



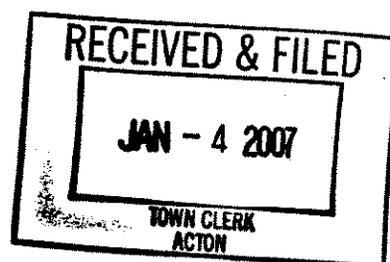
# FYI

## RECREATION COMMISSION

### Minutes of Meeting

December 5, 2006 @ 7 PM

Acton Town Hall, Room 121



Recreation Commission members Mr. Ron Schlegel, Ms. Alison Gallagher and Mr. Matthew Lundberg were present. Also present were Ms. Cathy Fochtman, Recreation Director and Ms. Maura Haberman, Event Coordinator/Administrative Assistant. Ms. Michele Zaremba was not present.

Mr. Schlegel called the meeting to order at 7:06 PM.

#### I. CITIZENS CONCERNS

Ms. Fochtman reported that while at NARA Park a citizen approached Mr. Tidman, Ms. Haberman and Ms. Fochtman while on a site visit, to express her concern about dogs not leashed at NARA Park and how loose dogs frighten her children. The Town's email address was given to her so she could express her concern in writing. In another instance regarding dogs at NARA Park, a regular visitor to NARA reported to Ms. Fochtman that he has not observed any issues with dogs. Ms. Gallagher reported that a recent police log in the Acton-Boxborough Beacon noted that a dog bite was reported. Mr. Lundberg informed the Commission that in order to change the current dog control law, it would have to be placed on the warrant for Town Meeting by either the Board of Selectmen or a citizen, and a dog leash law as recommended to the Board of Selectmen by the Recreation Commission.

#### II. CONSENT AGENDA

A. Minutes for the October 10, 2006, were accepted as amended.

#### III. FIELD USE FEES

Ms. Fochtman distributed to the Commission a field survey compiled by the Beverly Recreation Dept. and available on the Massachusetts Recreation and Parks Association Website as a guide to help recommend a new fee schedule. In the discussion, Ms. Fochtman reported that currently the Department is working on obtaining the bottom line cost of field maintenance to the Town. This cost would include: manpower, machinery, supplies, transportation, and any other related cost to maintain recreation fields. In reviewing how permit fees are assessed with other towns similar to Acton, an option was discussed about initiating a per player fee for all leagues. This suggestion was well received by the Commission as it would spread the field maintenance costs across the board to all leagues, rather than AB Youth Soccer and AB Youth Baseball, who have been funding the majority of field maintenance; this would direct other youth sports to contribute funds to pay towards field maintenance also. Mr. Schlegel would like more information regarding cost comparisons, but sees this as a possible positive change.

#### IV. 2007 NARA YOUTH

- A. Staff Hiring Update: Ms. Fochtman informed the Commission that invitation letters for rehire interviews will be sent out December 7, 2006. She has reviewed past employees with last year's on-site director.
- B. Session Themes: The new themes for this coming summer's program were discussed. Ms. Gallagher suggested contacting Mr. Mark Hickey to find a high school band to perform at the Rock 'n Roll themed week.
- C. CIT Program (training): Ms. Fochtman would like to return back to the Counselor in Training traditional program and not Workreation, which was new last summer.
- D. Brochure: A draft copy was given to the Commission for their review. The Commission liked the new layout and detailed description of each themed week. The Department would like to have the final brochure printed in color and ready for the Merriam Camp Fair scheduled for January 23, 2007.

#### V. 2007 NARA BEACH

- A. Staff Hiring Update: Ms. Fochtman informed the Commission that invitation letters for rehire interviews will be sent out December 7, 2006. She has reviewed past employees with last year's Waterfront Director.
- B. Snack Bar: Ms. Fochtman sought the Commission's input for some healthier food alternatives to offer at the snack bar and snack bar concession food preparation. Mr. Lundberg made a suggestion about outsourcing to provide snack bar food with a guaranteed concession through the bid process. Ms. Gallagher offered to help off-line about snack bar improvements.
- C. Beach Maintenance/Weather Draping: Ms. Fochtman reviewed items that are in need of repair at the beach, i.e. lifeguard chair and beach sand erosion. Currently, wires are stretched over the pond to keep birds out of the pond. Ms.

Fochtman suggested that a seasonal beach volleyball court be added to the beach. Ms. Gallagher thought it would be a great idea, and mentioned it had been brought up in the past. Ms. Fochtman also briefed the Commission about installing a weather protection draping which would shelter the bathhouse area during rainy weather.

#### **VI. NARA CPC MASTER PLAN**

Ms. Fochtman will be presenting to the CPC on January 4<sup>th</sup> a proposal for hiring a consultant for \$50,000 to prepare a NARA Park Master Plan. This proposal is a collaborative plan with the Health Department and Natural Resources. Future developments may include expanding the upper parking lot, possible land acquisition, and the construction of the Bruce Freeman Rail Trail. This would be a long-term plan that would be created by all parties who have an interest in participating.

**RECOMMENDATION:** Mr. Lundberg motioned that the Recreation Commission support the NARA Master Plan, seconded by Mr. Schlegel. Passed 3-0

#### **VII. WINTERFEST**

Ms. Fochtman reviewed the event line-up for the February 3, 2007 event. Local businesses have shown interest in sponsoring the events and have started to pledge funds.

#### **VIII. REPORTS**

**MORRISON FARM:** Ms. Gallagher reported they met for the first time on November 30 since their October meeting. She is hoping to be able to bring a final draft to the next Recreation Commission meeting. Mr. Schlegel would like to remind Morrison Committee about the parking issue. He suggested scheduling games such that only two teams would need to be accommodated at any time. Typically, space for 4 teams is allocated, so that games can be scheduled back to back, as two teams leave the parking lot and two teams transition in. He suggests that scheduling games with a longer break between start times would allow the parking lot to clear so that only two teams would need to be accommodated.

**CPC:** Mr. Lundberg reported the proposal evaluation season began on November 15, and presentations began November 30 and will run through January 11, 2007. He reported there are only 2 proposals which fall under recreation.

**ELM STREET:** Ms. Fochtman reported a price quote is still due in on the new configurations for the Elm Street lights. Some leagues have come forward with support: AB Pop-Warner and Acton Adult Softball League. Ms. Gallagher inquired if the current lights could be placed on new poles. Ms. Fochtman said that the lights would have to meet the Town Bylaws. Mr. Schlegel reported that new lights would be more efficient and have less light trespass.

**SCHOOL STREET:** Ms. Fochtman reported the Town Manager, Mr. Don Johnson, and the State, have met to discuss the 10-year-lease issue. Mr. Johnson is drafting a letter for town continuance. Mr. Lundberg mentioned being careful on any improvements on School Street until the lease is finalized, and will follow-up with Mr. Johnson regarding the CPC's interest. Mr. Schlegel suggested a possible talk with Senator Resor and/or Representative Eldridge on the lease issue.

#### **IX. NEW BUSINESS**

Mr. Lundberg reported that he has two possible applicants for Recreation Commission positions: Mr. Jim McCoy, former president of Pop Warner and Mr. John Benson, currently a CPC Associate Member. Mr. Schlegel reported that we currently have 2 full member and 2 associate member openings on the Commission. Mr. Lundberg will not be renewing his term in June, 2007, and Ms. Zaremba has contacted Mr. Schlegel that she would like to resign now. Ms. Fochtman reported that she contacted Ms. Zaremba, to request a formal written resignation.

Mr. Schlegel reviewed the Conservation Commissions Special Conditions with Quail Ridge document for the possible fundraiser Golf Tournament, and, from the documentation presented, the document states it is a Recreation Department fundraiser.

The Commission would like a follow-up on Skate Park signage to recognize donors. The Recreation Department will follow-up on alternative signage and Mr. Lundberg will follow-up with Mr. Foster about signage issues.

The meeting adjourned at 8:26 PM.