

Lancaster Recreation Committee

Meeting Minutes

11/1/16

Attendees:

- Recreation Director: Christa Duprey
- Recreation Committee Members: Johnna Doyle, Joe Kennedy, Winn Clark, Ted Manning, and Katie O'Riorden
- Planning Director: Noreen Piazza
- Public: Paul Linek

Meeting Agenda:

- Public Comment Period
- Scheduled Appearances and Public Hearing
- Treasurer's Report
- Approval of Meeting Minutes
- Committee Updates
 - o Paul Linek: Spec Pond Beach Grant
 - o Sports Updates
 - o Winterfest
 - o Nathaniel Thayer Memorial Field Updates
 - o Web Presence Discussion
 - o By-laws and next steps with Christa Duprey
- New Business

Meeting Summary:

Meeting called to order at 7:12 pm

Public Comment: No public comment

Scheduled Appearances: None

Sports Update:

- Men's League signup is online.
 - o Currently, five members are signed up.
 - o Will need to advertise league signups if not enough participation- need 25 members. Participants need to sign waivers and pay online.
 - o Christa to email organizer of men's basketball, Zach Gilmore, about online registration.
- Youth basketball registration is complete.

Winterfest:

- Cost of liner, kickplates, and bumper caps from NiceRink- \$1865.44.
- Signage not to exceed \$200.
 - o Will be moveable, include basic rules, and "Lancaster Recreation."

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- Discussion of where to store liner and other rink materials.
 - o Ask Chief of Fire, Mike Hansen, about fire regulations for storing at Memorial School.
 - o Other possibilities to consider: Prescott Building, shed adjacent to Lancaster Community Center
- Johnna makes a motion to approve liner purchase; Joe seconds. Unanimously approved.
- Christa to follow up and determine delivery date.
- Winterfest date: February 4th, 2017.

Paul Linek:

- Paul presents the previous drawings for the beach renovations.
- Parking lot plans include handicapped parking, unloading zone, and pervious walkway to floor elevation from parking lot to building.
- Office space and changing room will be removed and an open platform will be in their place. Walls around area will be taken down and floor will be built up to appropriate level.
 - o Open space to measure roughly 14 ft. x 16 ft.
 - o Picnic tables and ceiling fan to possibly be used in open area.
- Current men's room will become a unisex handicap accessible bathroom.
- Will take down partition in current women's bathroom and will become a unisex, single-stall bathroom, as well. Will include benches and hooks in both bathrooms.
- Noreen asks about variance requirement. Paul responds that the necessary variance has already been acquired and that nothing additional is needed.
- Discussion about possibility of concessions at the beach.
 - o Attendant would sell the items. Items to sell may include non-perishables: snacks and water.
 - o Concessions have been done in past, but counting of inventory and money proved time-consuming.
- Grant is for \$43,000.
- Johnna asks about possibility of volunteers working on the project. Paul responds that, yes, volunteer work is allowed.
 - o Possibly contact inmates to do work, such a painting, when the time comes.
- The next step is for Paul to update the plan when the grant money comes in.
- Noreen suggests a January 1st date.
- Cost of \$1295 to get to the bidding stage.
- Rough timeline for work to begin in April and conclude in June. Work approximation: 6 weeks.
- Johnna asks if Mike McHugh, ADA chair, needs to be updated on the plan, Noreen responds that he is and will continue to be.
- Noreen will share the plan the Tech Team.

Field Update:

- The previously named Thayer Field Campus Committee will now be referred to as the Nathaniel Thayer Memorial Field Subcommittee.
- Noreen asks if the subcommittee is planning to hold a public forum. Winn responds that, yes, both the Recreation Committee and NTMF Subcommittee would be holding a public forum.
- Recreation Committee needs to first discuss the next steps in the plan based on the input from the October Planning Board meeting.
- Noreen is to meet with the chair of the Recreation Committee, NTMF Subcommittee, the Thayer Field Foundation, and the Recreation Director to discuss the project scope, documentation, bidding, construction supervision, continued fundraising, etc. for Phase 1.
- Recreation Committee can request a continuation if more time is needed.
- Noreen had to allocate funds to FY17 and FY18. If the timeline shifts, she may need to reallocate funds.
- \$300,000 to start construction. After demoing basketball courts, features to be implemented include some playground equipment and the playground surface, walkways, a fence, pump track, and the splash pad. If features are removed, then parking and paving can be added in its place.
- Noreen is to meet with Dave LaPointe to talk about the plan and costs.
- Grant is for "pathways" not "trails."
- The entire park is handicap accessible.
- Noreen is waiting on permits.
- NTMF Subcommittee is hosting a wine-tasting on November 10th at Kalon Farm at 6pm.
- Christa is to coordinate a date for the Recreation Committee to meet prior to public hearing.

Web Presence:

- Facebook name is now Lancaster Recreation.
- Ski Club will remain under current organization; it will not be under Lancaster Recreation.
- Still need to discuss bylaws and the chain of command.
- Johnna informs the group that the bylaws are on the Town of Lancaster website.
- Christa updates the committee on her work researching the recreation departments and committees in nearby towns. She will meet with Northborough, a self-supporting committee, to discuss their programming and revenue.
- Christa to ask Stow about the maintenance costs for their fields on Old Bolton Rd.
- Christa met with Lancaster DPW to delineate needs and responsibilities. DPW is to provide a list of their responsibilities.

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New Items:

- Halloween on the Green in 2017
 - o Discussion on the possibility of moving the date and of a Haunted House in Town Hall.

Treasurer's Report:

- Joe provides a review of the budget.

Revolving Account Activity:

DATE	SOURCE	DEBIT	CREDIT	BALANCE	COMMENTS
10/20/2016	Bolton Hoops	\$4,060.00		\$51,578.57	referee fees youth rec b'ball 2016/2017
10/24/2016	Greg McClintock	\$75.00		\$51,503.57	refund youth b'ball reg fee
10/24/2016	Jill Ramos	\$75.00		\$51,428.57	refund youth b'ball reg fee
10/24/2016	Shelly Sacovitch	\$75.00		\$51,353.57	refund youth b'ball reg fee
10/24/2016	Rachel Vanesse	\$75.00		\$51,278.57	refund youth b'ball reg fee
10/24/2016	Michelle Allen	\$65.00		\$51,213.57	refund youth b'ball reg fee
10/26/2016	Dave LeBlanc	\$75.00		\$51,138.57	refund youth b'ball reg fee
10/31/2016	Corner Sports	\$960.50		\$50,178.07	youth rec b'ball team shirts

Beals & Thomas Account:

DATE	DEBIT	REMAINING BALANCE
10/17/2016	\$4,707.52	\$19,184.40

Other Property account: No activity, balance is \$578.00

Building maintenance & repairs account: NO activity, balance 0.

Beach Supplies account: No activity, balance is \$477.68.

Grounds keeping account: No activity, balance is \$1,000.00.

- Winn Makes a motion to approve. Ted seconds. Unanimously approved.

Review and Approve Meeting Minutes:

- Johnna makes a motion to approve meeting minutes from October, Joe seconds. Unanimously approved.
- Katie is to submit meeting minutes from October.

Meeting Adjourned: Johnna makes a motion to adjourn; Winn seconds. Meeting adjourned at 9:26 pm.

Next meeting date is December 5, 7:00pm.