Parks and Recreation Capital Account:

The Parks and Recreation Commission would like to implement a Parks and Recreation Capital Fund. To have all parks and recreation facilities judged satisfactory or above and exceeding community expectations, the Parks and Recreation Commission will create a Parks and Recreation Capital Fund. The fund will provide the funds necessary for funding existing deteriorated park and recreation infrastructure and address unmet park and recreation needs in the community. It does not take the place of the Board of Selectmen approval process for each specific project or of the annual Town Budget process that allocates specific funding amounts and sources for capital projects that are in progress. Instead, this fund will accept grants, fees for service and donations to the fund to continuously improve the Parks facilities and grounds.

The current revolving fund is closed at the end of each fiscal year and does not allow for continuous use to following years. Because of this, the Parks and Recreation Department cannot adequately save enough of the fund from year to year to maintain the grounds should the income for that year fall short. The result of this is deteriorating fencing, inadequate security, buildings in dis-repair and equipment that is old or difficult to maintain. The Parks and Recreation Commission must have a fund in place that will house grant funds, donations and fees for service that will stay in the fund from year to year to do this important work.

The commission would like to request a new line item in the yearly budget called the Parks and Recreation Capital Account to house these funds.