

Lancaster Recreation Committee

Meeting Minutes

3/6/2018

Attendees:

- Recreation Director: Andrea Kiuru-Shepard
- Recreation Committee Members: Joe Kennedy, Win Clark, Mark Renczkowski, Dave Carr, Ken Pagington, and Katie O'Riorden
- Public: Matt Hourihan, Chuck Schoolcraft, Matt Downing

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 7:10 pm.

Public Comment: None

Scheduled Appearances:

- Matt Downing from Sterling/Lancaster Cable Television
 - o SLCT is available to us to help advertise and promote events.
 - o They accept Powerpoint format of the "who, what, when, where, and why" to be shown on their station.
 - o Lancaster Recreation can film their own events using SLCT's equipment if one of the members is willing to be trained.
 - o 10 hours of volunteer work equates to a free membership and allows for use of the equipment.
 - o They also have a PA system and a projector that are available for use.
 - o Training happens at 27 Main St. in Sterling, MA.
- Chuck Schoolcraft
 - o Co-owner of Triple Play Batting Cages and coach at Nashoba Regional High School
 - o Chuck is involved in a baseball program with Bolton Little League.
 - o They are looking for fields to use for practice during the week.
 - o There should be some availability at Mill Street and possibly other fields.
 - o Matt, Andrea, and Chuck will be in touch about scheduling the field usage.
 - o Field costs: \$20/hr.

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- Season will be done by the second week of June.
- Chuck asks about advertising for the summer camp through Lancaster Recreation. He will be in touch with Andrea about it.

Treasurer's Report:

- \$100,000 donation was made to the "Nathaniel Thayer Memorial Park" project account.
- The Foundation received \$28,848.50.
- \$78,217.32 is in the Thayer Field Renovation account.
- Joe reviewed the numbers for basketball.
- Dave Carr motions to approve the budget, Mark seconds. Unanimously approved.

REVOLVING ACCOUNT:

| DATE | SOURCE | DEBIT | CREDIT | BALANCE | COMMENTS |
|-----------|--------------------------|----------|--------|-------------|------------------------------------|
| 2/12/2018 | Nashoba Youth Basketball | \$612.54 | | \$51,174.83 | playoff ref, shirt, admin fees |
| 2/12/2018 | John Crocker | \$89.90 | | \$51,084.93 | reimb. Scorebooks rec youth b'ball |

OTHER PROPERTY:

| DATE | SOURCE | DEBIT | CREDIT | BALANCE | COMMENTS |
|------------|--------------|------------|-------------|---------|--|
| 11/30/2017 | appropriated | \$9,946.00 | \$10,448.00 | | for Thayer Field Committee- fert., etc |

REPAIRS & MAINTAINENCE

| DATE | SOURCE | DEBIT | BALANCE | COMMENTS |
|----------|-----------|----------|----------|----------|
| 7/1/2017 | ALLOCATED | \$600.00 | \$600.00 | |

BEACH SUPPLIES

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

GROUNDKEEPING

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

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| DATE | SOURCE | DEBIT | CREDIT | BALANCE | COMMENTS |
|------------|-----------------|-------------|--------------|--------------|------------------|
| 4-Dec | Donation | | \$100,007.23 | \$104,420.75 | Private donation |
| 7-Dec | retnd check fee | \$7.23 | | \$104,413.52 | retnd check fee |
| | Beals & | | | | Prof. services |
| 28-Dec | Thomas | \$1,317.70 | | \$103,095.82 | NTMP |
| | | | | | 1/2 cost of |
| 12/28/2018 | NE Recreation | \$47,697.00 | | \$55,398.82 | playground set |
| | Beals & | | | | Prof. services |
| 2/8/2018 | Thomas | \$1,030.00 | | \$54,368.82 | NTMP |
| 3/1/2018 | Grant | | \$23,848.50 | \$78,217.32 | |

Approval of Meeting Minutes:

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

Recreation Committee Update:

- Online Communication
 - o Mark was in touch with the town clerk about online communications.
 - o There was concern that an online repository wouldn't comply with the Open Meeting Law.
 - o Decisions cannot be made unless they are on the agenda.
 - o The committee will look at the link and Mark will review the rules around use.
 - o Lancasterrec@yahoo.com was created to possibly help archive and organize emails.
- Playground Status
 - o Only one bid came in for the project and it was too high at \$160,000.
 - o Noreen will try to get an extension on the time to spend the grant money and put it out to bid again.
- Adult Softball
 - o The adult softball league needs a coordinator. Matt suggests talking to Mike Basteri. Win will be in touch with him.
 - o Chris Cornelius was the coordinator last year. We will hopefully be able to ask him for guidance on the position.
 - o An email from Keith Valliere had been forwarded asking about using USSSA rules for the upcoming year. Katie will email him that we are not sure at the moment and will get back to him once a coordinator is in place.
- Beach
 - o Trash was left at the beach last week outside of the gates. The mattresses and other trash have been removed.
 - o Ken analyzed the results of the beach survey.
 - Common reasons that passes were not purchased included
 - Kids are too old.

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- Wouldn't use it enough for the cost.
 - Not enough to do there.
- The committee plans to add paddleboards and cornhole for this coming summer.
- Katie updates the group on her email correspondence with Kathy Hughes regarding the algae in Spec Pond.
 - She has asked that we pump the septic tank at the beach every three years, that we use products that don't contain phosphates, and that we won't disturb the natural border to the pond. The committee agrees that we are happy to comply with those requests.
 - Mark reiterates some of the information from the first email we received about the pond's algae status.
 - Katie will email back Kathy.
 - We will put the purchase of paddleboards on hold until we have more information on the possibility of the algae transferring to Big Spec Pond.

Old and New Business

- Field Maintenance
 - Win, Matt, Orlando, Kevin, and Andrea will meet on March 14 at 10am to discuss the plan for field maintenance in regards to annual maintenance, weeding, and fertilizing.
 - They will need to ask if the money given to the Recreation Department will occur yearly. We also need to know if it needs to be spent in the same fiscal year.
 - Lancaster Recreation would like to hire an employee to maintain them. The employee would report to Andrea, as a Recreation Department employee.
 - Andrea will be in touch with Kristen in Sterling to ask about the maintenance of their fields.
- Lifeguards
 - There are two openings for lifeguards at the beach. Those will need to be posted.
 - Dave suggests that we talk to Tania Rich at Nashoba Regional if we can publicize the positions at school.
 - Andrea will be in touch with Kristen in Sterling if they know of any lifeguards who are looking for work.

Meeting Adjourned: Win makes a motion to adjourn; Joe seconds. Meeting adjourned at 8:45 pm.

Next meeting is to be held on April 3 at 7:00pm.