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## Lancaster Recreation Committee Meeting Minutes 4/4/17

### **Attendees:**

- Recreation Director: Christa Duprey
- Recreation Committee Members: Johnna Doyle, Joe Kennedy, Win Clark, Ted Manning, and Katie O'Riorden
- Public: Liz Narbonne

### **Meeting Agenda:**

- Public Comment Period
- Scheduled Appearances and Public Hearing
- Treasurer's Report
- Recreation Director Update
- Recreation Committee Update
- Old and New Business
- Approval of Meeting Minutes

### **Meeting Summary:**

Meeting called to order at 7:04 pm

### **Public Comment:**

- Liz asks for an update on Thayer Field
- Win tells her that the plan will go before the planning board on April 10.
- He reviews the details of the February meeting that addressed the concerns of the trees, lights, and phasing.
- Win explains that we will focus fundraising efforts on Phase 1, the playground area.
- Liz comments that there is another plan from another group of people: the Recreation Committee is unaware of another plan.
- Win explains that the phasing will be U-shaped: playground, park, tennis/basketball courts, pavilion, parking and field house, fields.
- Christa shows Liz where she can find the information online

**Scheduled Appearances:** None

### **Treasurer's Report:**

- Joe notes that softball registration is closed.
- Johnna makes a motion to approve the budget; Win seconds. Unanimously approved.

DATE	SOURCE	DEBIT	CREDIT	BALANCE	COMMENTS
3/2/2017	youth softball regs online		\$170.00	\$48,343.70	youth softball
3/9/2017	Mass. Rec & Park Assoc.	\$225.00		\$48,118.70	reg fee for conference - Christa
3/9/2017	Lyman Signs	\$161.11		\$47,957.59	Ice rink signs
3/9/2017	youth softball regs online		\$595.00	\$48,552.59	youth softball
3/16/2017	youth softball regs online		\$425.00	\$48,977.59	youth softball
3/30/2017	youth softball regs online		\$425.00	\$49,402.59	youth softball
4/3/2017	Melissa Farrell	\$85.00		\$49,317.59	refund youth b'ball reg fee

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No activity in Other Property (balance: \$528.00), Repairs and Maintenance (\$0 balance), Beach Supplies (\$477.68 balance), or Groundskeeping (\$1,000 balance).

\$14,292 remaining in Beals & Thomas account.

- Christa will be taking over the budget, but she and Joe are currently working on it together.
- Christa said that she wants to take a look at the accounts we use to order.
  - o Currently, Recreation purchases and reimburses; Christa would like to see a better approach.
  - o Ted asks if there is a defibrillator at the beach. There is not, but it should be something Recreation should consider.

### **Recreation Director Update:**

Open Space and Recreation Committee meeting and survey

- Will have another meeting reviewing the progress of the survey.
- Christa is working to update the sections she is tasked to edit/review.

### **Walks/trails**

- o Walk on Saturday at the Forest. Advertised in the paper, on Facebook, listed on website.
- o Still have not heard back to confirm the possible wildlife walk. Christa will be following up again.

### **Girls' softball**

- Working with Lynn Hudak for all ordering for equipment.
- Just over \$900 in the girls' softball account from last year plus registrations to cover equipment purchases; catcher's equipment, helmets, bat, first aide supplies, uniforms, indoor balls and buckets of practice balls are all needed.
- Christa is price comparing for best prices and waiting for credit application to be approved.
- The Sheriff's crew is scheduled to come on Thursday, April 6<sup>th</sup>. Recreation will need to inform Kevin if there are any changes. DPW is leaving a 5-ton truck to dump leaves in. Also they are leaving tarps and racks for the crew to use. If the truck becomes full, DPW can be contacted to come empty and bring bag.
- Joe and Christa will be there on Thursday to assist with any issues and provide lunch.
- Cori checks are being sent in for managers and coaches.

### **Adult Softball**

- Spoke with Chris Cornelius about the program, went into more detail about the games
- Christa will reach out to team captains and try to get the league up to 8 teams.
- Johnna asks if the online registration can include a contract about parking and exiting parking lot at the appropriate times.

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- Will need a contract for the captains about their responsibilities (i.e. bases in the shed, raking the field, clean up, etc.)
- The league will pay umpires at the field.
- Christa will be putting out the information soon.
- The team captain will be in charge of registering the team and bringing team payment or payment online.
- Players will need to register online as there will be a waiver and a section about exiting at an appropriate time, slowly and quietly, post game to be courteous to the neighborhood.

#### Summer programs/Staff

- “Summer is Coming” webpage has been added to department page. It includes information about adult summer softball, beach passes, swimming lessons, Camp Craft.
  - Johnna asks that we link the website on Facebook.
- Waiting to hear what is going to occur with Camp Craft since Recreation was informed by Marcus that there is no director. Looking to create a back up plan for activities, etc. if Camp Craft is not an option for this summer.
- Currently missing a check from Camp Craft last year. Joe is working to determine it's whereabouts.
- Christa mentions Safety Village as a possible activity to run this summer. It would be for kids ages 4-6 and run from 8:30 to 12:00. Christa will reach out to the Fire Department, Police Department, animal control, etc.
- Will also look at potentially running “Beach Bums” at 9am, before swimming lessons start. It would involve a game, craft time, snack, then joining the swimming lesson at 10am. Program will depend on availability of staff.
- Playground half-day program and other indoor half-day classes, including playground games, basketball skills, kid yoga etc. are also a possibility.
  - Looking for people to run programs and classes.
  - Will possibility look to high school students who are looking for community service.
  - Ted suggests we check with Browning for volunteers.
- Summer Safari trip week
  - Will depend on available staff for the trips.
  - Need to determine places of interest.
  - Cost \$299 for the week.
  - Sterling uses beach staff as they do the trip week the week before the beach opens.
  - Ideas: rock climbing, Six Flags
- All job descriptions have been updated for the summer. Lifeguard posting is on the town website. Looking for 5 lifeguards at this time.
- Waterfront training class is advertised to all Central Mass Parks and Rec and will also be posted on the Mass Park and Rec website.
- Christa has reached out to Fire Department to discuss safety drills, response times etc. She has not heard back yet.
- Christa started updating the job manual for all three positions.

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- Christa sent off all the beach rules and regulations to be reviewed by Town Counsel. She has not heard back yet.
- Christa proposes summer pickup beach volleyball at 6pm on Wednesdays.
  - Participants would need to register for the summer. Cost: \$50. If the beach closes early due to weather, then the game would be cancelled.
- Twin Spring Golf course
  - Christa is looking into a potential partnership.
  - Possibility to offer the golf camp with a special rate for Lancaster residents or to make a percentage or a flat rate per participant.
  - Another option would be to do a punch card and say the 11<sup>th</sup> round is free.
  - Christa is waiting to hear back from the course about the partnership.

#### After School Programming

- Christa is meeting with Laura Dwyer tomorrow for after school programming at MRE and possibly Burbank. They will discuss after school and also summer school usage.
- Christa reached out to Tania Rich about using the high school and possibly the tennis courts over the summer for a tennis clinic.
- Christa proposes a pick-up basketball night for middle schoolers one weeknight. Looking at Tuesday, but subject to change.
- She also proposes an outdoor street hockey night at MRE on the extra parking area, not on the basketball court.

#### Finance Committee

- Christa and Joe met with them. Recreation will be level funded as far as we know.

#### DPW

- Christa reached out to Kevin regarding maintenance costs. He does not have information on this and shared that he would not know where to look to find maintenance costs for fields from many years ago.
- Need to establish a plan for the spring and summer to communicate needs for the fields to be cut, maintained, and dragged by the par-time employee.
- Kevin brought up that this position was suppose to be shared between the Rec. Committee and DPW.
- Christa spoke with Cheryl regarding this. For approximately 2 years this position has fallen under DPW. This temporary seasonal employee has been hired by DPW but has had a focus on the fields so they were maintained for youth and summer softball. It was mentioned that the Recreation Department could pay DPW the costs for this work out of revolving fund.
- This person needs to be hired under DPW since that employee is using DPW equipment.

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#### April Vacation

- Unable to have a movie afternoon that Wednesday.
- Recreation will instead be holding a movie afternoon on Friday, April 28, an early release day.
- 12:30: Doors open
- 1:30: Movie begins
- Movie shown will be Night at the Museum; rated PG.
- Recreation will need to purchase the DVD.
- In order to break even, 60 people need to be in attendance. Open to the public.

#### Massachusetts Recreation and Parks Association Conference

- Christa was able to obtain information on resurfacing courts and the advantages and disadvantages to patching. Also received information on maintenance, colors, and multi-use courts.
- Presenters asked that attendees be cautious of the lowest bidders for a project.

#### Recreation Committee Update:

- None

#### Old and New Business

- After school programming was addressed in Recreation Director's Update.
- New business:
  - Need to decide on a date for interviews.
  - Christa will sit in on interviews this year.
  - Win says that the Thursday subcommittee meeting will need to be postponed as there won't be a quorum.
  - April 10<sup>th</sup> is the Planning Board meeting; meeting will start at 7.

#### Approval of Meeting Minutes:

- Win makes a motion to approve the minutes.
- Johnna seconds; unanimously approved.

**Meeting Adjourned:** Win makes a motion to adjourn; Joe seconds. Meeting adjourned at 8:33 pm.

Next meeting is to be held on May 2, 2017.