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Lancaster Recreation Committee Meeting Minutes 9/18/2018

Attendees:

- Recreation Director: Andrea Kiuru-Shepard
- Recreation Committee Members: Joe Kennedy, Win Clark, Ken Pagington, Dave Carr, and Katie O'Riorden
- Public: Victoria Fasel, Ben Cauley, Stephen Hutchinson

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 6:34 pm.

Public Comment:

- None

Scheduled Appearances:

- None

Treasurer's Report:

- Best year we have had at the beach in a while.

REVOLVING:

8/2/2018	payroll	\$1,052.53		\$57,616.42	payroll 5P 7/22 - 7/28/18
8/2/2018	beach passes		\$130.00	\$57,746.42	beach passes cash
8/2/2018	snack shack cash		\$43.00	\$57,789.42	snack shack income
8/6/2018	paddle boards		\$85.00	\$57,874.42	paddle boards rental
8/6/2018	beach passes		\$305.00	\$58,179.42	beach passes cash
8/6/2018	snack shack cash		\$15.00	\$58,194.42	snack shack income
8/9/2018	payroll	\$1,351.26		\$56,843.16	payroll 6P 7/29/ - 8/4/2018
8/9/2018	paddle boards		\$50.00	\$56,893.16	paddle boards rental
8/9/2018	beach passes		\$350.00	\$57,243.16	beach passes cash
8/9/2018	snack shack cash		\$41.50	\$57,284.66	snack shack income
8/13/2018	beach passes		\$70.00	\$57,354.66	beach passes cash
8/13/2018	snack shack cash		\$3.00	\$57,357.66	snack shack income
8/16/2018	payroll	\$1,354.86		\$56,002.80	payroll 7P 8/5 - 8/11/2018
8/20/2018	beach passes		\$130.00	\$56,132.80	beach passes cash
8/20/2018	paddle boards		\$10.00	\$56,142.80	paddle boards rental
8/20/2018	snack shack cash		\$40.00	\$56,182.80	snack shack income
8/20/2018	beach rental - money order		\$200.00	\$56,382.80	beach rental 8/19/18
8/23/2018	payroll	\$496.29		\$55,886.51	payroll 8P 8/12 - 8/18/2018
9/4/2018	Lucille Taylor		\$240.00	\$56,126.51	Beach rental 9/2/18
9/6/2018	Men's Adult b'ball online		\$125.00	\$56,251.51	men's basketball online regs
9/6/2018	Youth b'ball - online		\$2,065.00	\$58,316.51	youth basketball online regs

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FUNDED ACCOUNTS:

HEAD LIFEGUARD (TBPC) WAGES:

DATE	PAYROLL		AMOUNT	BALANCE
8/2/2018	payroll 4P		\$193.92	\$1,312.24
8/9/2018	payroll 5P		\$193.92	\$1,118.32
8/16/2018	payroll 6P		\$193.92	\$924.40
8/23/2018	payroll 7P		\$145.44	\$778.96

OTHER PROPERTY:

DATE	SOURCE	AMOUNT	BALANCE
8/7/2018	Dave's Septic	\$246.00	\$708.00 3 PPs: Beach, Thayer, Harvard Rd.
9/10/2018	Dave's Septic	\$108.00	\$600.00 2 PPs: Thayer, Harvard Rd

- Dave makes a motion to approve: Mark seconds.

Approval of Meeting Minutes:

- Win motions to approve the minutes from July. Mark seconds. Unanimously approved.

Recreation Committee Update:

Thayer Memorial Park

- Win gives a very brief overview of the park for the those in attendance who are interested in becoming members.
- Equipment install will be next week. \$40,000 earmark from the state to install playground. Fence, loam, wood chips, etc. are all next in line to go in. We will need community help for the work.
- Select Horticulture is donating trees. We will need to bring up water from the creek to water them after they are planted.
- Planned for the area around the flagpole is a memorial for Ted Manning. He was a member of the Recreation Committee for years. An Eagle Scout has shown interest in the project that would require refinishing the pole, securing the base, and placing a plaque at the base.
- Mark asks if there is a "Friends of the Recreation Committee" email distribution list that could be used to reach out when volunteer help is needed. Many agree that it is a good idea and could be done through mail chimp or a site of the like. Ken suggests that any community efforts might be combined with a kid-friendly event in the Lancaster Community Center.

Trails

- Win relays that Jeanne had a great event last week that culminated with ice cream at Bolton Orchards. Andrea mentions that she wants to meet with Jeanne to figure out her role with the Recreation Committee now that she is no longer an official member.

New Committee Member Openings

- Win briefly reviews that there is an open position on the committee. Three people interested in the position are in attendance. Victoria shares that she is happy to help out and come to meetings, but doesn't need to be an official member.

Beach

- The beach closed at the end of August.
- Andrea spoke with Orlando about improvements at the beach. He will accompany her there so they can look at the area together. After hours and after the official beach season has closed, there is a great deal of trash left behind.
- Andrea shares that, next year, she wants to be more clear about the role of the staff at the beach and their duties while working. They need to be responsible for tidiness of the area.
- Win suggests that our presence/help at the beach might help with keeping the area clean. Mark revisits the idea of surveillance so that we might be able to see when people are there and keep an eye on what's going on. He also mentions that we should continue to look into the point-of-sale technology for next year's sales at the beach.
- Dave asks about the cost of a Porta-Potty until November. Joe says that he is worried about vandalism without staff present. Cost is \$138/month.
- The paddle boards were a success. Andrea would like to make sure that the staff puts the paddle boards out every morning next year so they are more visible.
- There were issues with keeping the food this past year due to a lack of proper storage equipment. Dave will donate a refrigerator to the Snack Shack for next year.

Field Maintenance

- Andrea gives an overview of the position and shares that there were three applicants, none of which worked out.
- Insurance was an issue for some of the candidates. The job posting will remain up. A question arises about the employee's right to unemployment in regards to this position. As it is a seasonal position, this employee would not be able to collect unemployment.
- Joe mentions that we need to clean up the tree that fell on the softball dugout. It has been moved, but needs to be properly disposed.

Old and New Business/Recreation Director Update

- New and Current Programming Ideas
 - o Fishing Derby
 - The derby will take place on October 18. No fishing licenses are needed. The program is offered through Massachusetts wildlife.
 - o Yoga Program- (Pre-school age)
 - Gwen Younkin will be the instructor. Andrea will be in touch with her about a start date. She will need to fill out a CORI form and a 1099 with the town. The payment for such a program is usually an 80/20 split; instructor/Recreation Committee. Gwen is looking into insurance. She is thinking of charging \$10/student with 8-10 students per class. The sign up will be through E-rec.
 - o Guitar Lessons
 - Mark researched the ethics behind his involvement in the guitar lessons. He is thinking of offering a beginners' group for learning chords during the first hour. The second hour would be a hootenanny for all participants.

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- Parents would be required to stay with young children.
 - The plan is to cap the number of participants at 10 and the program would be free of charge.
- Small Engine Repair
 - Todd Washburn is interested in leading the program. Win will reach out to him.
 - The program may be able to be held in the Water Department's barn. There would be 8-10 sessions for \$100.
- Youth Basketball
 - Andrea helped with the registration.
- Halloween on the Green
 - Will be held on October 31.
 - There will not be a band this year, but instead music playing from the gazebo.
 - The week prior, Win suggested that we hold a Jack-o-lantern contest. Steve Harper may be willing to donate or discount pumpkins. Win will be in touch with him. Victoria offers to share her carving utensils.
- Ski Club
 - The committee does want to continue this year. Need to find a way to donate passes.

Meeting Adjourned: Katie makes a motion to adjourn; Win seconds. Meeting adjourned at 8:00 pm.

Next meeting is to be held on October 2 at 6:30pm at Thayer Memorial Library.