



## Town of Acton

### Recreation Commission

#### Minutes

ROOM 126  
ACTON TOWN HALL  
7:00 PM

**DATE: DECEMBER 5, 2017**

ATTENDEES	Present were Edward Holcomb, Commissioner, Joe Will, Commissioner, Barbara Willson, Commissioner, Cathy Fochtman, Recreation Director, Melissa Rier, Recreation Coordinator, Mary Lou Repucci, Recreation Office Manager, and Paul Malchodi, Resident.
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#### TOPIC: CITIZEN'S CONCERNS

DISCUSSION	None to report.
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#### CONSENT AGENDA

DISCUSSION	November 7, 2017 minutes
ACTION ITEM	November 7, 2017 minutes accepted 3:0.

#### ACTION ITEM REVIEW FROM NOVEMBER 7, 2017 MINUTES

DISCUSSION	None to report.
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#### TOPIC: FINANCIAL OVERVIEW

DISCUSSION	The Recreation Department operates on a July 1 – June 30 fiscal year. At the end of June, any remaining monies are rolled over into the next year, as long as the total amount rolled over does not exceed \$10,000 over pre-payments. Prepayments are items paid for in the prior fiscal year that take place in the following year, such as a facility reservation for July that was paid for in June. Margins have become tighter with increased payroll for NARA seasonal staff. Minimum wage has increased \$3.00 over the last three years to \$11.00. Seasonal employees are allowed to work sixteen weeks, after which they must be paid benefits. (A typical work week for seasonal employees is 40 hours or less, but some work 50-60 hours.) NARA Summer Camp runs for 10 weeks. Lifeguards and snack bar attendants work longer, usually from May – August. Cathy Fochtman is analyzing revenue and expenses, but payroll stands out as a major factor. More hours and more positions were added this calendar year with \$30,000 more paid for salaries. In addition, water rates have increased. Recreation pays the water bill for a number of different areas; there is no municipal discount. The Water District is encouraging the use of wells instead of treated water. Electric bills present another cost. Acton-Boxborough sports leagues and other user groups contribute toward electricity for Veteran's Field and Elm Street, but
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	<p>these costs are rising every year. NARA maintenance bills, such as for septic pumping and many maintenance items, represent another liability. Recreation is seeking additional revenue sources to pay these bills. Raising rates for NARA Summer Camp, Recreation programs and NARA beach are under consideration. Plans to capitalize on the presence of the Bruce Freeman Rail Trail are under way. The Commissioners discussed the cost of food items purchased for NARA and possible ways to save money by using various different vendors. Melissa Rier presented several food cost comparison charts for the Commissioners to review. Cathy shared a financial report showing how revenue expenses are allocated.</p>
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## TOPIC: FEE DISCUSSION

DISCUSSION	<p>At a future meeting the Recreation staff will present a financial analysis for Commissioner review to justify rate increases in NARA Summer Camp fees and to consider a charge for the July 4<sup>th</sup> celebration, a Town event paid for by Recreation from its budget. Present funding of July 4<sup>th</sup> was discussed and the burden Recreation bears to pay the majority of costs including busses and entertainment services such as light towers, production and the band. The Recreation Revolving Fund was discussed. Melissa has planned a School Vacation Week program during the holidays.</p>
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## REPORTS:

DISCUSSION	<p>a) Rail Trails – Paul Malchodi reported that the Friends of the Bruce Freeman Rail Trail is seeking an Acton resident as primary contact for design of the off-ramp over Route 2 between Acton and Concord. The group is raising money for design funding. Cathy recommended Paul contact Matt Selby, Land Use director, to meet with the Land Use Department about maintenance and other issues Paul brought up last month.</p> <p>b) NARA Sports Pavilion – The Town is in negotiations with the Office of Michael Rosenfeld over terms of the transfer of the Sports Pavilion plans.</p> <p>c) T.J. O'Grady Skate Park – Cathy spoke with Walter Foster, CPC chair, asking for \$76,000 toward completion of the Skate Park Plaza. He recommended asking for \$40,000 from the School District because the Town paid \$110,000 to improve the parking lot and driveway shared by the schools. The Conservation crew put up a red fundraising banner in a visible spot at the Skate Park.</p> <p>d) Playgrounds – Jones renovation: Melissa put up a fundraising “thermometer” showing the current total raised. Letters went out to residents for donations. Several fundraisers are being planned. There is still no leader for the Committee but a number of organized actions are being taken to bring in revenue. CPA funding will be sought next fall.</p>
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	<p>Melissa is looking into possible grants.</p> <p>e) Community Preservation Committee (“CPC”) – The next three meetings will entertain 17 funding requests. Recreation projects will be considered on January 11, 2018, including the Skate Park expansion and NARA performance improvements.</p> <p>f) Community Gardens – Melissa has obtained quotes for the well installation at Morrison Farm. An idea to sell lime to the gardeners was considered.</p>
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**NEW BUSINESS/DISCUSSION: NONE TO REPORT.**

<b>MEETING ADJOURNED</b> <b>TIME:</b>	Meeting adjourned at 8:45pm.
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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>*