

## Recreation Commission: March 14, 2022

Recreation Commission Minutes: 3/14/22

Minutes Approved: 4/4/22

Meeting began at 6:04pm at Town Hall

Recreation Commission: Drew McMorrow, Amy Smack, Courtney Bittelari, Scott Jamison, Phil Gibson

Minutes: Holly Mansfield

Mosquito: Sarah Hart – Meeting Recorded by Sarah Hart

### Agenda Topics:

1. Review of 1/18/22 Meeting Minutes
  - a. *Motion: Courtney made the motion to accept the January 18, 2022, meeting minutes. Scott seconded. All in favor: Yes*
2. Public Correspondence:
  - a. Jason Suderman sent email indicating concern with the use of Crumb rubber in the playground project and Spalding field.
    - i. Jason has been in contact with the Playground Committee to discuss this concern. The Spalding Field project is still a long way off and the idea of a turf field on Spalding will be reviewed once the Spalding study is complete.
3. Pickleball Proposal
  - a. The foundation withdrew the donation for the construction of a pickleball facility in Carlisle due to the town's request to push off the project until the fall Town Meeting.
  - b. There is still a high demand for pickleball in town. RecCom needs to explore a location for outdoor courts. If the town can agree on a location the town may be able to go back to the foundation to request funding for the project provided the project is approved and all the steps are in place to move forward.
  - c. In the 2006 Banta Davis plan, 6 tennis courts were proposed in the area across from the Little League field. The issue with this location is parking. Some other areas that were discussed was the leeching field by the Little League field as well as the area just beyond the softball fence.
  - d. RecCom will plan to formally pursue new outdoor pickleball courts. Scott will take the lead and start to look into the process.
4. Brick Building
  - a. Holly met with Kathy Keller and Annette Lee regarding the window restoration in the Brick Building. The project was awarded \$25k in CPA funding for the restoration of the Brick Building windows. Kathy and Annette have explored the next steps in the restoration process and have found few window restoration companies, but the companies are not able to resolve the contamination issues.
  - b. Thermopaned windows are another option that was explored and would be an acceptable solution. However, if thermopaned windows were used then this is no longer a "historic" renovation project.
  - c. Kathy has contacted Luke Ascolillo to ask if CPA funding can be awarded if the Brick Building window project could be considered a recreation project rather than a historic preservation project.
5. Summer Staff Pay Scale
  - a. Holly is preparing for the Summer 2022 season and is looking to increase the pay rates for the Summer Fun staff. Currently the new Summer Fun employees start at a rate of \$10/hour. Minimum wage is \$14.25.
  - b. Holly did reach out to the surrounding towns to gather information on summer pay rates and Carlisle's rate is significantly lower.

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- c. Holly is looking to increase the Summer Fun Director's rate from \$20 per hour to up to \$25 per hour and also increase the Summer Counselor rate to a range of \$12.00-\$14.25 per hour depending on age and experience of the applicant.
  - d. The Recreation Commission agreed that an increase in pay rate for both the Summer Fun Director and Summer Counselors is needed and should be increased for the Summer 2022 season.
6. Participant Financial Aid
- a. Holly received a request for financial assistance for 3 weeks of the Summer Fun program for 6 children.
    - i. RecCom agreed to offer financial assistance for a large portion of the fee for the families.
7. Recreation Software
- a. The Recreation Department currently uses League Athletics for the Recreation Software. Many of the Concord/Carlisle Youth Sport organization also use League Athletics and at the time, RecCom felt the familiarity with the program would benefit families when registering for recreation programs.
  - b. Recently, there have been some issues with the generated reports from League Athletics. Holly first reached out to the support team in September for assistance in resolving the issues. After many attempts to connect with the League Athletics support team, the issues are still left unresolved. This issue prompted Holly to research other Recreation Software Options.
    - i. Holly contacted MyRec, RecWare and Civic Rec for information on options and pricing. Holly did meet with representatives from both MyRec and Civic Rec but did not get a response back from RecWare.
    - ii. Both programs are very similar and offer an abundance of features that would enhance the registration experience as well as assist with ease of program set up and instructor accessibility.
    - iii. MyRec proposed an annual fee of \$3,345.00 based on annual revenue of \$100,000-\$150,000 per year with no initial set up fee and a complete installation in 6-8 weeks.
    - iv. Civic Plus proposed an annual fee of \$7,350.00 based on annual revenue of \$100,00-\$150,000 per year with an initial set-up fee of \$13,713 for the Standard Package and \$23,560.00 for the Premium Package and a complete installation in 5-6 months.
  - c. RecCom agreed that a new Registration Software would be a great benefit to the Department and supported working with MyRec to install the new software system provided the data security is sufficient.
8. Field Maintenance Contracts
- a. Amy has updated the Field Maintenance and Organic Maintenance Contracts.
  - b. Michael Hightower reached out saying there is an option to renew the current contract for an additional year. If RecCom was to extend the contract for an additional year, could the contract be amended to reflect the current inflation.
  - c. Tim talked with Town Counsel and the contract cannot be amended to adjust the increase in costs. If a cost increase is needed, then the contract would have to rebid.
  - d. Drew will reach out to Michael Hightower with the updated information.
9. Dog Park Design/Process
- a. The total footprint of the Dog Park was significantly reduced which decreased the overall cost of the project.
  - b. The CPA application was submitted for \$30k which is 10% of the construction cost.
    - i. The Stanton Foundation requires that the town contribute 10% of the construction cost.
  - c. Once the CPA funding is awarded, then the design will be submitted to the Stanton Foundation for approval.
  - d. Courtney will meet with the School Committee to provide an update and obtain formal approval of the Dog Park project.
10. Banta Davis Softball Field Enhancements

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- a. CCYBS is planning for a major renovation to move in the fence in to bring the field to regulation size. CCYBS is hoping to start the project by mid-April.
- b. Drew will meet with School Committee to provide an update and obtain formal approval of the softball field renovation plans.

### 11. Castle Playground Project – Relocation of Equipment

- a. The Castle Playground committee is looking to relocate the kindergarten playground equipment at another location in town. The structure is in great condition and the committee wanted to offer the equipment to an in-town group prior to looking into other organizations that may be interested in the equipment.
- b. Relocating the equipment to the Banta Davis playing field area would be a great addition to the facility. Some areas to consider at Banta Davis are between the Volleyball court and the proposed Dog Park, the location of the current parcourse equipment and the area behind the outfield fence on the softball field.
- c. Scott will look into the dimensions of the equipment and the space needed for proper installation. Courtney will then talk with David Fisher to see if we can incorporate the play structure in the area near the proposed Dog Park.
- d. The Castle Playground will be dismantled in August and construction of the new playground will begin in September.

### 12. Tennis Court Update

- a. Holly talked with David Wiener about the proposed timing to renovate the tennis courts. Sports Tek is looking to begin the project during the summer months. The weather is not usually dry enough during the spring months and the added moisture is not good for the new surface.
- b. Holly will talk with David and Sports Tek regarding the time needed to renovate the courts. Dates will be scheduled in an effort to not disrupt the planned spring and summer tennis programs.

### 13. Programs Update

- a. Programs are going well with lots of interest in the current programs.
  - i. The Nashoba Valley Ski/Snowboard program was a success with 50 children in the program. Many of the winter storms occurred on Fridays causing cancellations and program extension into March. The last week of the program was unfortunately cancelled due to a lack of snow which ended the program with just 5 weeks as opposed to the scheduled 6-week program.
  - ii. The Summer Fun program is currently full with a waitlist for the 2022 season. Currently, the program plans for 50 children per week. Additional children can be accepted provided we have enough staff to support the increase.
    1. The program will continue to be held outdoors. This year, the school gym and exercise room are available for use in the event of rain or extreme heat.
- b. The town takes 18% of all funds that come through the Recreation Department. In the past, this has been collected throughout the year and transferred into the General Fund. Going forward, these monies will be collected in one transaction the end of the fiscal year.

### 14. Liaison Reports

- a. Master Steering: The Committee sent out a draft of the plan requesting feedback from various departments. Amy submitted feedback for RecCom. Amy will look at the plan again to confirm if the feedback was incorporated into the final plan. All RecCom members should review the plan.
  - i. The plan did not mention that the Mosely land was dedication for recreation use.
- b. Community Preservation Committee
  - i. No updates.
- c. Spalding Study
  - i. No updates

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- d. Finance Committee
    - i. No updates
  - e. Council on Aging
    - i. No updates
15. Other Business
- a. RecCom should plan to review the 2019 Community Center proposal.

Next meeting: Monday, April 4<sup>th</sup> at 7:00PM

Meeting adjourned approximately 7:45PM