



*Acton Recreation Commission*

*Meeting Minutes*

December 1, 2009

**R E C E I V E D**  
JAN 25 2010

TOWN CLERK, ACTON

**I. CALL TO ORDER**

Ms. Karen Jarsky called the meeting of the Acton Recreation Commission to order at 7:03 PM on December 1, 2009 in Room 126, Acton Town Hall. Ms. Elizabeth Payne introduced herself to the Commissioners. She has been approved by the Board of Selectmen to a term on the Recreation Commission. She has not been sworn in by the Town Clerk.

**II. ATTENDEES**

The following persons were present: Ms. Karen Jarsky, Chair, Ms. Kim Bodnar, Co-Chair. Commissioner Frank Calore was absent. Also present were Commissioner Elect, Ms. Elizabeth Payne, Citizen Mr. Steve Leo, Ms. Cathy Fochtman, Recreation Director and Ms. Cheryl Getsick, Recreation Department Secretary.

**III. CONSENT AGENDA**

Motion to Approve November 3, 2009 Minutes as amended, 2-0.

**IV. CITIZEN CONCERNS**

Goward Playground Concerns: Ms. Fochtman provided quotes obtained from the company which originally installed the playground equipment. She also had a site visit from a representative who was the former owner of the company. Ms. Fochtman noted some areas which are considered safety concerns and reported the playground equipment is estimated to last possibly another five (5) years. The main structure was designed for children between the ages of five (5) and twelve (12) year olds. Ms. Fochtman suggested addressing the safety issues through funding by the Recreation Department's budget. Also noted was the concern of mulching around the playgrounds. Mr. Leo expressed his thanks to Ms. Fochtman and the Commissioners for addressing all of his concerns.

**ACTION ITEM**

Ms. Fochtman will research installation of a sign at the playgrounds which labels age appropriateness. Additionally, safety caps on the posts may be installed by the grounds crew. Rototilling of the mulched playgrounds will be performed next spring. Ms. Fochtman noted the Commission on Disabilities may have funds available for handicap swing seatbelts and there are high school students who are willing to perform some community services.

**V. FIELD DAMAGE TO NARA BY USA RUGBY**

Ms. Fochtman approached three (3) different companies to obtain quotes for reseeding damaged areas of the field where there is no longer grass or replacement of the damaged areas with sod.

**ACTION ITEM**

Reseeding has been chosen. The repairs will begin with core irrigation and dormant seeding. Old Gold Rugby will fund this repair. In conjunction with the first steps, the entire field will also be core aerated, dormant seeded and a spring based fertilization program, which is based on a soil test, will occur next year.

**VI. FEES RECOMMENDATION FOR 2010**

a. Credit Card Fee

Ms. Fochtman reports currently Recreation must charge people to perform a credit card transaction. The rate is \$3.00 for every \$100.00 charged. Recreation would like to build the credit card fee into the base structure. For the 2010 beach rates, we propose raising the fees for the membership categories by \$5.00, which will help cover the cost of the credit card fee.

Ms. Bodnar inquired what the increase was last year [2009] beach fee rate. Ms. Fochtman responded, there were no increases for beach rates last year. Ms. Fochtman asked for the Commissioners input and Ms. Jarsky moved to increase the 2010 NARA Park beach fee; Ms. Bodnar seconded. The motion was approved, 2:0.

b. NARA Youth Programs

Ms. Fochtman discussed NARA Youth and encouraging people to register while keeping the program affordable. The hours of operation are 8:00 am to 4:00 pm with a post camp option. Currently the highest expense is staffing. This involves hiring fifty (50) seasonal employees. Recreation will have to work on obtaining the same enrollment however it is important to cover our costs. Ms. Fochtman suggested not changing the fees from last year however, implementing a one time non-refundable registration fee which will allow switching of enrollment weeks without the penalty of the administrative costs which are currently in place. Additionally, Recreation will accept registrations up to the Friday prior of an oncoming week. The registration fee would be applicable to each child. Recreation would remove the penalty fee of "switching" the week. There are three (3) types of NARA Park enrollments, Mighty Mini, Counselors in Training, NARA Youth. The refund policy would remain the same. Additionally, the removal of the credit card fee would be implemented as well. Ms. Jarsky moved to approve the recommendations, Ms. Bodnar seconded. The motion was approved 2:0.

c. Field and Facility Usage

Ms. Fochtman would like to maintain the same rates and fees for the Fields and Facility usage. Recreation revised these rates two years ago to make rates comparable to other towns. Ms. Jarsky motioned to maintain the same rates and fees, Ms. Bodnar seconded the motion. The motion was approved, 2:0.

**VII. REPORTS**

- a. Elm Street Update: No report
- b. Morrison Farm Update: No report
- c. CPC: No report
- d. School Street: Ms. Fochtman is attempting to obtain updates on the renegotiation of the lease situation between the Town of Acton and the State of Massachusetts with the intent to obtain a multi-year lease starting in 2010. This issue must be resolved before 12/31/09.
- e. Playground Update: Previously discussed
- f. Open Space and Recreation Plan: No report
- g. Nara Picnic Pavilion: Recreation is obtaining a new design via an RFQ for an architect. Currently we have received eleven responses. Interviews of architects are scheduled for the upcoming week. Mr. Leo asked about the location of the pavilion. Ms. Fochtman reported it is expected to be built near the picnic areas, between the playground and the hill of the amphitheater. The pavilion will be approximately 1,500 square feet. Recreation will use department funds for the design. The estimated cost is 25K. Construction funds will wait for implementation of changes to the CPA bylaws via SB90.

**VIII. NEW BUSINESS/DICUSSION**

Ms. Fochtman handed out the draft of the annual report. The final report is not due until December 31, 2009. Information relating to Health and Wellness has been added to the new business handout.

**IX. MS. JARSKY ADJOURNED THE MEETING AT 8:45 PM**

MINUTES: MS. CHERYL GETSICK, SECRETARY