

Pepperell Recreation Commission
Meeting Minutes
August 7, 2019
Town Hall Conference Room B

Open Meeting: 6:00 PM. In attendance- Nancy Archer, Martin Cadek, Tim Doyle, Craig Hansen, Andrew McLean, and Brendan McNabb,

Review and Accept Minutes: Tim Doyle and Brendan McNabb review and accept June and July Meeting Minutes.

New Items: Town Manager Andrew McLean discussed the role of the Recreation Commissioner. Commissioner Tim Doyle had invited Andrew to the meeting and asked if he would share his vision of the Recreation Commission with us. Andrew felt the role of the Commissioners and Recreation Director Nancy Archer is to promote Recreation in town, supervise and manage the town field and the playing fields, Community Center, and help maintain the facilities with general repairs and updates. Andrew does not think or want the Commissioners and Director spending too much time on repairs and updates to facilities that will be listed as capital improvements. He also spoke about Nancy's role, evaluations, and goal setting. It was an informative and productive meeting. We appreciated Andrew sharing his vision and explained how we felt and that his vision and the Recreation Commissioner's vision are compatible and simplified to benefit the town. The Recreation Commissioners and Director Nancy Archer have focused a lot of time and effort on repairs for fields, facilities, courts, and more for years and it was getting complicated and time consuming due to the lack of funding. The recent meeting with Andrew seems to have set a path for the Recreation Commission to start to be able to have many of these town funded projects completed.

Peter Fitzpatrick Collaborative Group: Town Manager Andrew McLean also brought up that in the near future PFCG and the Recreation Commission will be working more closely to help expand the recreation programs for the town. Andrew also mentioned that it would be helpful if Nancy or a Commissioner would be able to attend some of the PFCG meetings as a liason from the Recreation Commission to listen and share ideas with the group.

Community Pass : Recreation Director Nancy Archer invited town Information Technology Manager Martin Cadek to share his knowledge of the Community Pass Software Program that would provide an efficient support system for scheduling, registering, payments, and much more. This is a software that will save a great amount of time for Nancy and make registering, scheduling, paying, and more both easier and user friendly for Nancy and citizens of the town of Pepperell. Martin gave an informative and honest presentation of the pros/cons of the software. It was a very helpful presentation. He also discussed the other two similar software programs- My Rec and Civic Rec. All of our questions were answered thoroughly. Nancy will invite the coordinator of My Rec Software Program to present to us for our next meeting.

Community Center and Town Field: The Commissioners asked Nancy for an update on the damaged gazebo. Nancy informed us that the gazebo has been fully repaired and the police are still waiting on the payments from the parties that damaged the gazebo. Nancy also informed us that a swing at the playground that was damaged is now repaired. Tim reminded Nancy that the steps around the retaining wall behind the Community Center should be roped off or blocked off to avoid anyone getting injured on the decrepit stairs. Nancy spoke with G.W. Shaw to get information on getting a 2 yard movable dumpster to be put behind the Community Center to help some of the trash problems in the front of the Community Center. The price from G.W. Shaw was reasonable- only 5 dollars more than the regular trash barrel pick up per month. We voted to have the dumpster be put behind the Community Center. It will be more useful, bigger, and keep the area much cleaner and organized.

Other Business: Recreation Commissioner Tim Doyle asked Nancy if the responsibility piece on the rental form was completed. Nancy thought Kim was working on that section of the rental form. It will be figured out and emailed to Tim. Nancy also gave us a recent update on the budget. Tim asked if she would be able to update the budget packet and simplify it in a more user friendly chart. Nancy agreed it needs updating and will work on producing a more efficient breakdown of the budget.

Next Meeting/ Adjourned: Next meeting is on September 9, 2019 at the Lawrence Library at 6:00 PM. Meeting is adjourned at 7:40 PM.