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**Pepperell Recreation Commission**  
**Meeting Minutes**  
**June 17, 2019**  
**Town Hall Conference Room B**

**Open Meeting:** 6:00 PM. In attendance- Nancy Archer, Kimberly Casey, Tim Doyle, and Brendan McNabb.

**Review and Accept Minutes:** Kimberly Casey, Tim Doyle and Brendan McNabb review and accept April Meeting Minutes.

**Community Center Repairs and Needs:** Recreation Director Nancy Archer discussed the upcoming landscape work that will be done around the Community Center. The back stairs/retaining wall needs to be repaired. A group of volunteers donated time to plant flowers near the retaining wall. Nancy will send a thank you to all of the volunteers to show our appreciation.

Jon Moore and Nancy finished spreading rock in between the Community Center and wheel chair ramp. The area looks much cleaner and will also help with the draining of water.

Nancy has spoken to Richard Egan about repairs that are needed in and around the Community Center: ceiling, lights, closets roof, outside trim boards, windows, and paint work. Nancy will also have two other bids from KRM Construction and some other companies. Nashoba Tech offers volunteer work but the Commissioners and Director will need to discuss that with the Town Manager.

There was over a thousand dollars worth of damage to the Town Gazebo. The Recreation Commission, Pepperell Police, and the Town Manager will discuss how that matter is resolved.

**Field Fee/Community Center Fee:** The field fee and Community Center fee are being discussed. The Commissioners have asked Nancy to call neighboring towns like Townsend, Groton, and Ayer (Devens) to discuss their fees and compare them to our present fees. The fees are subject to change. There will be more discussion on the field fee and Community Center fee in the next few meetings.

**Master Plan for Field and Courts:** The Master Plan for Field and Courts document is officially done. Nancy has put it on the Recreation website for viewing. This plan helps guide and recommends the Town on how to use field space more efficient and where future sport projects will be built and used the most by Pepperell residents. This plan also gives the Recreation Commission and the Residents of Pepperell ideas and help on how projects will and can be paid through fundraising, grants, and other creative and cost efficient ways.

*[Signature]*

**Next Meeting:** July 8th, 2019 at 6:00 PM at the Pepperell Town Hall in Conference Room B.

**Meeting Adjourned:** 8:00 PM