

Recreation Commission Meeting Minutes

May 21, 2019

In attendance:

Commissioners: Liza Carreiro, Mark Edwards, Will Rigdon, Charlie Iacono, Recreation Director: Ann Proto
Absent: Brendan Carty

Meeting called to order in Room G-7 at 7:01pm.

Secretary Meeting Minutes:

- Postpone accepting April meeting minutes till next month meeting

Commission Changes:

- Welcome Charles Iacona to the Recreation Commission; also want to thank Todd Lindmark for his time and dedication of 6 years on the Recreation Commission.
- **Mark made motion for Will Rigdon as Chairperson; Liza Carreiro as Clerk w/Mark Edwards as 2nd Clerk; Will Rigdon as CPC Representative w/ Mark Edwards shadowing to see what it entails; Will R. seconded the motion and was voted unanimously.**

Vouchers: Presented and signed

New Town Administrator:

- Ann announced to the Commission that the Town has a new Town Administrator; Blythe Robinson
- Ann brought up to Blythe a vision for the future of having Field A at Pond St. becoming a turf field with a bubble over it.

Field/Facilities Updates:

Dugouts - Dugout at Little League field look great; job well done. Score board in up and running.

Field Work - Ann looking for a list of work baseball would like to see DPW work on but haven't received anything.

Well Status

- Well is dug at 800'; we are getting 30 gal per minute.
- Next step is electrical; will be putting controls on the shed.
- Ann will be asking for football field to be switched to the well water and the approx. cost to switch may run up to \$3,000

Banners

- Ann ordered 5 banners from Sullivan Banners; 2 thought were to ship already but production time is 18-23 business days; banners are shipping next week
- Charlie I. asked if it was possible to go to a permanent banner and attach to fence but because facility is windy it's felt the banners would pull fence down
- New banners ordered are a wind screen made of mesh material
- Banners could generate more money but the Town By-Laws limits what Recreation can do.

Concession Stand

- Ann passed out pictures of concession stands from a company called Mini Warehousing for Pond St. Complex; the units come in standard sizes of 10' and 20'; also pictured was a 15' unit for \$25,000
- Commissioner's liked the 15' unit with some modifications to down size to a 10'X8' unit; if unit falls under the 120 square foot rule, it may not need a building permit; one drawback, unit may be limited on storage. Ann will look into pricing for 15' unit and time frame is approx. 4-6 weeks.
- Staffing and revenue sharing will need to be discussed.

Field Allocation-Summer - Ann will contact organizations for their input on meeting; if no objection, Ann will do summer field allocation.

Football Field for HS – High School would like to use football field for intramural sports once a week

Shade Structure Update:

- The sand box at Gump's Farm playground will be moved back to accommodate the 16'X16' shade structure that is being installed.
- **Will R. made a motion to spend \$7,800 for the installation of a 16'X16' shade structure at Gump's Farm Playground; Mark E. seconded; agreed unanimously.**

Programming Update:

- Ann passed out a report she uses called the Activity Participation report that she uses to gauge how each activity is doing; this report does not include programs that have no one registered or wait list participants.
- Ann explained the new pricing structure for our Summer Playground
- Norfolk Schools has asked Recreation to help with additional custodial fee for FY2020; **Charlie I. made a motion to approve \$1,500 to share the cost of custodial manpower for FY2020; Mark E. seconded; agreed unanimously.**

Policies and Procedures:

Tournaments

- Sports organizations in town need better guidelines for growing number of special events/tournaments that they are conducting as an additional revenue benefit but issues have come up that concern the Commissioners so the Special Event/Tournament section is being updated
- Ann handed out to Commissioners the Field Allocation/Field Usage Policy and would like to see the following information added to Special Events/Tournaments section in regards to Tournaments:
of teams expected to participate; # of games each team will play; names of participating organizations team names; Town team came from; start date/time and end date/time; maximum fee of \$50 per game; minimum flat fee of \$200, consideration is given if this is an in-season event with KP participating towns; if additional portable toilets are needed then hosting league contact NR and expect a fee of \$150; submit fee 1 week prior to tournament date.
- Will R. would like to see added to Special Event/Tournament :
For sponsored in-town league we only ask for pre-registration and a name of person responsible for trash in case of unacceptable field conditions and noted that fees to be determined at a later date; these added policy should be more geared to outside leagues.

Playground Surfacing:

- Wood fibar which we have at 3 playground (Pond St. & F/K School by access road, rear of HOD School) in town is not handicapped accessible; Ann had an example of a polymer square that is placed over wood fibar and is handicapped accessible; it comes in big squares, will soften falls and it doesn't have to be raked (as wood fibar should daily).

CPC Updates:

- Ongoing discussion for the Pond St. Rail Trail; CPC created mini working group and have met with Wrentham and Walpole and both town have interest in connecting to the trail. Still waiting on middle piece by Hill St./Pine St. that a developer is looking to build duplex homes and CPC has verbal commitment if he develops this parcel of land he will help develop the Rail Trail. This is also contingent on the development of Southwood.

Discussion of Adding "Citizen Speaks" to Agenda

- Commission agrees to add "Citizen Speaks" to upper tier of meeting agenda. Gives citizen of Norfolk a chance to speak to the Commission on a concerned topic.

Financials:

- We have to look up Mass General Laws 53D account that is the kind of account we have. It's a revolving account, money goes in and money comes out for programs and supporting parks; It cannot pay anyone full-time salary. At the end of the FY we are only allowed to encumber \$10,000 or less a year.
- We may have approx. \$30,000-\$40,000 to spend, some possibilities are:
 1. Major League field bleachers
 2. Help the Town celebrate 150 anniversary with fireworks
 3. Old Kids Place, construct a quiet park

Next meeting:

- Monday, June 17, 7:00pm, Room G-7

The meeting was motioned & seconded to adjourn and agreed unanimously at 9:23pm

Respectfully submitted,
Kathy O'Brien

Clerk's Signature:



Liza Carreiro