

## **Lancaster Recreation Committee Meeting Minutes 6/5/2018**

### **Attendees:**

- Recreation Director: Andrea Kiuru-Shepard
- Recreation Committee Members: Joe Kennedy, Win Clark, Ken Pagington, Jeanne Blauner, Dave Carr, and Katie O'Riorden
- Public: Victoria Towne, Bill Duggan, Alix Turner

### **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 7:01 pm.

### **Public Comment:**

- None

### **Scheduled Appearances:**

- Bill Duggan to discuss youth basketball.
- He explains that running the league involves running clinics, setting up practices, and balancing teams. Also involved is coordinating the online registration, website, and coordinating a schedule with Bolton, Stow, Harvard, Berlin, Lancaster, and Maynard.
- As his children are grown, he's looking for recreation to help in running the league. A parent volunteer would still be need to run clinics and such, but is looking for someone to take over the administrative end.
  - o Online registration, reserving the gym (MRE and LBMS), and CORI checks.
- The season planning starts in August. Practices start in late October. Games run from November to February.
- 120-150 kids from first through 8<sup>th</sup> grade (1<sup>st</sup> and 2<sup>nd</sup> are in-town teams.)
- There is a travel league for the Nashoba towns.
- John Crocker will coordinate the teams for one more year.
- Andrea has expressed reservation in taking on the program as she isn't sure that Lancaster Recreation has the capacity to take it on.
- Dave, Katie, and Joe feel confident that a parent will step up to run the program.

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- Andrea will be in touch with Bill about setting up a time to train the Recreation Committee and/or Andrea on eRec, etc.

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

- \$9946.00 is earmarked for fertilizing and mowing fields.
- Win shares that that amount was there prior to the landscaping position being approved.
- The previously approved \$2,500 that was given to pay for the eRec fee, has been rescinded.
- If not used, some of the \$9946.00 can be used to pay for eRec.
- Alix suggested that we look into a pre-payment with eRec for the next few years.
- Joe makes a motion to pay eRec from the funds for the field maintenance position. Dave seconds. Unanimously approved.
- Ken makes a motion for Joe to negotiate a multi-year deal through eRec. Dave seconds. Unanimously approved.

### **REVOLVING:**

DATE	SOURCE		DEBIT	CREDIT	BALANCE	COMMENTS
5/31/2018	beach pass online		\$50.00	\$50,403.93	Beach pass	
				\$50,403.93		

### **OTHER PROPERTY:**

DATE	SOURCE	DEBIT		BALANCE	COMMENTS
5/8/2018	Dave's Septic	\$162.00		\$10,199.60	3 PPs Thayer, Mill, Memorial School
				\$10,199.60	

### **REPAIRS & MAINTENANCE:**

DATE				BALANCE	COMMENTS
7/1/2017	ALLOCATED		\$600.00	\$600.00	

### **BEACH SUPPLIES:**

DATE	SOURCE	DEBIT	CREDIT	BALANCE	COMMENTS
8/22/2017	WB Mason	\$29.02		\$570.98	bungee cord for volleyball net

### **GROUNDSKEEPING:**

DATE	SOURCE	DEBIT	CREDIT	BALANCE	COMMENTS
10/12/2017	Pristine Landscaping	\$450.00		\$538.06	Mowing at Thayer Field

### **NTMP PROJECT:**

DATE	SOURCE	DEBIT		BALANCE	COMMENTS
5/3/2018	MPH Environmental	\$654.93		\$73,621.76	Bid phase services & exp.

**Approval of Meeting Minutes:**

- Win motions to approve the minutes from May. Joe seconds. Unanimously approved.

**Recreation Committee Update:**

- Thayer Memorial Park
  - o Win updates that the hay bales are in place.
  - o The equipment should be delivered to the site this week.
  - o Demolition of the current basketball court will happen at the end of this week.
  - o Building the playground will be a “community build” with 3-5 person teams led by contractors in mid-late August.
  - o PJ Keating has formally accepted taking on the paving necessary. Win spoke with them informally about temporarily fixing the surface of the tennis court.
    - Lancaster Recreation will need to look into purchasing in-ground hoops.
  - o Trail cleanup in the woods has been taken care of.
- Trails
  - o Jeanne shares that there have been 2 walks in the town forest that included a mix of Lancaster residents and AMC group members.
  - o There were about 25 people for the 7am walk and others attended the 9am.
  - o The Cook Conservation Walk went well; some did a mile walk, others the full trail.
  - o The Bay Circuit Trail Presentation saw roughly 12 attendees. There was a good turnout for the walk the next day on the Bay Circuit Trail in the rain.
- Beach
  - o New Hires
    - Currently staffing 4 lifeguards and 2 beach attendants.
    - Nolan Brassard is the Head Lifeguard.
    - All beach staff will be attending the meeting next Thursday for paperwork and rules.
  - o Jeanne asks how those who are not on Facebook would know about the Early Bird Pricing for the beach.
  - o Dave suggests that we print a flyer and hand it out through the schools.
  - o Andrea will photocopy them for distribution.
  - o Paddleboards
    - \$5/ ½ hour and \$10/hour: Win makes a motion to approve the pricing; Joe seconds. Unanimously approved.
    - Snack Shack: Katie suggested the Square Up Point of Sale app to easily track items and money
  - o Andrea checked in with Mary about the Square and was granted permission to use it.

- Win makes a motion to approve \$50 for the Square. Jeanne seconds. Unanimously approved.
- Andrea will purchase.
- Cash and card will be accepted at the beach.
- The Snack Shack will have chips, water, freeze pops, etc.
- We have a permit from the Nashoba Board of Health for pre-packaged foods.
- An iPad charger and HotSpot charger will need to be purchased. Win makes a motion to approve \$75 for the chargers; Ken seconds. Unanimous.
- Win makes a motion to spend \$50 on paint; Ken seconds. Unanimously approved.
- Field Maintenance
  - One person has shown interest in the job.
  - Beach Cleanup - Andrea mentions that the beach is covered in trash.
  - Joe shares that the inmates are coming on Monday and Tuesday to the beach for cleanup.
  - Staff Cleanup day is on June 21<sup>st</sup>.
  - Ken asks if we can use the yellow bags for clean up rather than the dumpster.
  - Lancaster Little League was given \$3500 for capital improvements. They are interested in using it for a scoreboard.
  - Katie mentions that the bleachers at Thayer field are in very rough condition.
  - Win will reach out to Matt about the improvements to be made at the field.

### **Old and New Business/Recreation Director Update**

- New Programming Ideas
  - Mountain Biking Program
    - Kristin Phillips was in touch with Andrea about a mountain biking program for kids.
    - An eRec account would need to be set up for registration.
    - There would need to be a fee/structure for the sign ups.
    - Lancaster Recreation would sponsor the program, but it would need enough funding to run itself.
  - Yong kids yoga program
    - Kristin Phillips had mentioned this, as well.
  - Town Wide Yard Sale
    - Alix mentions that a town-wide yard sale has already been done and did not go well.
    - Residents would pay to have their house placed on a map or they could pay for a space on the town common.
    - Event would take place in the fall.
  - After school programming

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- Jeanne feels that there is a need for 7- 8 graders who do not participate in sports to have an after school option.
- Alix weighs in that that type of program is labor-intensive.
- Andrea is trying to determine what she can do in addition to the enrichment programs that are already offered in town.
- Alix has a successful cooking program that perhaps Recreation could add on to.
- Win has not heard back from the man who does the angler education program.
- Alix mentions that there is a Summer Solstice part on the 20<sup>th</sup> of June.
- Andrea asks Alix if she has interest in a summer barbecue on the green; Alix mentions that she is already planning on, but Recreation is welcome to join in.
- Alix mentions that she is doing a screening of Castle Rock. Victoria mentions that she has access to very good AV equipment and can help out.

**Meeting Adjourned:** Jeanne makes a motion to adjourn; Joe seconds. Meeting adjourned at 9:15 pm.

Next meeting is to be held on July 17 at 7:00pm in the Town Hall building.