



OFFICE OF THE TOWN MANAGER

TOWN OF TEWKSBURY

TOWN HALL

1009 MAIN ST

TEWKSBURY, MASSACHUSETTS 01876

VINCENT R. BOMAL
FACILITIES MANAGER

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PARKS DEPARTMENT

SEASONAL PROGRAMS

The Parks Department basically takes care of all Town athletic fields, parks, facilities, and grounds. We maintain Frasca Soccer Complex, Livingston Fields, Saunders Recreational Complex, Historical Cemeteries, Muster Park, Wamesit Park, Veterans' Memorials, and Traffic Islands. Also, Town Hall, Annex, Town Common, and miscellaneous Parks throughout the town. In the winter months, the Parks Department also maintains and completes small projects throughout the Town Facilities, such as painting, small VCT tile projects, ceiling tiles, drywall, and other miscellaneous projects. Starting in the spring, the Parks Department must rake, thatch, and sweep all fields of sticks, branches, and leaves. Also, groom all infields of all baseball fields from snow melt until April, when all athletics teams begin to take to the fields.

SPRING

- Rake, thatch, and sweep grasses
- Groom infields
- Sweep all courts
- Turn on water
- Check and repair all irrigation lines
- Paint all baseball, softball, lacrosse, and soccer fields
- Clean up playgrounds
- Begin cutting all grasses once a week
- Clean up all memorials
- Begin planting for Memorial Day

SUMMER

- Turn on and maintain splash pad
- Continue cutting all fields once a week
- Groom all infields everyday
- Clean up trash daily at Livingston Field
- Empty all trash barrels at Livingston Field
- Sweep and clean parking areas, courts, and playgrounds daily

- Check irrigation
- Paint all fields
 - 20 soccer fields
 - Two lacrosse fields
 - Seven baseball fields (foul lines)
 - Four softball fields (foul lines)
- Painting fields usually take two days for one person
- Get ready for Fourth of July fireworks
- Continue cutting grass at memorials and traffic islands
- Start prepping fields for football season

FALL

- Continue cutting fields
- Begin to paint football field and practice fields
- Begin preparing for fall cleanup
- Prep equipment for leaf cleanup
- Remove backflows
- Blow out irrigation lines
- Begin leaf cleanup daily at all locations
 - Sports fields
 - Traffic islands
 - Commons
 - Municipal buildings
- Continue cleanup at playgrounds and sports courts
- Prep equipment for winter
 - Sanders
 - Snowplows
 - Snowblowers
- Distribute salt to all locations and buildings for winter

WINTER

- Repair and perform oil changes and tune ups to all parks equipment
- Get everything ready for spring

PARKS SPRING PROGRAMS

- All properties:
 - Trash barrels and bags (determine pickup schedule)
 - Spring cleanup
 - Sweep or rake grass areas/branch pickups/clean plant beds (Garden Club cleans Town Hall)
 - Determine which beds need to be edged, weeded, and mulched
- Put out all park furniture and amenities
 - Picnic tables, benches
- Install tennis nets and new basketball hoop nets
- Coordinate with contractor as to a mowing schedule
- Ensure Town Manager's Office orders port-a-potties and coordinate with schools to open, clean, and ready restrooms at Rec Center
- Check operation of field lights
- Ball field maintenance
 - Open/scarify all baseball and softball fields
 - Add clay and groom fields
- List of supplies needed and PO's from Auditor's Office (big item is paint!)
- Repair fence at tennis court and skate park
- Line all fields
- Develop schedule for baseball, soccer, lacrosse, and softball
- Memorial Day prep
- Turf maintenance-overseed and fertilize goals areas
- Playground inspection and repairs
 - Ensure suitable depth of Fibar/mulch around structures
- Turn on water to facilities (fountains and irrigation)
- Coordinate with Water Department on any backflows that need to be installed

SNOW AND ICE REMOVAL DUTIES AND RESPONSIBILITIES

- Prep, load, and maintain trucks, equipment, and ice melt stock for the winter months
- Police Station
 - Sand/salt all paved areas
 - Plow all paved areas
 - Return to site after storm to clear any areas that could not be plowed during the storm (i.e. parking spaces which were occupied)
- Town Hall:
 - Apply ice melt to all walkways and stairways
 - Remove any snow and ice from all walkways and stairs
 - Sand/salt all paved areas
 - Plow all paved areas
- Town Hall Annex:
 - Apply ice melt to all walkways
 - Remove any snow and ice from all walkways
 - Sand/salt all paved areas
 - Plow all paved areas
- Town Hall Ave:
 - Sand/salt all paved areas
 - Plow all paved areas
- Center Fire Station:
 - Sand/salt all paved areas
- Library:
 - Sand/salt all paved areas including back alley (leading to dumpsters)
 - Plow all paved areas including back alley (leading to dumpsters)
- Senior Center:
 - Sand/salt all paved areas
 - Plow all paved areas
 - Stock, maintain, and replenish Senior Center custodial staff ice melt supply
 - When needed, apply ice melt to all walkways
 - When needed, remove snow from all walkways
- RECC:
 - Apply ice melt to all walkways
 - Remove any snow and ice from all walkways
 - Sand/salt all paved areas
 - Plow all paved areas
- Rec Center:
 - Apply ice melt to all walkways
 - Remove any snow and ice from all walkways
 - Sand/salt all paved areas
 - Plow all paved areas
- Salt and Plow Carnation Drive

PROGRAMS AND SERVICES

PARKS DIVISION

- Park Maintenance
 - Trim mow
 - Roughcut mowing
 - Trash
 - Spring cleanup
 - Fall cleanup
 - General cleanup/storm damage
 - Shrub bed maintenance
 - Cleaning restrooms
 - Vandalism and graffiti
 - Trades and various other repairs
 - Bench repair and maintenance
 - Ass't island volunteers/maintenance
- Playground Maintenance
 - Playground safety inspection
 - Playground repair
 - Adding sand, Fibar, and stone
 - Tennis court maintenance
 - Install and remove nets
 - Repair water fountains
- Ballfield Preparations
 - Baseball/softball field renovations
 - Infield watering
 - Baseball/softball field improvements
 - Bench install and repair
 - Infield grooming
 - Infield aeration
 - Field lining
 - Makeup plates and mounds
- Turf Maintenance
 - Field reconstruction
 - Irrigation/drainage installation
 - Irrigation maintenance/blowout
 - Irrigation repair
 - Fertilizer application
 - Lime application
 - Pesticide controls
 - Watering
 - Overseeding/top dressing
 - Screening loam
 - Sod repairs
 - Aeration
 - Gang mowing

TOWN FACILITIES AND GROUNDS	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC	FY2025 FIN COM REC
<i>Salaries</i>										
5111 Regular Salaries	253,718	252,623	292,119	269,741	275,594	275,553	321,430	318,536	318,536	
5112 Permanent Part-Time	-	-	-	-	-	-	-	-	-	
5120 Temporary Part-Time	-	-	-	-	-	-	-	-	-	
5130 Overtime	12,700	11,690	15,893	15,893	12,684	12,684	7,500	7,500	7,500	-
5135 Uniforms	1,620	1,080	1,620	1,620	1,136	1,080	1,620	-	-	-
5150 Car Allowance	3,600	3,600	3,600	3,600	3,600	3,600	4,200	4,200	4,200	
5160 Sick Leave Buy Back	-	-	-	-	-	-	-	-	-	
Total Salaries	271,638	268,993	313,232	290,854	293,014	292,917	334,750	330,236	330,236	-
<i>Operating</i>										
5210 Energy Utilities	31,472	17,318	38,149	26,062	33,062	28,361	32,000	32,000	32,000	
5239 Vehicle Repair and Maintenance	-	-	-	-	-	-	-	-	-	
5240 Repairs and Maintenance	136,618	101,047	148,974	127,899	156,089	136,724	86,900	86,900	86,900	
5270 Leases and Contracts	94,751	75,077	108,894	99,824	120,276	110,329	97,065	99,948	99,948	
5340 Communications	-	-	-	-	-	-	-	-	-	
5420 Office Supplies	-	-	-	-	-	-	-	-	-	
5423 All Other Supplies	30,194	19,805	24,189	20,239	18,875	17,180	13,800	13,800	13,800	
Total Operating	293,035	213,247	320,205	274,024	328,302	292,594	229,765	232,648	232,648	
<i>Capital Outlay</i>										
5833 Capital Outlay	50,000	49,955	35,000	34,191	-	-	34,236	-	-	
Total Capital Outlay	50,000	49,955	35,000	34,191	-	-	34,236	-	-	
Total Budget	614,673	532,195	668,437	599,068	621,316	585,511	598,751	562,884	562,884	-

	FY2021 BUDGETED	FY2022 BUDGETED	FY2023 BUDGETED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC	FY2025 FIN COM REC
Position	FTE	FTE	FTE	FTE	FTE	FTE	FTE
Facilities Manager	1	1	1	1	1	1	
SHEMO Parks Maintenance							
Parks Maintenance	3	3	3	3	3	3	
Parks Laborer/Animal Control							
Seasonal Employees 16 weeks							
Total Staffing	4	4	4	4	4	4	-

FISCAL YEAR 2025
TOWN FACILITIES AND GROUNDS DEPARTMENT SALARY INFORMATION TOWN MANAGER RECOMMENDED

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Vincent Bomal	Facilities Manager	8/1/16	10	9	105,703		1,000		106,703
Pat Callison	Working Foreman	7/11/12	3A	7	83,476		1,700		85,176
Bryan O'Keefe	Parks Maint. Craftsman	11/7/22	2	7	62,380				62,380
Christopher Hands	Parks Maint. Craftsman	12/21/2022	2	5	17,811				17,811
Christopher Hands	Parks Maint. Craftsman	12/21/2022	2	6	46,466				46,466
Total Regular Salaries					315,836	-	2,700	-	318,536

Permanent Part-Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
									-
Total Permanent Part-Time Salaries					-	-	-	-	-

Temporary Part-Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
									-
Total Temporary Part-Time Salaries									-

Overtime

Name	Position				Amount				Total Benefit
					7,500				7,500
Total Overtime									7,500

Uniforms

Name	Position				Amount				Total Benefit
Pat Callison	Facilities Maint. Worker								-
Bryan O'Keefe	Facilities Maint. Worker								-
Vacant	Facilities Maint. Worker								-
Total Uniforms					-				-

Car Allowance

Name	Position				Per/Month	# Months			Total Benefit
Vincent Bomal	Facilities Manager				350	12			4,200
Total Car Allowance									4,200

Sick-Buy Back

Name	Position	Retirement Date		# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
								-
Total Sick-Buy Back								-

Department Total									330,236
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**FISCAL YEAR 2025
TOWN FACILITIES AND GROUNDS DEPARTMENT SALARY INFORMATION BUDGET REQUEST**

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Vincent Bomal	Facilities Manager	8/1/16	10	9	105,703		1,000		106,703
Pat Callison	Working Foreman	7/11/12	3A	7	83,476		1,700		85,176
Bryan O'Keefe	Parks Maint. Craftsman	11/7/22	2	7	62,380				62,380
Christopher Hands	Parks Maint. Craftsman	12/21/2022	2	5	17,811				17,811
Christopher Hands	Parks Maint. Craftsman	12/21/2022	2	6	46,466				46,466
Total Regular Salaries									318,536

Permanent Part-Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
									-
Total Permanent Part-Time Salaries									-

Temporary Part-Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
									-
Total Temporary Part-Time Salaries									-

Overtime

Name	Position				Amount				Total Benefit
					7,500				7,500
Total Overtime									7,500

Uniforms

Name	Position				Amount				Total Benefit
Pat Callison	Facilities Maint. Worker								-
Bryan O'Keefe	Facilities Maint. Worker								-
Vacant	Facilities Maint. Worker								-
Total Uniforms									-

Car Allowance

Name	Position				Per/Month	# Months			Total Benefit
Vincent Bomal	Facilities Manager				350	12			4,200
Total Car Allowance									4,200

Sick-Buy Back

Name	Position	Retirement Date		# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit	
								-	
Total Sick-Buy Back									-

Department Total									330,236
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FISCAL YEAR 2024
TOWN FACILITIES AND GROUNDS DEPARTMENT SALARY INFORMATION

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Vincent Bomal	Facilities Manager	8/1/16	10	9	103,115		1,000		104,115
Pat Callison	Working Foreman	7/11/12	3A	7	83,476		1,700		85,176
Bryan O'Keefe	Parks Maint. Craftsman	11/7/22	2	7	62,378				62,378
William Thurston	Park HMEO	12/21/2022	3	5	32,536				32,536
William Thurston	Park HMEO	12/21/2022	3	6	37,225				37,225
									-
Total Regular Salaries					318,730	-	2,700	-	321,430

Permanent Part-Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
									-
Total Permanent Part-Time Salaries					-	-	-	-	-

Temporary Part-Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
									-
Total Temporary Part-Time Salaries									-

Overtime

Name	Position				Amount				Total Benefit
					7,500				7,500
Total Overtime									7,500

Uniforms

Name	Position				Amount				Total Benefit
Pat Callison	Facilities Maint. Worker				540				540
Bryan O'Keefe	Facilities Maint. Worker				540				540

**FISCAL YEAR 2023
TOWN FACILITIES AND GROUNDS DEPARTMENT SALARY INFORMATION**

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Vincent Bomal	Facilities Manager	8/1/2016	10	8	98,388		1,000		99,388
Pat Callison	SHMEO Parks Maint.	7/11/2012	3A	7	78,618		1,700		80,318
Zachery Frontain	Parks Maint. Craftsman	10/13/20	2	3	32,044	Partial Salary Left in Oct			32,044
William Thurston	Park HMEO	12/21/2022	3	5	28,256	Partial Salary Hired in Dec			28,256
Brian O'Keefe	Parks Maint. Craftsman	11/7/2022	2	7	35,588	Partial Salary Hired in Nov			35,588
									-
Total Regular Salaries					272,894	-	2,700	-	275,594

Permanent Part-Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
									-
Total Permanent Part-Time Salaries					-	-	-	-	-

Temporary Part-Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
									-
Total Temporary Part-Time Salaries									-

Overtime

Name	Position	Name	Grade	Step	Amount				Total Benefit
					12,684				12,684
Total Overtime									12,684

Uniforms

Name	Position	Name	Grade	Step	Amount				Total Benefit
Pat Collison	Facilities Maint. Worker				540				540
	Facilities Maint. Worker				56				56
Zachery Frontain	Facilities Maint. Worker				540				540
Total Uniforms					1,136				1,136

Car Allowance

Name	Position	Name	Grade	Step	Per/Month	# Months			Total Benefit
Vincent Bomal	Facilities Manager				300	12			3,600
Total Car Allowance									3,600

Sick-Buy Back

Name	Position	Retirement Date		# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
								-
Total Sick-Buy Back								-

Department Total									293,014
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DESCRIPTION/DETAIL

TOWN FACILITIES AND GROUNDS OPERATING

5210 Energy Utilities

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC
31,472	17,318	38,149	26,062	33,062	28,361	32,000	32,000	32,000

Electricity and Gas for Recreation Building 32,000 32,000

Total 5210 Energy Utilities: 32,000 32,000

DESCRIPTION/DETAIL

TOWN FACILITIES AND GROUNDS OPERATING

5239 Vehicle Repairs and Maintenance

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC
-	-	-	-	-	-	-	-	-

Line-Item move to DPW Fleet Budget Equipment Maintenance Line-Item

Total 5239 Vehicle Repairs and Maintenance: - -

DESCRIPTION/DETAIL

TOWN FACILITIES AND GROUNDS OPERATING

5240 Repairs and Maintenance

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC
136,618	101,047	148,974	127,899	156,089	136,724	86,900	86,900	86,900

Normal repairs to Recreation Facilities and Town Buildings 86,900 86,900

Total 5240 Repairs and Maintenance: 86,900 86,900

DESCRIPTION/DETAIL

TOWN FACILITIES AND GROUNDS OPERATING

5270 Leases and Contracts

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC
94,751	75,077	108,894	99,824	120,276	110,329	97,065	99,948	99,948

Contract mowing of Fields, Town Building Grounds, and Historic Cemetery: Current contract \$72,065
Contract term is April - Nov each year. Projected total cost FY23 69,293 plus a 4% Increase \$74,948

74,948 74,948

Fertilizeing and Weed Control: Fields Town Hall, Town Common, Wamesit Park

5,000 5,000

Mulch Town Hall, Annex, Wamesit Park

15,000 15,000

Maintenance of Memorials

World War II - Town Hall 750 750

Helen Keller Memorial and Plaque 750 750

Town Hall Stones WWI/WWII, Vietnam - Town Common 870 870

Wamesit Indian 1,480 1,480

9/11 Memorial and Library 1,150 1,150

Total 5270 Leases and Contracts: **99,948 99,948**

DESCRIPTION/DETAIL

TOWN FACILITIES AND GROUNDS OPERATING

5340 Communications

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC
-	-	-	-	-	-	-	-	-

(Parks Workers Cellphones Moved to Town Hall Budget)

Total 5340 Communications: - -

DESCRIPTION/DETAIL

TOWN FACILITIES AND GROUNDS OPERATING

5423 All Other Supplies

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC
30,194	19,805	24,189	20,239	18,875	17,180	13,800	13,800	13,800

Paint for the Fields	11,000	11,000
Tennis and Basketball nets and other equipment		
Field Supplies		
Maintaining Open Space	2,800	2,800
<i>Total 5423 All Other Supplies:</i>	13,800	13,800

DESCRIPTION/DETAIL

TOWN FACILITIES AND GROUNDS OPERATING

5833 Capital Outlay

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC
50,000	49,955	35,000	34,191	-		34,236	-	-

Total 5833 Capital Outlay: - -