



**Town of Acton
Recreation Commission**

JAN - 7 2014

TOWN CLERK
ACTON

MINUTES

DATE: OCTOBER 1, 2013

6:45 PM

Quorum met at 7:10pm

ROOM 126, ACTON TOWN HALL

ATTENDEES

Recreation Commission members present Ms. Bridget McKeever-Matz, Chair, Ms. Betsy Mercier, Commissioner, Mr. Joe Will, Commissioner, Ms. Cathy Fochtman, Recreation Director, Ms. Cheryl Getsick, Recreation Secretary

AGENDA TOPICS

Meeting called to order at: 7:10 PM

Citizens Concerns: Dog Concerns at Great Hill Soccer field

Action Item: Commissioners Will and Mercier will research signs with humor that can be posted on the soccer field-- such as yard signs. The Recreation Director will order next week and respond back to Chris Habersaat.

CONSENT AGENDA

DISCUSSION June minutes

ACTION ITEM June minutes were accepted as amended, 3-0

TOPIC: Action Item Review

DISCUSSION Re: Couples Beach Rate inquiry: The Recreation Director did not find other town beach rates that were offered for single parent and child vs. a family rate. Recreation intends to maintain the couple rate for two adults only.

TOPIC: GOWARD PLAYGROUND INSTALLATION PLAN

DISCUSSION Goward Transportation and Installation Invitation to Bid was advertised on the Central Registry and released on www.biddocsonline.com on Wednesday, Sept. 18. There are eight (8) project plan holders to date and there have been several phone call and email inquiries made to the Recreation Dept. Playground vendor John LaRue has forwarded more detailed info to several contractors. Bid opening is on Wednesday, Oct. 9, 2:00pm. Recreation will obtain a quotation from Lazzaro Paving for the handicapped-accessible paved walkways.

TOPIC: OPEN MEETING LAW TRAINING

DISCUSSION Commissioners reviewed the documentation provided at recent Open Meeting Law training meetings. There was discussion regarding what constitutes "deliberation."

TOPIC: RECREATION SUMMER REVIEW

DISCUSSION Ms. Fochtman gave an overview of NARA operations over the summer.

TOPIC: NEW BUSINESS/DISCUSSION

DISCUSSION Reviewed seven (7) Capital items for Town FY 15 that have been submitted by the Natural Resources Department

- 68 Harris St. building purchase and renovation as a Recreation office & storage facility,
- Morrison Farm Well and Irrigation for Community Gardens,
- Arboretum Parking Lot Improvements,
- Recreation Secretary increase to 40 hours per week,
- NARA Park Improvements (beach shade structures, picnic tents, amphitheater elevated staging components, security upgrades to the bathhouse building),
- NARA Playground Megaspan shade structure,
- Junior basketball courts upgrades at Gardner and Goward Playgrounds.

TOPIC: COMMISSION ASSIGNMENTS/OPENINGS

DISCUSSION Commissioner Stephen Leo has stepped down as a Commissioner, effective earlier (noon). The Commission discussed outreach efforts to fill two open full member positions. Ms. Fochtman has informed the Volunteer Coordination Committee (VCC). She suggested outreach to prospects that commissioners may know, the Recreation Dept. will put out an invitation to all sports leagues. Commissioner Mercier informed CPC Chairman Mr. Roland Bourdon of her request to step down as the Recreation representative. Commissioner Will offered to attend the next CPC meeting to consider filling this role.

TOPIC: REPORTS

- a) **Miracle Field:** Fall season of the Miracle League of Massachusetts is underway.
- b) **Community Preservation Committee:** Discussed Recreation liaison assignment, see Topic: Commission Assignments above.
- c) **School Street:** DCAMM (Dept. of Capital Management & Maintenance) has presented the Town with a ten (10) year lease agreement. Town Counsel is reviewing this document.
- d) **Playgrounds:** The Recreation Dept. ordered 100 cubic yards of new engineered wood fiber mulch. NARA and Robbins Mill Recreation Area Playgrounds have had mulch transported and spread by Junior High School volunteers. Remaining mulch will be

- transported to Gardner Playground for the climber structures. Additional volunteers will be needed to complete the work.
- e) Open Space and Recreation Plan: Awaiting final editing before the document is printed and submitted to the State.
 - f) NARA Picnic Pavilion: Stallion Builders of Nashua is contracted to construct the NARA Picnic Pavilion. Groundbreaking will take place in the next 2 weeks.
 - g) T.J. O'Grady Skate Park: Requests for proposals were presented by the Recreation Dept. to five (5) design firms for design services and construction bid oversight for the expansion of the T.J. O'Grady Skatepark. The due date is Friday, October 6.
 - h) NARA Comfort Station: The Town of Acton has hired Office of Michael Rosenfeld (OMR) to develop a design for the proposed Comfort Station, to include family, men's, and women's bathrooms, a concession, and storage. Potential conceptual designs are being developed.
 - i) Morrison Farm: Liaison Commissioner Will reported that the committee is considering next steps, including a proposal for CPA funding that will be reduced in scope from the 2013 April Town Meeting proposal.

NEW BUSINESS/DISCUSSION – Commissioner Will agreed to attend the October 2013 CPC meeting.

MEETING ADJOURNED TIME:	9:05 PM
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**Supporting and referenced documentation relating to these minutes are available on the DocuShare site;
<https://doc.acton-ma.gov/dsweb/View/Collection-1985>*