

6/3/2019

# **Lancaster Recreation Committee**

## **Meeting Minutes**

### **5/14/2019**

#### **Attendees:**

- Recreation Director: Andrea Kiuru-Shepherd
- Recreation Committee Members: Joe Kennedy, Mark Renczkowski, Dave Carr, and Win Clark
- Public: none

#### **Meeting Agenda:**

- Public Comment Period
- Scheduled Appearances and Public Hearing
- Treasurer's Report
- Approval of Treasurer's Report
- Approval of Meeting Minutes
- Committee Updates – New Business
- Recreation Director Updates – Items in Progress
- Recreation Director Updates – New Items

#### **Meeting Summary:**

Meeting called to order at 6:46 pm.

#### **Public Comment:**

- None

#### **Scheduled Appearances:**

- None

#### **Treasurer's Report - April, 2019:**

##### **REVOLVING ACCOUNT:**

DATE	SOURCE	DEBIT	CREDIT	BALANCE	COMMENTS
4/25/2019	Andrea Shepard	\$244.63		\$60,210.72	reimb paint, candy, inmate lunch

##### **OTHER PROPERTY ACCOUNT:**

DATE	SOURCE	DEBIT	CREDIT	BALANCE	COMMENTS
4/23/2019	Dave's Septic	\$131.40		\$468.60	3 PPs: Thayer, Harvard Rd., Mill St. prorated

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### **Treasurer's Report - April, 2019: (contd.)**

No activity in other accounts.

Here are the current balances:

Repairs/Maintenance: \$500.00

Beach Supplies: \$255.68

Groundskeeping: \$800.00

NTMP Project: \$73,372.95

Win motions to approve April, 2019 Treasurer's Report; Dave seconds. Unanimously approved.

### **Meeting Minutes from April, 2019:**

Dave motions to approve; Joe seconds. Unanimously approved.

### **Recreation Committee Updates – New Business:**

#### **Baseball/Softball**

- Win asked Matt to research options for new scoreboard project. Recreation may be able to provide help regarding installation.
- Recent field improvements included fence repair and tree trimming.
- 10K limit was approved.

#### **Groundskeeper position**

- Andrea spoke with Orlando regarding the possibility of hiring a landscaping company to cover mowing in interim. Rough estimate of \$1,850 is needed to take care of 15 weeks of mowing.
- Andrea already has already spoken with Matt Green of Star Landscaping, Chris Halpin and Dimeco's Landscaping regarding temporary mowing project.
- Andrea will also follow up with Kate regarding future employment opportunities.

#### **Trail Events**

- Stephen purchased supplies (butterfly nets, ponding nets, and insect bags) for use in future Lancaster Recreation guided programs. These supplies were paid for by the Freedom Trail's Hidden Gems stipend.

### **Trail Events (continued)**

- Next scheduled hikes:
  - Saturday, May 18, 2019 (1:00 pm - 2:30 pm) *Adults and Families* – “The History and Environmental Restoration of Bartlett Pond Conservation Area”
  - Saturday, June 1, 2019 (9:00 am-12:30 pm) “Family Cook Conservation Area Guided Tour”
- Upcoming Summer Activities
  - Date TBD: Intro. To Geocaching
  - Date TBD: Bolton Farm Ice Cream Hike
  - Date TBD: Fishing in partnership with Mass. Fish and Wildlife
  - Date TBD: Mushroom Walk with George Davis
- Andrea will follow up regarding available dates for Fishing event.

### **Thayer Park (Splash Pad Installation)**

- Win has splash pad installation scheduled for Late May, Early June
- Win has been in contact with a construction oversight contractor (Pieter)
- NERG is doing installation of pad
- Dimeco's Landscaping will spread loam and hydroseed
- DMH will handle electrical work
- Boucher are donating loam and will handle trenching for the water
- Hydrotech will handle the 2" line from the street.

### **Town Beach**

- An additional lifeguard could prove useful based on forecasted staffing.
- One lifeguard candidate is in process of finishing remainder of their training.
- Andrea has contacted MassCor. regarding new signage for beach rules.
- Win motions to approve up to \$200 for purchasing signage at beach. Dave seconds. Unanimously approved.
- Andrea will follow up with Peter Watson before May 26<sup>th</sup> regarding interior painting.
- Andrea will look for new hooks and benches at local home stores and/or MassCor.
- Joe mentions there will be a team meeting in Early June to go over paperwork with new beach employees.
- Win suggested adding a bin of kids sand toys for use at the beach.
- Andrea mentioned that Ken has agreed to make new wooden flower boxes for the beach.
- Andrea will look into obtaining flowers and soil for the new flower boxes.
- Dave secured a better fridge for the snack shack.
- Joe confirmed the replacement fridge is all set for use.
- Joe will check and update the swim lesson flyer.
- Swim lesson flyer is anticipated to be finalized and posted in the coming days.

## **Recreation Director Updates – Items in Progress:**

### **Guitar Lessons / Hootenanny**

- Mark said the pilot event was successful with 7 attendees.
- Mark requested that the access card be fixed and would like multi-day access so that he may access the guitars stored at the Town Hall for maintenance.
- Mark also needs a key to the storage area in the Town Hall.
- Mark requested approval for funds to purchase youth sized guitars, and associated materials for the kid's guitar lesson program.
- Win made a motion to approve up to \$500 for purchasing youth sized guitars and associated materials. Dave seconded. Unanimously approved.
- Mark will look to purchase new youth guitars for the program and upon arrival will officially announce the date for the next guitar lesson / hootenanny event. Next event tentatively scheduled for Thursday, 6/20.

### **Kids Code and Play Programming Course**

- Three of Five spots have been reserved for 5/18, 5/25
- This event will currently have a five-spot maximum.
- Future classes to be planned based on initial course success.
- Win mentions that currently he has been donating money for the Facebook ad boosts. If we decide to continue employing that service, the committee should handle the future costs.

### **Art Ventures Camp**

- Andrea has been actively seeking an appropriate venue for this event.
- The event is tentatively scheduled for 7/22 – 7/26
- Targeted age range is 5-12 years.
- Total participant range is 10 – 24 individuals.

### **Soccer Summer Camp**

- Andrea has met with coach Stephen Hughes on site.
- Access to shelter and facilities will be in Lancaster Community Center
- Lines and perfectly level ground are not necessary for event.
- Event scheduled for week of Aug 5<sup>th</sup> with BEST FC

## **Recreation Director Updates – New Items:**

### **Mama's Boot Camp**

- Andrea has been in touch with Tiffany Normandin regarding this event.
- Details to be worked out regarding compensation for instructor.
- Class will be offered for free.
- Anticipated date of event would be sometime around June.

### **Friends of Library Book Sale & Concert**

- Andrea communicated with Melissa Carlson about Lancaster Rec's participation in event.
- It is not clear what Rec. could add for upcoming event but will continue communication for future partnerships.
- Event scheduled to take place on 6/26 (3:00 pm to 7:00 pm)

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## **Recreation Director Updates – New Items: (continued)**

### **Horseshoe and Bocce Ball Courts behind LCC**

- Andrea will follow up with Jay Moody on this previously presented idea.
- Andrea and Mark mention they could donate horseshoes and stakes.

### **Youth and Adult Basketball**

- Zach Gilmore has mentioned interest in helping assist with this program.
- This is not a Lancaster Rec. program, but concern exists that they will need to identify volunteers to help out if future seasons are to continue.
- Andrea may reach out to the previous organizers to inform them where things stand on the situation.

### **Town Wide Yard Sale**

- Goal is June 15<sup>th</sup>
- Time changed to 8am – 1pm
- Dave Carr and Victoria are helping with plans and flyers
- Green rental approved.
- Win suggests buying disposable tablecloths to protect tables from the elements.
- Dave has organized a digital map through Google for this event.
- Payments are cash or check made in advance. \$10 map / \$15 table on green.
- Dave said he can assist with “day-of” logistics.
- Victoria has made a registration form.
- Andrea, Victoria, and Dave will continue to lead on this project.

*Agenda items not discussed are pushed to next month's meeting.*

**Meeting Adjourned:** Win makes a motion to adjourn; Mark seconds. Unanimous. Meeting adjourned at 7:57pm.