



RECEIVED TOWN CLERK
 GRAFTON, MA
 2016 MAY 31 PM 3 52

RECREATION COMMISSION

Kristen Belanger, Chairperson
 Robert Fitzpatrick
 Stephen Crowley
 Gina DaLan

MINUTES

Recreation Commission
 April 11, 2016
 Recreation Department

A meeting of the Grafton Recreation Commission was held on April 11, 2016 in the Recreation Department. Members present included Kristen Belanger, Robert Fitzpatrick, Stephen Crowley, and Gina Dalan. Jen Andersen and Kerri Arsenault were also in attendance.

- Call to Order-** Ms. Belanger called the meeting to order at 7:10p.m.
- Approval of Minutes-** Mr. Fitzpatrick motioned to accept the minutes. Ms. Dalan second the motion.
- Review of Bills-** Mr. Fitzpatrick inquired as to why Ms. Andersen has to use her personal money for items needed for the department and then get reimbursed by the town. Ms. Andersen related that the Town Administrator does not allow the Recreation Department to have their own credit card for department purchases.

MARCH 2016 BILLS

Verizon		\$95.89
Mass Camps		\$175.00
	Total	\$270.89
Mile Lavin		\$140.00
Brian Perron		\$140.00
Dan Martin		\$140.00
Dan Oftring		\$140.00
Rich Dumas		\$35.00
Dan Martin		\$420.00
Jeff Marcimo		\$420.00
Mike Lavin		\$490.00
Paul Garrity		\$70.00
Dan Oftring		\$420.00
Rich Dumas		\$105.00
	Total	\$2,520.00
Jen Andersen		\$94.72

Jen Andersen		\$149.99
Jen Andersen		\$16.74
Jen Andersen		\$144.40
Martha Convers		\$400.00
DCR		\$60.00
National Grid		\$10.54
MRPA		\$20.00
Pepperoni Express		\$740.00
	Total	\$1,636.39

4. **Correspondence-** 2 emails were discussed between the Recreation Commission members and the Recreation Director. The first email was in regards to a woman who signed up for multiple weeks of camp for the summer. She is now requesting a complete refund because her son can no longer attend camp during those weeks. The refund policy was discussed extensively in the interest of making the right decision. Mr. Fitzpatrick motioned to allow the refund because the time frame was large enough that it will not cost the Recreation Department a loss of revenue and the program is one that the Recreation Department runs, not an outside vendor. Mr. Crowley seconded the motion. All were in favor of granting the refund request.
The second email was from a woman suggesting the Town of Grafton coordinate a friendship dance. Discussion ensued about possible ideas. Everyone agreed it was a great idea.
5. **Movies in the Park-** Ms. Andersen is spearheading new programming in the Mill Villages Park in South Grafton. There will be 3 movie nights this summer to be held at the Mill Villages Park on the last Friday of June, July and August. The Mill Villages Committee will pay for two of the movie nights and the Recreation Department will pay for the third. The movies will begin at sunset; 8:30pm in June and July, and 7:30pm in August. Movie titles have not been finalized yet. This event will be free, geared towards families and open to the public. Ms. Dalan mentioned that the Super Park Committee might be interested in hosting one of the nights. She will reach out to the Super Park Committee to gather more detailed information. Mr. Crowley mentioned the need for insect repellent and who would supply that- the town or the townspeople. Discussion also ensued about whether vendors would be allowed there.
6. **July Park and Recreation Month Promotion-** Ms. Andersen submitted the information to Mr. McInerney to be able to declare throughout the town of Grafton that July is Parks and Recreation Month. The library has a summer theme of Health and Fitness and would like to collaborate with the Recreation Department on a town wide event in July. Nothing has been finalized with this proposal. It is still in the pre-planning stage. Possible locations to hold this event could be Mill Villages or Nelson Park. Ms. Andersen will speak to the Library Director to gather more information on this event.
7. **Pick Up Policies for Recreation Programs-** Ms. Andersen told the commissioners that for the Summer Youth program we will have pick up procedures that include showing proper ID and signing their child out with the child's counselor. Earlier in the day Ms. Andersen asked the surrounding towns' Recreation Directors if they had a pick up policy for their drop off programs with vendors. Some did not but others had policies or best practices in place for pick up. Some options were to have the parent sign in and if they were not the one picking up they would write down on the sign in/sign out sheet who was authorized to pick up. Ms. Dalan added that Fin and Feather Sports has a good system in place where there is a sign out table and once the parents sign out their kids they are

released to them. It is a smooth, manageable procedure. Ms. Belanger noted that the procedure that is put in place should logistically work for the location of the program. The Commissioners gave Ms. Andersen the go ahead to put a policy in place for the vendors and note it in the contracts that get sent out to the vendors.

8. **Food Vendors at the Farmers Market-** Ms. Andersen stated that the Farmer's Market committee might hire Food Trucks this summer. Discussion ensued about Concerts on the Common and having for profit vendors selling food. In the past Anzio's Pizza set up a portable pizza oven on the common during the concerts. The discussion amongst members present was revolving around the idea if vendors who are for profit should be allowed to sell food during these events, should there be a fee to sell the goods, and should there be one vendor or should they have competition. The Commissioners discussed the trash problem there was in the past due to Anzio's pizza boxes not fitting into the round trash can holes. If Anzio's were to sell their pizza again they recommended charging him a fee to sell his goods and he would have to provide garbage disposal. Final remarks were that next year the Recreation Department should advertise in the paper for businesses that were interested in selling food at the common.
9. **Discussion of Worcester St. parcel-** Ms. Andersen brought up this parcel of town owned land on Worcester St. and opened up a discussion about what the Recreation Department could use it for to increase recreation areas for the town.
10. **Review of GHS Scholarship Applications-** Ms. Andersen presented the Commissioners with the top two finalists from all of the entries. The decision will be made by the Recreation Director.
11. **Director's Report-** Ms. Andersen presented the Recreation logo that will be on this year's summer shirts. Ms. Belanger showed everyone a flyer on Safety Town, which is a program that teaches kids safety awareness for walking and riding bikes to school. She suggested Grafton hosts a Safety Town program.

Adjournment- Mr. Crowley motioned to adjourn at 8:35p.m. Mr. Fitzpatrick seconded the motion. The meeting was adjourned at 8:35p.m.