

# TOWN OF ERVING, MASSACHUSETTS

## RECREATION COMMISSION STRATEGIC PLAN

Fiscal Year 2021



### **ERVING RECREATION COMMISSION**

(413) 422-1187

[rec@erving-ma.gov](mailto:rec@erving-ma.gov)

[ervingma.myrec.com/info/default.aspx](http://ervingma.myrec.com/info/default.aspx)

[www.erving-ma.gov](http://www.erving-ma.gov)

Prepared by the Town of Erving and the Erving Recreation Commission in collaboration with the Franklin Regional Council of Governments (FRCOG). Funding provided by The Commonwealth's 2020 District Local Technical Assistance (DLTA) program.

## INTRODUCTION

The Erving Planning Department and Recreation Commission are excited to share this community park planning resource to help streamline the process for developing needed recreational assets at priority public spaces across the town. The Strategic Plan provide an active strategy for addressing long and short term program and facility goals, and is an evaluation of how successful the department has been in accomplishing those goals. The plan is reviewed, evaluated, and revised (if applicable) on an annual, fiscal year basis (July 1 - June 30). Any goals that were not completed in the assigned fiscal year are to be carried over to the next.

With the technical support of staff from the Franklin Regional Council of Governments, careful attention has been devoted to identifying needed site improvements and facility upgrades, which require significantly more planning and resources than programs. FRCOG also collaborated with the Recreation Commission on a community input process to garner feedback from residents regarding new and upgraded recreation programs and amenities, in order to prioritize projects desired by residents.

The Erving Recreation Commission has four Areas of Service; Administration, Programs, Special Events, and Parks & Facilities. We have developed goals and objectives within each of these areas from data collected from the Town's current Open Space and Recreation Plan (OSRP). It is a seven-year action plan last updated in 2018 which "provides a framework for decisions dealing with land uses that may impact valuable natural resources and the lands that contain unique historical, recreational, and scenic values".

The Recreation Commission utilizes the Open Space & Recreation Plan as a general framework to develop its own *specific* goals and objective, and from that a Strategic Plan is created. The goals and objectives from the OSRP are as follows:

- *Promote the many existing recreational facilities in Town with increased resident awareness and improved wayfinding signage*
- *Provide amenities, such as parking and signage, to facilitate the use of existing recreational and open space resources*
- *Support the Recreation Commission to be more effective in providing needed recreational facilities and programming for all of Erving's residents, especially teens, adults, and seniors*
- *Improve access to parks and open space for all residents by coordinating with all relevant Town boards and committees*
- *Improve access to parks and open space for the physically disabled and the elderly by coordinating with all relevant Town Boards and committees*
- *Develop multi-used (walking, hiking, bicycling, cross-country skiing, paddling) trail systems that tie into existing ones, which can be safely accessed from publicly owned land or private land with trail easements*
- *Work with the Conservation Commission, private conservation land trusts, and state agencies to identify and facilitate the acquisition of land and easements for conservation areas and trails for walking, biking, hiking, rock climbing, bird watching, and other recreational activities*
- *Coordinate with regional and state land protection efforts, in and around Erving, to ensure the continued conservation of important natural, recreational, and open space resources*
- *Identify, promote, and help protect historically significant areas and facilities, such as cemeteries and historical structures*

These directives are broad in nature, but we will use the two plans as evaluation and planning tools. In the following pages, we hope that we have fully illustrated not only what we plan on doing, but also, what we have accomplished.

All parks are maintained by Erving Highway Department.

### **Town Planning Staff & Recreation Commissioners**

Mariah Kurtz, Assistant Town Planner

Erik Eichorn, Chairperson

Renee Tela, Member

Jillian Betters, Member

Jeffrey Rollins, Member

Alison Rollins, Member

Breta Petraccia, Recreation Assistant

### **Mission Statement**

The Town of Erving Parks and Recreation Department is entrusted to provide and maintain a well-balanced system of active park sites and recreational facilities; to research, develop and implement a year-round program of recreation and leisure programming for all segments of the population of the Town of Erving; to assist youth and adult organizations, cultural groups, and civic organizations through the use of park and recreation facilities. These responsibilities are for the express purpose of enhancing the quality of life and a sense of community for the residents of Erving and our neighbors, in addition to preserving and improving the Town's parks and recreational resources.

### **Vision Statement**

We will enhance the lives of constituents and strengthen the cultural, social, and economic fabric of our community through a rich menu of programs, special events, parks and facilities, and effective administration that promotes life-long, rich, recreation experiences.

## RECREATION PROGRAMS

Seasonal team sports are offered for children in grades K-2, 3-4, and 5-6 on an annual basis, as is a Summer Parks Program for children entering grades K-6 and a soccer camp for grades K-16. The 2018 OSRP and the 2002 Erving Master Plan identify a need for an expanded breadth of programming geared to include Erving's teen and adult populations, as well as new programming oriented toward senior adults.

### Summer Park Program

The Summer Park Program is located at the Erving Elementary School, making use of their fields, playground, and facilities to serve 40 children from Erving and surrounding towns. The Parks program offers 6 weeks of weekly field trips to Laurel Lake for swimming and area attractions, thematic crafts and activities, and community-building games, and runs from the last week of June through early August.

### Soccer Camp

The week following the end of the Parks Program, the Recreation Commission partners with Challenger International Sports to host a week-long soccer camp with morning, half-day, and full-day soccer instruction and scrimmages organized and led by Challenger staff. This popular program draws young soccer players from New Hampshire, Vermont and Massachusetts.

### Team Sports

- Basketball – Erving Elementary School gymnasium
- Baseball – Zilinski Field
- Softball – Currently inactive
- Soccer – Zilinski Field

During the academic school year, team sports instruction and league games are held at Zilinski Field, Veterans Field, and Erving Elementary School. League games involve travel to away games as well as hosting other towns' teams in Erving. Practices and games take place on weekends and after school hours at each coach's discretion. Currently, our Erving sports team coaches work on a volunteer basis, most often with parents serving as coaches for their child's age group. Local teens serve as paid as referees and timekeepers. Erving participates in regional sports leagues that include the towns of Bernardston, Montague, Greenfield, Northfield, Gill, Vernon NH, Winchester, NH, and Hinsdale NH.

In recent years, we have seen low enrollment numbers in several seasonal sports. Sports are open to residents of Erving as well as non-residents, and we often welcome families from Orange and Wendell. Goals the coming years will be to strengthen our sports programs from all angles including:

- Coaching policies and consistency
- Scheduling
- Promotion
- Pricing
- Collaboration with surrounding towns and area leagues

### Five Year Plan:



**FY21 (To be completed by June 30, 2021) -**

1. Policy Review: Research State and National regulations regarding Recreation and Parks programs. Review our policies to ensure policies meet state and national regulations. Make any required changes to current policies.
2. Reach out to neighboring Parks and Recreation departments to discuss programming calendars for conflicts, overlapping events, and repetition.
3. Review Seasonal Team Sports programming to determine weaknesses and strengths in planning and execution.
  - a. Identify ways in which we could strengthen the existing program and attract more participants.
  - b. Identify areas in which we may overlap with needs already served more effectively through other organizations or towns (Newt Guilbault Community Baseball League, UMass Soccer camps).
  - c. Identify seasonal and sports team needs not readily available to Town residents through other means (tennis instruction, scholarship opportunities for middle/high school summer training, field hockey, training for teens as coaches)
  - d. Discuss paid training and hire of regular coaches and coach assistants for sports teams

**FY22 (To be completed by June 30, 2022)**

1. Identify site needs for Summer Park Program and feasibility of holding the Parks Program in one of the Town Parks (Riverfront, if Usher Mill is repurposed to incorporate Recreation Commission programming space; Veterans' Field or Zilinski Field if redesigns allow).
2. Gauge interest for sports clinics or recreational activity clinics (fishing, crafts, games, hikes, etc)

**FY23 (To be completed by June 30, 2023)**

1. Revitalize spring baseball/t-ball team if numbers allow
2. Identify adult league sports in the area and assemble a list to put on the website

**FY24 (To be completed by June 30, 2024)**

1. Create adult sports programming

**Ten Year Plan: To be completed by June 30, 2030**

1. Revive or establish one new team sport

## COMMUNITY ACTIVITIES & ANNUAL EVENTS

The Recreation Commission will look for opportunities to increase community engagement and expand its presence in the community through current programming and through community dialogues and outreach in FY21 and FY22. We hope to establish a joint-programming forum where Erving's cultural commissions can exchange plans, timelines, and ideas to coordinate our efforts and establish and strengthen our partnerships. These partnerships and efforts allow us to benefit from our combined expertise and resources, helping us to serve a broader range of our constituents than is served by each commission's current individual programming.

The Recreation Commission works to align its annual programming calendar with activities offered by other Town Committees and Department, such as:

1. Friends of the Library
2. Erving Parent-Teacher Organization
3. Erving Elementary School
4. Erving Fire Department
5. Erving Cultural Council.

We recognize the need on our part to make more of an effort to partner with these and other cultural and community groups, such as:

1. Erving Council on Aging
2. Erving Conservation Commission
3. Erving Historical Commission
4. Erving Board of Selectmen's Office
5. Erving Cultural Council.

Each year, we offer anywhere from 4-6 public events in the parks or through the Recreation Center. The majority of these events are geared toward family and youth audiences. The Fall Festival has the widest generational appeal, and with extra planning could include more adult and senior activities and programming. The suggested Summer Concert Series (see below) also has the potential for multigenerational appeal.

These include:

### **February:** *Snow Tubing at Berkshire East*

Typically held during public school's February vacation week, the Recreation Commission reserves the Snow Tubing field at Berkshire East in Charlemont, MA, for use of Erving residents at the group rate cost, and for non-residents to sign up for any remaining spaces at a higher price to help offset administrative costs. Each year this has been offered, we have seen the event's popularity grow, with each year's group growing larger. In 2020, we expanded and reserved an entire two-hour block of 60 tickets, and the event still booked within the first two weeks of registration.

### **End of March or April:** *Egg Hunt at Veteran's Field with the Easter Bunny*

Families participate in an Easter egg "hunt" for young children, with a timed race to collect plastic, treat-filled eggs scattered throughout the field. The Easter Bunny is in attendance for photo opportunities and to help signal the hunt's start.

In past years, there has been some confusion regarding the length of time for this event, which has one specific start time. Clearer communication regarding this event's timeline is key. In addition, non-residents have, at times, out-numbered residents, whose children have walked away empty handed. While we welcome our neighbors from nearby towns (which also offer their own Easter egg hunts), promotion of this event needs to be examined more closely to ensure that we are targeting Erving residents specifically. In addition, planning could include reaching out to neighboring Park and Recreation commissions to see if scheduling could be aligned to help each community's event serve their own constituents more directly.

### **June: Graduating Seniors**

In 2020, as a response to the Covid-19 State shut-down, the Recreation Commission recognized the accomplishments of Erving's graduating High School seniors by placing signs on the main roads on each end of town congratulating the teens. Seniors in Erving attend at least three public schools in the region (Turners Falls High School, Franklin Regional Technical School, and Pioneer Valley High School), and some attend private schools, such as the nearby Northfield Mount Hermon. None of these high schools are in Erving, and this project was organized as a way for the entire town to engage in and recognize our teens. The Recreation Commission is considering using the 2020's Graduating Senior's event to establish an annual tradition.

### **September: Fall Festival** (held annually, with no festival held in 2018 due to the opening celebration of Riverfront Park in August)

Fall Festival is a traditional Town-wide community event, held at Veterans' Field and comprised of rented inflatable activities for children and adults (bounce houses, climbing walls, trampolines, mazes, obstacles courses, etc.), with booths from local vendors and community groups, activities and bake sales from the Friends of the Erving Public Library, hired face painters and balloon artists, a traditional barbeque held by the Firefighters' Association (until 2018) and a popular evening bonfire (until 2015). In the past, music bands, magicians, and a beer garden have been incorporated as well. In 2019, the Rec Commission invited the Erving PTO to merge this event with a Welcome-Back-To-School event. The PTO opted to host a booth and each grade at the elementary school was invited to host a booth for fundraising purposes. There is no charge for participation, and the event is popular with families and adults. This event is weather dependent.

SUGGESTED: make this an annual event again (several requests have come in toward this end)

### **October: Halloween Parade**

This event kicks off trick or treating on Halloween afternoon, alternating locations each year between sides of town. Families attend in costume to parade with Police escort along neighborhood streets and, in Erving Center, across Rte. 2. The event ends with trick or treating at the given fire station, and participants disperse to trick or treat in their neighborhoods. The event starts in the early evening to account for young trick or treaters and lasts about 30 minutes. During years when the event takes place in Erving, the Erving Public Library also hosted a related event such as a photobooth and Halloween craft activities. At times, weather may postpone or cancel this event. In 2018, the Recreation Commission hosted a Halloween Trunk or Treat at Riverfront Park which was popular with the Erving Center residents, in particular. This is a type of event that many church groups host in nearby towns on the weekends leading up to Halloween. In 2019, a request for participants to register their cars as attending was met with no response. The lack of pre-event response and the threat of bad weather prompted the event's cancellation.

### **December (or late November): Meet Santa (with cookies, pancakes, etc.)**

A popular event for families with young children, this seasonal holiday event attracts families from Erving and surrounding towns who were unable to attend Santa events more locally to them. Children meet Santa (a volunteer in a suit owned by the Recreation Commission), tell him their Christmas wishes, and receive a candy cane. Families take photos and often stay for coffee, hot cocoa and a treat. In the past, we have hosted Breakfast with Santa type event. In 2019, we changed the event up a bit and held a cookie-decorating activity with hired professional Santa with good results and feedback from attending families. This event is held on a weekend at the Senior Center/Community Center.

### **SUGGESTED:**

### **Summer Concert Series/Summer Music Series**

In the summer of 2019, the Recreation Commission partnered with the Erving Cultural Council to assist them in presenting three concerts in Riverfront Park, using the new bandshell. The events were promoted in area papers' events calendars, through social media, and through Town publications. Flyers were posted for each date and concert at the Town Hall, at the Public Library, and at other area locations. Bands were supported through grants from the Erving LCC. While in its inception year, the concerts were received well, but could have seen greater attendance with better planning. The Erving LCC requested that the Recreation Commission take on the planning of these concerts as an annual event, and the LCC would help with promotion. The Recreation Commission was not prepared to do so during the 2020 season due to other ongoing projects and the short notice. However, one band had already been awarded a grant from the Erving LCC. Unfortunately, the Covid-19 crisis and State regulations required the cancelation of the concert.

With proper planning time allowed, a budget for promotion, and in partnership with the Erving LCC, the Recreation Commission could consider a joint-programming concert series during summer months but would need to discuss with the Cultural Council potential schedules, promotion activities, and band-selection in the future.

### **Five Year Plan**

#### **FY21 (To be completed by June 30, 2021)**

1. Establish desired goals for annual events and community activities through the strategic planning process (refer to 2018 Open Space and Recreation Plan for guidance)
2. Research programming calendars from other rural Parks and Recreation departments, including (but not limited to) Montague, Greenfield, Orange, Vernon, Hinsdale, Wendell, Leverett, Conway, and Northfield.
3. Review annual programming calendar for to establish firm annual schedule and identify potential partnerships with other Town commissions.
4. Meet with Cultural Council, Council on Aging, Friends of the Erving Public Library, the Erving PTO, and Historical Commission, as well as the Business Council, to identify partnership opportunities in existing and new programs, annual events, and community activities.
5. Establish subcommittee to brainstorm ideas for additional community events and programming for the future. Identify funding sources and staffing possibilities. Plan for one or two of these events in FY22 and FY23. Solicit ideas from the community through: Around Town, students, Senior Center, Town Website, social media. Examples/ideas:



- i. babysitting training course
  - ii. CPR course for teens and families
  - iii. card game afternoons at the Senior/Community Center
  - iv. chess clinics held at the Library
  - v. Ping Pong tournament
6. Martial Arts Mondays at the Rec Center
7. Sunday Matinees at the Rec Center
8. Talk with the LCC to delegate work for planning the 2021 summer concert series

**FY22 (To be completed by June 30, 2022)**

1. Promote and disseminate annual calendar dates to residents early in the year, or on a quarterly basis through the Around Town newsletter, Elementary School newsletter, and social media.
2. Host one new event or activity, soliciting participant input and evaluating the offering for effectiveness in meeting Commission goals of serving all of Erving's constituents. Review these with partnering commissions.
3. Brainstorm refinements to schedule and activities to better meet Commission goals.

**FY23 (To be completed by June 30, 2023)**

1. Host one new event or activity in partnership with another commission/committee, soliciting participant input and evaluating the offering for effectiveness in meeting Commission goals of serving all of Erving's constituents. Review these with partnering commissions.

**FY24 (To be completed by June 30, 2024)**

No plans at this time

**FY25 (To be completed by June 30, 2025)**

No plans at this time

**Ten Year Plan: To be completed by June 30, 2030**

No plans at this time

## Parks & Facilities

Erving Recreation Commission will utilize every financial outlet available to help cover the cost, or a portion, of each project. These outlets range from the Recreation Revolving Fund, Capital Improvement Projects, fundraising campaigns, partnerships, or State, Federal and private grants. Some projects may require a combination of more than one financial source. As always, we encourage and invite any Erving resident to provide us with their input to help make the goals in this plan a reality.



### RECREATION COMMISSION OFFICE

#### Current Status

The Recreation Commission office is currently located in a building shared with the Union 28 office. The space was previously rented out occasionally for birthday parties but is no longer. One downstairs room is currently rented out for weekly martial arts classes.

- Play
  - Miniature pool table - two cues
  - Foldable ping pond table - extra paddles, balls
  - Air hockey table - extra pucks
  - Foosball table
  - Table-top ping pong – smaller than regulation size
  - Various board games
  - 4-way volleyball net
- Amenities
  - Desk
  - File storage
- Not ADA accessible

In April 2020, a survey was sent out about what types of space the Recreation Commission required to begin searching for a new space in Town which would be better suited to its needs. There were 5 respondents. The results of the survey were:

- Results were split on whether the current office provided enough space. 3 yes, 2 no.

- Kitchenette
- Lockable office area for computer, printer, records, & files and some privacy for meetings
- Lots of weather-proof storage space accessible to coaches & counselors
  - Sport supplies/equipment
  - Summer Park supplies
  - Special Event supplies
- If game programming is expanded into a Youth/Recreation Center
  - Comfortable seating
  - Craft area
  - Puzzle and board game area
- Hours of use
  - 8-10 hours/week for office use
  - 12 hours/week for Youth/Recreation Center (Friday, Saturday, Sunday evenings)
  - 4 hours per weekday during school vacation
- Use of the old library building and Senior/Community Center were discussed at the August 10, 2020 Board of Selectmen meeting and it was agreed that the former library should be pursued as a potential location, temporary or long term, for Recreation Commission to be located. Short term, the Recreation Assistant's office could be moved to Town Hall



## **PARK STREET PARK**

### **Current Status**

Park Street Park is situated in Ervingside between Park Street, Reynolds Street, and Central Street. It is the second smallest park in Town and is mostly open space. It currently offers:

- Play
  - 1 play structure ages (6-12)
  - Swings with 5 molded flat seats and 1 bucket seat
  - 1 free standing slide
  - 1 see saw
- Amenities
  - 2 picnic tables
  - 2 benches
  - 1 dog waste station
  - 1 bike rack for 2 bikes
- Mowed lawn space
- Shade trees
- No official off-street parking

Park Street Park is used very locally – mostly neighborhood users. In the past, the lawn area was used for pickup games of flag football or catch. It is set back from the busy Route 63 on a sidestreet so traffic is not a concern. It is situated closely to Veteran's Field, which offers more sports-based amenities. It is also close to the Fire Station #2, the old Library, the Union 28 building, and is .5 miles from Erving Elementary School, Erving Library, and Erving Senior Center. The Town has included repairs and improvements on the Park Street and Central Street sidewalks on our Complete Streets Prioritization Plan.

In FY20 the Recreation Commission began discussing the future of Park Street Park in relation to Veteran's Field. It was decided that the Park Street Park playground should be improved to host a playground to serve youths 2-12 years old and their families. This will be the main playground on the Ervingside end of Town. The name may also be changed.

## **Five Year Plan:**

### **FY21 (To be completed by June 30, 2021)**

1. Remove current play structures and install a new 2-12 playground and swings, matching benches and picnic tables (this is expected to continue into FY22)
2. Remove 3 unhealthy trees and replace with shade/ornamental trees from the 2020 Tree Planting Guide
3. Remove current traffic barrier on North end and replace with suitable guardrail
4. Install a 5-10 car parking area off of Park Street (this is expected to continue into FY22)
5. Purchase new trash can
6. Establish maintenance calendar for equipment and grounds

### **FY22 (To be completed by June 30, 2022)**

No plans at this time

### **FY23 (To be completed by June 30, 2023)**

No plans at this time

### **FY24 (To be completed by June 30, 2024)**

No plans at this time

### **Ten Year Plan: To be completed by June 30, 2030**

No plans at this time

Looking forward: Playground surfacing and equipment replacement/upgrade in 25 years. (FY45)



## VETERAN'S MEMORIAL FIELD

### Current Status

Veteran's Memorial Field is a large park in Erving side along Route 63. In FY20 all of the playground equipment except the swings had to be ripped out due to safety concerns. It currently offers:

- Play
  - A swing set with 3 board swings and 3 sling swings
- Sports
  - 2 tennis courts
  - 1 basketball court
  - 1 softball field with dugouts
  - 1 batting area? (rough shape, overgrown)
- Amenities
  - 2 metal bleachers
  - 1 picnic table
  - 2 benches
  - 1 dog waste disposal
  - 1 trash can
  - 1 bike rack (6-8 bikes)
  - General park lighting
- Veteran's Memorial
  - 8 granite memorial stones with lights
  - 1 flagpole
- Large mowed lawn abutting wooded area
- Storage facility for Highway Department park maintenance equipment, and for Recreation equipment
- Two public bathrooms (on side of storage facility. Locked.)
- On-street parking and shared parking with the Fire Station



Veteran's Memorial Field is used by residents all over Town and from Millers Falls and hosted softball games when the Town had a team. The basketball court is very popular. It is situated closely to Park Street Park which is slated to offer playground equipment for ages 2-12 and be the main playground in Erving side. It is also close to the Fire Station #2, the old Library, the Union 28 building, and is .5 miles from Erving Elementary School, Erving Library, and Erving Senior Center. There are new sidewalks leading to this park as of Fall 2019.

There is a Veteran's Memorial situated up on the hill looking over the fields. The memorial is lit at night and there are field lights.

At the end of FY20, the Recreation Commission began discussing the future of Veteran's Memorial Field. It was decided that it should mainly focus on providing sports facilities to residents, the Veteran's Memorial, and a 2-6 play structure for smaller children attending family sporting events. This process will take several years, as Park Street Park will need to be finished first and there is extensive engineering work which will

need to be done to alleviate current stormwater damage. There needs to be a discussion of ADA, parking, and walkways.

\*What do we want to do with the tennis court and do we want a path along the perimeter of the field? Does a dog park go here?

#### **Five Year Plan:**

##### **FY21 (To be completed by June 30, 2021)**

1. Establish desired goals and amenities for the park through the strategic planning process (discuss Memorial with Veteran's Commission)

##### **FY22 (To be completed by June 30, 2022)**

1. Designer selection

##### **FY23 (To be completed by June 30, 2023)**

1. Preliminary engineers assessment
2. Submit PARC grant application & fundraising planning (July deadline)
3. Begin design process if grant is received

##### **FY24 (To be completed by June 30, 2024)**

1. Construction through FY25
2. Establish maintenance calendar for equipment and grounds

##### **Ten Year Plan: To be completed by June 30, 2030**

Continue all phases of design and construction as funding is available until the project is complete

## CHARLES F ZILINSKI MEMORIAL FIELD

### Current Status

Charles F Zilinski Memorial Field is located in Erving Center. The land was originally donated by the Zilinski family. It is the main sports field location in the Erving Center side of Town. The park currently offers:

- Play
  - 3 swing sets with 2 belt swings, 4 board swings, 4 bucket swings, 1 toddler swing (needs replaced)
  - 1 play structure ages (?-?) with 2 slides
  - Merry-go-round, balance beam, see-saw
- Sports
  - 1 tennis court (not officially sized but in good shape)
  - 1 basketball court
  - An aluminum batting cage (rusty but still usable)
  - 1 baseball field with wooden dugouts (in need of repair)
  - 1 soccer field
- Amenities
  - 4 metal bleachers
  - 3 picnic tables
  - 2 aluminum benches
  - 2 barbecue grills
  - Bathroom facility
  - 1 garage and 1 storage container
  - 1 dog waste disposal
  - General park lighting
- Off street parking



Zilinski Memorial Field is often a site of vandalism, and in June 2020 the police installed a new surveillance camera.

### Five Year Plan:

#### **FY21 (To be completed by June 30, 2021)**

1. Replace merry-go-round
2. Replace swings
3. Purchase new, covered, trash receptacles
4. Ground prep and replace the playground mulch

#### **FY22 (To be completed by June 30, 2022)**

1. Complete ADA walkway improvements along the South edge of the park. It will connect the parking lot with the picnic tables, basketball court, and playground
2. Replace the dugouts with concrete ones
3. Install a large public sign board
4. Establish maintenance calendar for equipment and grounds

5. Install signage
6. Install the new volleyball court
7. Replant slope along Prospect Street Extension

**FY23 (To be completed by June 30, 2023)**

1. Resurface tennis court (contingent on building a field house)
2. Install new bleachers
3. Remove or replace batting cage
4. Finish walkway around the rest of park

**FY24 (To be completed by June 30, 2024)**

1. Significantly top off the mulch

**Ten Year Plan: To be completed by June 30, 2030**

1. Start planning for replacing playground equipment (10-15 years)
2. Replace bark mulch
3. Restroom renovations or maintenance

DRAFT

## RIVERFRONT PARK

### Current Status

Riverfront Park was constructed in 2016 at the site which was previously Usher Mill. It is used mostly by residents but also paddlers and rafters from neighboring communities. It is situated in Erving Center along the Miller's River and adjacent to Route 2 and the railroad. It was designed to be constructed in three phases, of which the part of the first phase has been completed. It currently features:

- Play
  - 1 play structure for ages 2-5 with a slide
- Amenities
  - 1 pavilion
  - 1 bandstand
  - Little Library
  - 5 benches
  - 4 picnic tables
  - 3 bike racks
  - 1 bulletin board
  - 4 trashcans
  - 5 interpretive signs
  - 1 dog waste station
  - 1 barbecue
  - 1 porta potty (leased)
- Erving Riverfront Park archway and brick walkway
- Expansive lawn
- Water tower (inoperable)
- Usher Mill
- Bridge over the Millers River
- Off-street parking – 4 accessible spaces, many gravel spaces, adjacent to public parking



In the past this park has hosted Fall Fest, Trunk-or-Treat, and one season of Summer Concert Series. This park attracts residents, fly fishermen, and occasionally Crabapple Rafting out of Charlemont. Part of Phase I which was not completed was a play structure for older children. Phase II and III included boardwalk trails through the park with lookout areas onto the river and meadow areas, and parking where Usher Mill is. People often fish and fly fish in this area but there is not very good direct river access.

### Five Year Plan:

#### **FY21 (To be completed by June 30, 2021)**

1. Re-seal the wooden walkway and bulletin board
2. Establish maintenance calendar for equipment and grounds

#### **FY22 (To be completed by June 30, 2022)**

1. Continue wiring the pavilion, flag pole, and post lights



2. Evaluate water tower structural integrity
3. Design, site assessment and bid out job
4. Top off mulch on playground

**FY23 (To be completed by June 30, 2023)**

1. Install mural or wrap on water tower (in collaboration with Board of Selectmen's office)
2. Install boat ramp

**FY24 (To be completed by June 30, 2024)**

No plans at this time

**Ten Year Plan: To be completed by June 30, 2030**

1. Begin Phase II of the park
2. Create a rail trail through Wendell State Forest and connect to Riverfront Park and Farley (collaborate with Wendell, Town Planner, and Franklin Region Council of Governments)

DRAFT

## CHURCH STREET PARK

### Current Status

Church Street Park is the smallest park in Town. It is located in Erving Center adjacent to Fire Station #1 and Town Hall. It currently offers:

- Play
  - Swing sets with 3 board swings, 3 bucket swings, 1 toddler swing (no longer safe)
  - 1 playground ages (?-?) with 1 slide
- Amenities
  - 3 benches (1 standard, 1 aluminum, 1 on springs)
  - 1 trash can
  - 2 bike racks
- Parking at the fire station

### Five Year Plan:

#### **FY21 (To be completed by June 30, 2021)**

1. Complete mulch replacement
2. Install new swings
3. Replace chain link fence
4. Install ADA compliant walkway from parking to playground
5. Order new trash can
6. Establish maintenance calendar for equipment and grounds

#### **FY22 (To be completed by June 30, 2022)**

1. No plans at this time

#### **FY23 (To be completed by June 30, 2023)**

1. No plans at this time

#### **FY24 (To be completed by June 30, 2024)**

1. Significantly top off the mulch

#### **Ten Year Plan: To be completed by June 30, 2030**

1. Replace playground structure
2. Replace mulch

## ERVING ELEMENTARY SCHOOL

### Current Status

This property is **not** under the purview of the Recreation Commission, but the property hosts a large playground in the Erving Side section of Town. It is located adjacent to the Library and Senior Center, about .5 miles from Veteran's Memorial Field and Park Street Park.

- Play
  - Sandbox
  - Swing set with 8 belt swings
  - 1 tire swing
  - Playground ages 2-6 with 2 slides
  - Playground ages 6-12 with 5 slides
- Sports
  - 1 basketball court (child size)
- Amenities
  - Pavilion with removable cover
  - 5 picnic tables
  - 2 trash cans
  - Bike rack with space for 10 bikes
- Off street parking for many cars



**This is the location at which the Summer Park program takes place, though the Commission would like to see it take place at a Town park in the future if possible.**

# Strategic Plan for FY21 – Complete by June 30, 2021

## RECREATION PROGRAMS

1. Establish desired goals for the Summer Parks Program and seasonal team sports through the strategic planning process
2. Establish subcommittees to review sport teams
3. Policy Review: Research State and National regulations regarding Recreation and Parks programs. Review our policies to ensure policies meet state and national regulations. Make any required changes to current policies.
4. Reach out to neighboring Parks and Recreation departments to discuss programming calendars for conflicts, overlapping events, and repetition.
5. Review Seasonal Team Sports programming to determine weaknesses and strengths in planning and execution.
  - a. Identify ways in which we could strengthen the existing program and attract more participants
  - b. Identify areas in which we may overlap with needs already served more effectively through other organizations or towns (Newt Guilbault Community Baseball League, UMass Soccer camps)
  - c. Identify seasonal and sports team needs not readily available to Town residents through other means (tennis instruction, scholarship opportunities for middle/high school summer training, field hockey, training for teens as coaches)
  - d. Discuss paid training and hire of regular coaches and coach assistants for sports teams

## COMMUNITY ACTIVITIES & ANNUAL EVENTS

1. Establish desired goals for annual events and community activities through the strategic planning process (refer to 2018 Open Space and Recreation Plan for guidance)
2. Research programming calendars from other rural Parks and Recreation departments, including (but not limited to) Montague, Greenfield, Orange, Vernon, Hinsdale, Wendell, Leverett, Conway, and Northfield.
3. Review annual programming calendar for to establish firm annual schedule and identify potential partnerships with other Town commissions.
4. Meet with Cultural Council, Council on Aging, Friends of the Erving Public Library, the Erving PTO, and Historical Commission, as well as the Business Council, to identify partnership opportunities in existing and new programs, annual events, and community activities.
5. Establish subcommittee to brainstorm ideas for additional community events and programming for the future. Identify funding sources and staffing possibilities. Plan for one or two of these events in FY22 and FY23. Solicit ideas from the community through: Around Town, students, Senior Center, Town Website, social media. Examples/ideas:
  - a. babysitting training course
  - b. CPR course for teens and families
  - c. card game afternoons at the Senior/Community Center
  - d. chess clinics held at the Library
  - e. Ping Pong tournament
  - f. Martial Arts Mondays at the Rec Center

- g. Sunday Matinees at the Rec Center
- 6. Talk with the LCC to delegate work for planning the 2021 summer concert series

## **PARKS & FACILITIES**

### **Park Street Park**

1. Remove current play-structures and install a new 2-12 playground and swings, matching benches and picnic tables (this is expected to continue into FY22)
2. Remove 3 unhealthy trees and replace with shade/ornamental trees from the 2020 Tree Planting Guide
3. Remove current traffic barrier on North end and replace with suitable guardrail
4. Install a 5-10 car parking area off of Park Street (this is expected to continue into FY22)
5. Purchase new trash can
6. Establish maintenance calendar for equipment and grounds

### **Veteran's Memorial Field**

1. Establish desired goals and amenities for the park through the strategic planning process (discuss Memorial with Veteran's Commission)
2. Begin PARC grant application

### **Zilinski Park**

1. Remove dangerous merry-go-round
2. Purchase new, covered, trash receptacles
3. Complete ADA walkway improvements along the South edge of the park. It will connect the parking lot with the picnic tables, basketball court, and playground
4. Install the new volleyball court
5. Install new swings
6. Replace the playground mulch
7. Replant slope along Prospect Street Extension

### **Riverfront Park**

1. Re-seal the wooden walkway and bulletin board
2. Continue wiring the pavilion and post lights
3. Establish maintenance calendar for equipment and grounds

### **Church Street**

1. Complete mulch replacement
2. Install new swings
3. Replace chain link fence
4. Order new trash can
5. Establish maintenance calendar for equipment and grounds

## **ADMINISTRATION**

1. Develop inventory records for equipment with locations and condition reports
2. Identify Commission members' responsibilities regarding sports teams, events, programs, facilities oversight
3. Add FY25 to the strategic plan



4. Revise budget lines to include project/program/activity-based breakdown of income and expenditures, working with Town Financial Officer
5. Identify Commission members to serve as contacts with other Erving Cultural Commissions and nearby municipalities
6. Identify space needs for Recreation Center and Recreation Office
7. Identify space needs for Summer Park Program
8. Establish communication system for Commission members that makes use of Town email, and that aligns with Open Meeting Law
9. Review Town Master Plan and Open Space Plan to ensure Commission is furthering those goals and actions
10. Review Committee Process/Policies within Rec Commission activities
11. Revise Recreation Facilities Rental/Reservation Policy
12. Revise Summer Park Program Policy and Regulations
13. Review procedural lines for decision making, program planning
14. Templates for Code of Conduct and Decision Trees

DRAFT

# Strategic Plan for FY22 – Complete by June 30, 2022

## RECREATION PROGRAMS

1. Identify site needs for future Summer Parks Program and feasibility of holding the Parks Program in one of the Town parks (Riverfront, if Usher Mill is repurposed to incorporate Recreation Commission programming space; Veterans' Field or Zilinski Field if redesigns allow).
2. Gauge interest for sports clinics or recreational activity clinics (fishing, crafts, games, hikes, etc)

## COMMUNITY ACTIVITIES & ANNUAL EVENTS

1. Promote and disseminate annual calendar dates to residents early in the year, or on a quarterly basis through the Around Town newsletter, Elementary School newsletter, and social media
2. Host one new event or activity, soliciting participant input and evaluating the offering for effectiveness in meeting Commission goals of serving all of Erving's constituents. Review these with partnering commissions
3. Brainstorm refinements to schedule and activities to better meet Commission goals

## PARKS & FACILITIES

### Park Street Park

1. No plans at this time

### Veteran's Memorial Field

1. Begin civil engineering evaluation
2. Submit PARC grant application & fundraising planning (July deadline)
3. Begin design process if grant is received
4. Construction Phase I begins Spring 2022

### Zilinski Park

1. Install new bleachers
2. Replace the dugouts with concrete ones
3. Install a large public sign board
4. Establish maintenance calendar for equipment and grounds

### Riverfront Park

1. Evaluate water tower structural integrity
2. Apply for grant funding or create a plan for a raft/boat put in or better river access
3. Collaborate with the Cultural Council to plan a Summer Concert Series or recurring event at Riverfront Park

### Church Street Park

1. No plans at this time

## ADMINISTRATION

1. Develop regular review of programming to ensure they are furthering Commission goals
2. Add strategic plan to FY26

# Strategic Plan for FY23 – Complete by June 30, 2023

## RECREATION PROGRAMS

1. Revitalize spring baseball/t-ball team if numbers allow
2. Identify adult sports in the area and assemble a list to put on the website

## COMMUNITY ACTIVITIES & ANNUAL EVENTS

1. Host one new event or activity in partnership with another commission/committee, soliciting participant input and evaluating the offering for effectiveness in meeting Commission goals of serving all of Erving's constituents. Review these with partnering commissions.

## PARKS & FACILITIES

### Park Street Park

1. No plans at this time

### Veteran's Memorial Field

1. Construction Phase I continues and is finished
2. Establish maintenance calendar for equipment and grounds

### Zilinski Park

5. Resurface tennis court (contingent on building a field house)

### Riverfront Park

1. Install mural or wrap on water tower (in collaboration with Board of Selectmen's office)
2. Install street lighting

### Church Street Park

1. No plans at this time

## ADMINISTRATION

1. Add strategic plan FY27

# Strategic Plan for FY24 – Complete by June 30, 2024

## RECREATION PROGRAMS

1. Create adult sports programming

## COMMUNITY ACTIVITIES & ANNUAL EVENTS

1. On-going

## PARKS & FACILITIES

### Park Street Park

1. No plans at this time

### Veteran's Memorial Field

1. No plans at this time

### Zilinski Park

1. Remove or replace batting cage
2. Significantly top off the mulch

### Riverfront Park

1. No plans at this time

### Church Street Park

1. Significantly top off the mulch

## ADMINISTRATION

1. Add FY28 strategic plan