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Bernard F. Lynch
City Manager

TO: Mayor Edward Caulfield
And
Members of the Lowell City Council

FROM: Bernard F. Lynch, City Manager 

DATE: November 17, 2008

SUBJECT: **VERBAL MOTION OF 10/14/08 BY COUNCILOR RITA
MERCIER
"REQUEST THE PARKS COMMISSIONER TO PROVIDE THE
COUNCIL WITH AN UPDATE OF THE CONCESSION STAND".**

Regarding the above-mentioned motion I have been in contact with Tom Bellegarde, Commissioner of Parks. Attached please find his response for your review.

If you have any questions, please do not hesitate to contact me.

Thank you.

cc: Tom Bellegarde, Commissioner of Parks
T.J. McCarthy, Assistant City Manager, DPW Commissioner



Thomas R. Bellegarde
Commissioner of Parks,
Recreation and Cemeteries

CITY OF LOWELL, MASSACHUSETTS

PARKS AND RECREATION DEPARTMENT

Mack Building
25 Shattuck Street
Lowell, Massachusetts 01852

Stephen T. Purtell
Superintendent of
Parks and Open Space

Richard R. Charbonneau
Cemetery Administrator

Revised - October 20, 2008

Bernard F. Lynch
City Manager
Lowell, MA 01852

Verbal request by Councilor Rita Mercier: Request the Parks Commissioner to provide the council with an update of the concession stand.

Dear Manager Lynch:

Please be advised that the Board of Parks met on August 27, 2008 and adopted a user policy when requesting a permit to operate concession stands on city parks.

I have attached for your review the vote of the Board of Parks on August 27, 2008.

If you have any questions, please call me at X4171.

Sincerely,

Thomas R. Bellegarde
Commissioner of Parks, Recreation & Cemeteries

cc: Mayor Edward "Mayor" Caulfield
City Councilors
T.J. McCarthy, Asst. City Mgr.
Andrew Sheehan, Asst. Mgr.
Steve Purtell, Supt. of Parks
John Linnehan, Chairman Board of Parks
Donna McIntosh, Executive Asst. Mgr.'s Office
Dawn Cooper, Adm. Asst.-DPW
Anne Schaefer, Recording Sec.
Stacey Crowley, Assoc. Planner
Files



Thomas R. Bellegarde
Commissioner of Parks,
Recreation and Cemeteries

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Richard R. Garbennett
Cemetery Administrator

John Linnehan
Chairman Board of Parks
J.F.K. Civic Center
Lowell, MA 01852

October 15, 2008

Gentlemen:

On Monday, August 25, 2008 a special meeting was held in the DPD Conference Room to develop a policy for concession stand operations/use on various parks.

The meeting was well attended by league officials, who had an opportunity to speak on the proposal.

The minutes from the meeting were sent to all interested parties for review and input.

On Wednesday, August 27, 2008 at 6:00 P.M. the regular Board of Parks meeting was held in the DPD Conference Room.

The following policy recommendations were submitted by my office to the Board of Parks for discussion and they approved pending the review of the City Manager's Office.

1. Buildings to be inspected yearly by the Building Department.
2. All league officials obtain a one year permit.
3. Permit holders have first right of refusal to operate for all events held at the park.
4. Permit should include amenities at their facilities.
5. Need to recycle whenever feasible.
6. Permit should include something regarding alcohol & public drinking.

A motion was made by Bernie Judge, seconded by Mike Sullivan to adopt the policy presented by Commissioner Bellegarde. Policy to become effective in the spring of 2009.

I then submitted the approval policy to the City Manager or his designee to review.

The Manager's Office approved the policy to open concession stands, as voted by the Board of Parks, to go into effect spring of 2009.

If you have any questions, please call me at 978-970-4171.

Sincerely,

Thomas R. Bellegarde
Commissioner of Parks, Recreation & Cemeteries

cc: Bernard F. Lynch, City Manager
T.J. McCarthy, Asst. Manager/DPW
Andy Sheehan, Asst. City Manager
Steve Purtell, Supt. of Parks

Donna McIntosh, Executive Asst. Mgr.'s Office
Dawn Cooper, Adm. Asst. DPW
Anne Schaefer, Recording Sec.
Steve Crowley, Assoc. Planner