

Pepperell Recreation Commission
Meeting Minutes
July 8, 2019
Town Hall Conference Room B

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

Meeting Minutes: There was some confusion over who was to complete the meeting minutes for June. The Commission decided that Brendan will put them together before the next scheduled meeting.

Budget/Bills: Nancy presented budget forms from a previous year to use for the new fiscal year. Many of the items included were outdated. The Commission requested that she revise the budget to be more streamlined and to reflect current budget items.

Community Center Repair and Maintenance: The repairs to the gazebo are scheduled to take place later this month. The Commission questioned the timeline and if another company could be contacted to come out sooner. Nancy states that we are on a cancellation list with Wilson Brothers.

There was graffiti carved into headrest area of the red handicapped swing at town field, which was reported to the Recreation Director, Recreation Commission and police on June 29th. Because of the inappropriate nature of the graffiti, the Commission requests that Nancy arrange to have the swing removed immediately until it can be repaired or replaced. We discussed the issues of ongoing vandalism at town field and whether video surveillance of the area might be appropriate. Nancy plans to speak to police communications director David Stairs regarding video surveillance options for the area.

The repairs and upgrades to the community center will be coordinated by town administration and will be budgeted for under the town's capital expenses. Contractor Dick Egan has been hired to complete the work.

The Commission feels that the stairs behind the community center are becoming a hazard and should be addressed. Nancy will discuss with the Town Administrator.

We discussed the town field bathrooms and what factors go into when they are opened, as they aren't opened for all events on town field. Currently, they are opened by whoever is renting the building or has access to the building, unless Nancy is on the premises. The men's basketball league also has standing permission to open them when they are using the courts. We discussed adding bathroom rental into the field rental agreement to make it more accessible for everyone holding events. The Commission also feels it is important to develop a system for tracking the key and ensuring the doors are locked when a responsible party is not there. It was decided by the Commission that Nancy should look into the matter with town counsel to see if a statement of responsibility for renters for can be added to the rental agreement.

Nancy and Brendan will follow-up with the landscaper who recently completed work on the grounds of the community center to make sure that he finishes what he was hired to do.

Field and Facility Fee Review: Updating the current fee schedule for rentals, fields and classes was discussed. Nancy has not yet looked into the fees for surrounding towns. She will do this before the next meeting so that the Commission can be aware of the way that nearby towns are managing their fees.

Other Business: Amanda Huntington from the Fitzpatrick Collaborative joined the meeting to discuss using some of the equipment from the past "Summer Playground" program for her summer camp. She will meet with Nancy next week to review what items are available and Nancy will arrange to loan them to her program for the summer.

The master calendar for the community center is listing "busy" on certain days instead of listing what events are scheduled. It may be an issue with Nancy's privacy settings when using the Google platform. She will look into this with the IT department head.

Upcoming Events: The Crank Up will be held on July 14th. The Pepperell Business Association Summer Concert series will be held on Tuesday nights starting July 9th.

Next Meeting: August 7th at 6:00 PM at the Pepperell Town Hall in Conference Room B.

Meeting Adjourned: 7:30 PM