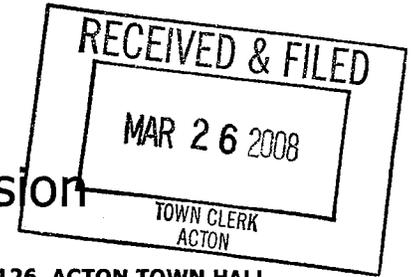




Town of Acton Recreation Commission



MINUTES

DATE: MARCH 4, 2008

7:00 PM

ROOM 126, ACTON TOWN HALL

ATTENDEES	Recreation Commission members present were Mr. Ron Schlegel, Mr. Frank Calore, Ms. Karen Jarsky. Also present was Ms. Cathy Fochtman, Recreation Director, and Ms. Cheryl Getsick, Secretary
NOTE TAKER	Ms. Cheryl Getsick

AGENDA TOPICS

Meeting called to order at: 7:05

Citizens Concerns: None to report

CONSENT AGENDA

DISCUSSION	February 5, 2008 minutes
CONCLUSIONS	February 5, 2008 minutes were accepted as amended, 3-0

LEAGUE FEE DISCUSSION

DISCUSSION	<p>Ms. Fochtman, Tom Tidman and Shawn O'Malley, (Natural Resource Department) met with Dave Wilson, Seth Tower and Dave Scheuer of Acton-Boxborough Youth Soccer, (ABYS). There was a discussion of:</p> <ul style="list-style-type: none"> • How to coordinate efforts with field maintenance between the Town of Acton and ABYS • What the new league fee would fund • How the implementation of the fee does or does not affect what the leagues are doing <p>The Natural Resources Department's future plan is to perform field improvements beginning next fall season. The Recreation Department is not looking to take over what the leagues are currently performing (i.e., preparation of the fields for ABYS, etc...) Recreation is looking to improve the quality of the fields. A variety of leagues such as ABYB, ABYS and Lacrosse all play on town fields.</p> <p>ABYS has reported expenditures of approximately 60K annually into the Soccer fields located in both Acton and Boxborough. ABYS hires their contractor to perform field work. It is reported the hired contractor has the appropriate training and schooling.</p> <p>ABYS has a concern as to how they are going to assess this fee across their membership and how they going to ask Boxborough residents to contribute. ABYS can decide how they want to fund this. ABYS has expressed their desire to charge per team instead of per individual.</p> <p>ABYS also feels as though they don't have a significant amount of participants which will generate a lot of revenue. They are concerned about the administration side of the increase and how the fee can fairly be included into Boxborough residents. The Commissioners determined it was up to the ABYS leagues to explain the assessment and increase to parents.</p> <p>Other town Recreation Departments are meeting to discuss how they are implementing fee policies. Sudbury and Westford are charging per head, per season. These towns ask for two checks. One for fields and one for capital. This way they accumulate funds through the contributions.</p> <p>Aeration, composting and overseeding will begin this summer at School Street and Concord Road and will show good faith on Recreation's behalf. To make this successful, Recreation and Natural Resources will investigate involving MCI Concord inmates in an irrigation plan at School Street.</p> <p>Mr. Schlegel stated the necessity of determining how much funding the league fee will generate and how much we are looking to undertake.</p> <p>Ms. Fochtman stated it is necessary to look closely and in more detail at what ABYS currently performs and then proceed as to what is needed for improvements.</p>
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CONCLUSIONS	Ms. Fochtman will provide a draft letter to the leagues and send to the commissioners. The fee forum on March 17 th that Ms. Fochtman will be attending should provide good input for structuring our fee implementation.
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CAPITAL PROJECT FUNDING VIA PROGRAM FEES

DISCUSSION	The Town Manager and Selectmen would like the Recreation Commission to look at where fees might be taken in to cover capital items. This year, the Recreation Commission implemented a league fee to help generate funds for field improvements. The Recreation Commission has also raised fees for individuals and corporations renting facilities and fields. This new initiative is a first step in finding ways to generate capital funds. After considering various ways to increase revenue, increasing program fees appears to be the way to go. However, the Recreation Department is trying to keep user costs reasonable.
CONCLUSIONS	For next year, the Recreation Commission will consider an incremental increase across the board for programs to raise capital for Recreation needs.

PLAYGROUND NEEDS THROUGHOUT ACTON FOR FUTURE PLANNING PROCESS

DISCUSSION	Ms. Fochtman has completed a course to become certified as a playground safety inspector. She provided a handout that suggests how to create a playground safety management plan. When going to CPC for funding, we would like a priority list outlining where the need is in town. An inventory list is needed across and who are we serving in each portion of the town. A methodology for moving forward is outlined within the hand out. Ms. Fochtman will take an inventory at the different playgrounds and determine what is needed to bring the playgrounds up to code.
CONCLUSIONS	Ms. Fochtman will take an inventory to assess and prioritize playground needs. The Recreation Commission will assist in doing a town wide survey asking residents to rank playground needs. This is the information we need prior to applying for CPA funding so we have a unified approach to our playgrounds.

REPORTS

DISCUSSION	<p>Elm Street Update No report.</p> <p>Morrison Farm Update A Morrison farm community garden is being offered to residents this spring in the Recreation program guide. Each plot will be 25' x 33' with a total of 24 plots.</p> <p>CPC Recreation applications were accepted to be included in the Town of Acton warrant for CPC funding. They include the NARA Picnic Pavilion, Elm Street Playground and the "Trail Through Time".</p> <p>School Street Nothing new to report.</p> <p>Playground Update Please refer to Playground Needs discussion item above</p> <p>Open Space & Recreation Plan Ms. Fochtman will be updating the verbiage in the plan for Recreation.</p> <p>NARA Park 2008 Summer Operations Update The Recreation Department's Spring/Summer 2008 program booklet was mailed to Acton and Boxborough. Next Friday, March 14th there is a NARA information night scheduled so we hope to obtain a lot of interest.</p> <p>Upcoming Meeting Date: April 1, 2008</p>
MEETING ADJOURNED TIME:	8:25 PM