

**Lancaster Recreation Committee**  
**Meeting Minutes**  
**6/4/2019**

**Attendees:**

- Recreation Director: Andrea Kiuru-Shepherd
- Recreation Committee Members: Joe Kennedy, Mark Renczkowski, Dave Carr, and Win Clark, Ken Pagington, Katie O’Riorden, Stephen Hutchinson
- Public: Emily Cabrera, Selectman Jay Moody, Dan Gill

**Meeting Agenda:**

- Public Comment Period
- Scheduled Appearances and Public Hearing
- Treasurer’s Report
- Approval of Treasurer’s Report
- Approval of Meeting Minutes
- Recreation Committee Updates – New Business
- Recreation Director Updates – New & Current Programming

**Meeting Summary:**

Meeting called to order at 6:35 pm.

**Public Comment:**

Selectman Jay Moody said he was impressed by the work done by the committee and director and thought expressed that the group does a wonderful job

**Scheduled appearances:**

6:35 Emily Cabrera – Business is Macaroni kids – Event planning, advertising and more

Emily presented a website tool for advertising events for families and shared potential ways she can partner with recreation to advertise for various events. She can piggyback on press releases that Recreation would also advertise to local papers or on the Facebook site. The site has a Newsletter goes out weekly. Emily already partner with other local communities and it seems like a great fit and plan to utilize that resource.

## Treasurer's Report – May 2019:

6:45

### REVOLVING ACCOUNT:

DATE	SOURCE	DEBIT	CREDIT	BALANCE	COMMENTS
5/28/2019	Joshua Reinert		\$120.00	\$60,330.72	Beach rental 5/26/19
5/28/2019	Thomas Agnitti		\$300.00	\$60,630.72	Adult Softball team reg fee
5/30/2019	Kids Code & Play		\$300.00	\$60,930.72	reg fees Kids Code & Play program
5/30/2019	Meghan Whitcomb	\$100.00		\$60,830.72	refund reg fee Kids Code & Play
6/4/2019	Andy Hilliger	\$465.86		\$60,364.86	reimb. Balls for adult softball league

### OTHER PROPERTY ACCOUNT:

DATE	SOURCE	DEBIT	FOR	BALANCE
5/15/2019	Dave's Septic	\$108.00	2 pps: Thayer, Mill St	\$360.60

No activity in the other accounts, here are the current balances:

Repairs/Maintenance: \$500.00

Beach Supplies: \$255.68

Groundskeeping: \$800.00

The committee discussed that there were some remaining budget dollars [approx. \$1500] and that will be allocated some items that were approved for purchase in prior meetings. There are also some needs at both the beach and the playground for items such as trash cans, picnic tables, benches, etc.. Potential future item discussed was a Free Library located at the beach.

Katie motions to approve May 2019 Treasurer's Report, Dave seconds, and it is unanimously approved.

### Meeting Minutes May 2019:

6:51 Joe motions to approve, Dave seconds, unanimously approved.

### Recreation Committee Updates – New Business

#### Baseball/Softball (6:53)

- Revisited last meetings notes on scoreboard and miscellaneous improvements. 10K limit was approved in May 2019 meeting
- Matt Hourihan shared via email the multitude of volunteer hours he personally has been investing to maintain the three ball fields (Mill St, Thayer Baseball, Thayer Softball).
- Discussed master plan involved fields and that taking years to execute on. However, there are some tasks that can be completed with volunteer hour assistance or financial assistance
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## Baseball/Softball (continued)

- Committee discussed assisting Matt with tackling some of the items on the list and ways to help organize volunteer efforts and communicate volunteer needs to parents of players.
- The issues brought up highlighted the need for a town resource committed to maintenance of town land.
- Due to the large effort involved in organizing and implementing any of these initiatives, Ken, Dave, Katie, and Dan volunteered to assist Matt
- The following contains information regarding an email sent by Matt and paraphrased below

### Field improvements

#### *Introduction*

- *Interested parties are motivated to proceed with field improvements*
- *Other improvements might include*
  - *batting cages*
  - *scoreboards - we need 2, to be fair (boys/girls), one to service softball field / one to service baseball field*
  - *bleachers*
  - *parking*
  - *snack shack*

#### *Needs / Next steps for Field Improvements to progress*

- *Before proceeding with improvements, Matt would like to put a revised plan in place to present and gain consensus before going down disparate paths on specific elements*
- *To produce a plan, Matt has volunteered to sketch out improvements in CAD, but would need the latest CAD drawing of the area to proceed*
- *Matt will lay out some new elements relative to the existing infrastructure and that should help in minimizing any residual design costs*

### Groundskeeper

- *Continue to need a groundskeeper or some type of part-time employee. Matt has been volunteering 10-15 hours a week for the past 5 weeks to maintain the 3 fields*
- *Maintenance includes*
  - *drag infields – needs to be done after rain as sun will harden the clay and kids get hurt sliding*
  - *cut ballfields*
  - *fix fences*
  - *trim weeds*
- *Parents are less and less available to do this and it needs to be done by someone.*
- *Simply getting someone to cut grass is not enough by itself.*

### **Trail Events (7:08)**

- 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.
- Andrea will follow up regarding available dates for Fishing event.
- Clayton Herbert is an excellent birder who attended a recent hike and will guide a future event hopefully
- Upcoming Summer Activities
  - Date 7/27, 9-11am: Intro. To Geocaching, at Cook Conservation, second bridge will be done
  - Date TBD: Bolton Farm Ice Cream Hike
  - Date TBD: Fishing in partnership with Mass. Fish and Wildlife
  - Date TBD: Mushroom Walk with George Davis

### **Thayer Park Update (Splash Pad) (7:17)**

- More extensive update in May 2019 minutes were discussed
- Since then, the main update is that there are budget increases due to plumbing / water needs for splash pad, but those will be covered by grant money

### **Town Beach (7:22)**

- Note that there is a detailed list of items on the agenda
- As noted on the agenda regarding the updates, the interior painting has been completed and makes a big difference
- Other tasks to prepare for opening going as planned, with Joe and Andrea working together to prepare staff and facilities
- There already have been some purchases of swim lessons and beach passes
- Almost all positions hired, a candidate is identified for the final position
- Discussed beach toys for kids, possibly donations
- Beach Opening will be 6/22
- Inmates will be scheduled for a clean-up prior to opening
- 6/20 will be a staff meeting and clean up session
- Waterfront training scheduled for 6/18 for lifeguards, cost is \$100, and serves as a very good additional training certification for lifeguards

## **New & Current Programming (7:35)**

- Guitar Lessons and Hootenanny – town hall available 3<sup>rd</sup> Thursdays of each month
  - First session successful
  - Between donated and purchases guitars, there will be 6 guitars (including 1 left-handed) - \$500 approved last meeting
- Armando's Kid's Programming course – Kids Code and Play – Town Hall
  - Last session successful – two 10-year-olds loved it and were a good age for the session. Parents were impressed with the program and wanted to spread the word to other parents. Used robots outside to exhibit programming capabilities.
  - Future classes to be planned
- Art Ventures camp – tentatively scheduled 7/22 – 7/26
  - May host in community center in the afternoon with access to sinks
- Soccer Summer Camp – scheduled week of Aug 5<sup>th</sup> with BEST FC
  - [copy agenda items]
  - Discussed that it was fine to do behind LCC
- Mama's Boot camp – where to host
- Friends of Library Board – Partner with fundraising (Melissa Carlson)
  - Wed 6/26 3-7, book sale and concert at 6:30
  - What can Rec provide to partner with event
  - Guitar instruction could take place at the library perhaps.
- Summer Concert series
- Horseshoe and Bocce Ball courts near gardens behind LCC for town use (idea presented by Jay Moody)
  - Horseshoe Pits – Jay will help identify a space and interest and Rec Committee can help with purchasing materials and installing pits
- Youth and Adult Basketball – owners are stepping down
  - Brian Hudak, Zack Gilmore, John Ramos, and a couple of other parents did respond to a request for volunteers
  - Bill Duggan will meet to help transition to new parents to form a board
  - The increased volunteer capacity and forming of a board should allow for a nice transition of the program
- Town Wide Yard Sale – good traction thus far, will continue to advertise. Would like more tables on the green. Discussed outreach to folks for tables specifically to increase a presence in the town green. There are approximately 11 destinations for the map and 2 tables purchased so far.
- Senior Pen Pals – fall

## **Communications and Advertising (7:53)**

- Potentially advertising by selling beach passes at upcoming summer events
- Maybe a quarterly Newsletter
- Facebook as being a large source
- The town website is somewhat misleading and needs to be updating. Will be requesting assistance to improve the communications offered via the town website.

## **Meeting Adjourned: (8:03)**

Win makes a motion to adjourn; Mark seconds. Unanimous. Meeting adjourned at 8:03pm.