



# TOWN OF GRAFTON

GRAFTON MEMORIAL MUNICIPAL CENTER  
30 PROVIDENCE ROAD  
GRAFTON, MA 01519  
www.grafton-ma.gov | www.graftonrec.com  
(508) 839-5335 x1156 | recreation@grafton-ma.gov

RECEIVED TOWN CLERK  
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## RECREATION COMMISSION

Kristen Belanger, Chairperson  
Robert Fitzpatrick  
Stephen Crowley  
Gina DaLan

Jen Andersen  
Recreation Director  
andersenj@grafton-ma.gov  
(508) 839-5335 x1158

Kerri Arsenault  
Office Manager  
arsenaultk@grafton-ma.gov  
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## MINUTES

Recreation Commission  
August 8, 2016  
Recreation Department

A meeting of the Grafton Recreation Commission was held on August 8, 2016 in the Recreation Department. Members present included Kristen Belanger, Stephen Crowley, and Gina Dalan. Jen Andersen and Kerri Arsenault were also in attendance.

- 1. Call to Order-** Ms. Belanger called the meeting to order at 7:04p.m.
- 2. Approval of Minutes-** Ms. Dalan motioned to approve the minutes. Mr. Crowley seconded the motion. All were in favor.
- 3. Review of Bills-** Bills accepted. All in favor.

Date: **June 9, 2016**

NAME	ACCOUNT NO.	AMOUNT
Srinivas Vasireddy	29-630-340-4359-1-575	\$135.00
Holden Landmark	29-630-340-5200-2-568	\$350.00
RecDesk Software	1-630-2-5340	\$2,980.00
Koopman Lumber	1-630-2-5580	\$234.44
Grafton Middle School	29-630-340-5400-2-568	\$10.19
Charter Communications	1-630-2-5340	\$163.98
Charter Communications	1-630-2-5340	\$99.00
Microbac Laboratories	1-630-2-5240	\$95.00
Kerri Arsenault	1-630-2-5710	\$19.76
	Total	\$4,087.37

Date: **June 16, 2016**

NAME	ACCOUNT NO.	AMOUNT
Marine Rescue Products	1-630-2-5580	\$31.25
MRPA	1-630-2-5730	\$100.00
MRPA	1-630-2-5730	\$100.00
Original Pizza	29-630-340-5400-2-574	\$330.24
Jonaitis Distributors	29-630-340-5400-2-574	\$758.90
	Total	\$1,320.39

Date: **June 23, 2016**

NAME	ACCOUNT NO.	AMOUNT
Charter Communications	1-630-2-5210	\$64.98
Charter Communications	1-630-2-5210	\$118.04
Microbac	1-630-2-5240	\$95.00
Microbac	1-630-2-5240	\$95.00
Koopman Lumber	1-630-2-5580	\$45.46
Koopman Lumber	1-630-2-5580	\$21.47
Koopman Lumber	1-630-2-5580	\$19.44
Jonaitis Distributors	29-630-340-5400-2-574	\$421.80
Holden Landmark Corporation	29-630-340-5200-2-583	\$125.00
Ulman	1-630-2-5580	\$50.00
Verizon	1-630-2-5340	\$129.79
	Total	\$1,185.98

Date: **June 30, 2016**

NAME	ACCOUNT NO.	AMOUNT
Chris Nichols	1-0-474-4382-1-0	\$55.00
Sally Chambers	29-630-340-4359-1-569	\$210.00
Martha Convers	29-630-340-5200-2-578	\$350.00
Microbac	1-630-2-5240	\$333.00
Holden Landmark	29-630-340-5200-2-583	\$125.00
Koopman Lumber	1-630-2-5240	\$40.43
Kimball Sand Company	1-630-2-5240	\$635.41
	Total	\$1,748.84

Date: **July 7, 2016**

NAME	ACCOUNT NO.	AMOUNT
Josh Briggs	29-630-340-5200-2-583	\$150.00
Criterion Pictures	1-630-2-5300	\$270.00

Penny Johnson	29-630-340-5200-2-583	\$77.00
National Grid	1-630-2-5210	\$38.95
Laura Often	29-630-340-4359-1-565	\$175.00
S and S Worldwide	29-630-340-5400-2-571	\$5.19
Polar Beverages	29-630-340-5400-2-574	\$97.58
O'Connell Fire Protection	1-630-2-5240	\$74.46
Thundercat Sports	29-630-340-5200-2-572	\$1,560.00
Original Pizza	29-630-340-5400-2-574	\$251.94
Ingrid Bordner	29-630-340-4359-1-575	\$295.00
Site Specifics, LLC	1-630-2-5240	\$795.85
Site Specifics, LLC	1-630-2-5240	\$795.58
	<b>Total</b>	<b>\$4,586.55</b>

Date: **July 14, 2016**

NAME	ACCOUNT NO.	AMOUNT
RecDesk Software	1-630-2-5340	\$2,980.00
Mass Recreation and Parks	1-630-2-5730	\$100.00
Mass Recreation and Parks	1-630-2-5730	\$100.00
Pepperoni Express	29-630-340-5400-2-574	\$57.98
Ready Refresh by Nestle	29-630-340-5400-2-574	\$86.35
WB Mason	29-630-340-5400-2-563	\$8.67
S and S	29-630-340-5400-2-563	\$83.15
Stephanie Hakulin	29-630-340-4359-1-563	\$150.00
Rajitha Batchu	29-630-340-4359-1-563	\$75.00
Penny Johnson	29-630-340-5200-2-583	\$77.00
Jonaitis Distributors	29-630-340-5400-2-574	\$522.15
Koopman Lumber	29-630-340-5400-2-563	\$11.16
Fin and Feather	29-630-340-5200-2-569	\$2,400.00
Michael F. Christian	1-630-2-5300	\$600.00
Utz Quality Foods	29-630-340-5400-2-574	\$86.40
Stephen Beckwith	29-630-340-5200-2-583	\$75.00
Penny Johnson	29-630-340-5200-2-583	\$77.00
	<b>Total</b>	<b>\$7,489.86</b>

Date: **July 21, 2016**

NAME	ACCOUNT NO.	AMOUNT
Susan Connolly	29-630-340-4359-1-563	\$75.00
Penny Johnson	29-630-340-5200-2-583	\$42.00
Chris Baird	1-630-2-5300	\$550.00
Charter Communications	1-630-2-5210	\$59.99
Jonaitis Distributors	29-630-340-5400-2-574	\$405.00

Ullman	1-630-2-5580	\$150.00
Ronald Forget	29-630-340-5200-2-563	\$686.00
WB Mason	1-630-2-5420	\$93.41
Lynda Caya	29-630-340-4359-1-570	\$100.00
Tara Remillard	29-630-340-4359-1-570	\$65.00
Carolyn Cuff	29-630-340-4359-1-563	\$27.00
James Naff	29-630-340-4359-1-570	\$104.00
Microbac	1-630-2-5240	\$95.00
Jonaitis Distributors	29-630-340-5400-2-574	\$239.70
Jonaitis Distributors	29-630-340-5400-2-574	\$230.65
James Chisholm	29-630-340-5200-2-565	\$1,485.00
Original Pizza	29-630-340-5400-2-574	\$272.59
Original Pizza	29-630-340-5400-2-574	\$322.04
Original Pizza	<b>29-630-340-5400-2-574</b>	\$272.59
Natacha O'Packi	29-630-340-4359-1-563	\$27.00
Marine Rescue Products	1-630-2-5580	\$128.95
Patterson Medical Supply	<b>1-630-2-5580</b>	<b>\$71.85</b>
Patterson Medical Supply	1-630-2-5580	\$43.65
Patterson Medical Supply	1-630-2-5580	\$510.65
	Total:	\$6,057.07

Date: **July 28, 2016**

NAME	ACCOUNT NO.	AMOUNT
Microbac	1-630-2-5240	\$95.00
WB Mason	1-630-2-5420	\$72.58
WB Mason	1-630-2-5420	\$39.99
WB Mason	1-630-2-5420	\$15.51
Fin & Feather	29-630-340-5200-2-569	\$22,202.00
Sto-Cote Products	1-630-2-5580	\$2,914.20
Penny Johnson	29-630-340-5200-2-583	\$77.00
S&S Worldwide	29-630-340-5400-2-563	\$119.17
S&S Worldwide	1-630-2-5580	\$129.06
James Chisholm	29-630-340-5200-2-565	\$990.00
James Chisholm	29-630-340-5200-2-565	\$1,815.00
Original Pizza	29-630-340-5400-2-574	\$180.60
Crystal Entertainment	1-630-2-5580	\$300.00
Crystal Entertainment	29-630-340-2-5200-563	\$475.00
Mike Tarara	1-630-2-5300	\$150.00
Industrial Cleaning Products	1-630-2-5240	\$64.95
Polar Beverages	29-630-340-5400-2-574	\$69.30
Verizon	1-630-2-5340	\$30.71

Don Caven	1-630-2-5300	\$550.00
Southwick's Zoo	29-630-340-5200-2-563	\$441.00
	Total:	\$30,731.07

4. **Ski Program 2016/2017-** Ms. Andersen has been looking into the price differences of Ski Ward vs. Nashoba. Discussion ensued about the possibility of breaking up the ski program into 2<sup>nd</sup>-3<sup>rd</sup> grade and 4<sup>th</sup>-6<sup>th</sup> grade. Commissioners decided that with Nashoba Ski Area being 45 minutes away that was a bit too far to send the elementary kids. Wachusett Ski Area was confirmed by Commissioners to be too large of a mountain to watch the elementary kids safely. Ski Ward is 15 minutes away and the terrain and facility is smaller and easier for the elementary kids to learn how to ski. Ms. Belanger recommended the Recreation Dept. reach out to Ski Ward to start a discussion about the needs and expectations of our ski program. She would also like to make contact with the ski patrol before the season starts to clarify protocols and procedures if there is an incident while skiing. Ms. Belanger would also like to create a survey for the parents of ski club to fill out and give their input about times, ski areas, bus rides, etc. Ms. Andersen mentioned that FTI Coach Buses has been in contact with her about the possibility of servicing the students to the 2 different ski areas for Ski Club.
5. **Fall/Winter Programming-** Ms. Andersen gave an overview of the fall programs including some new vendors. Thundercat Sports will be taking over the dodgeball programs at NSES and Millbury Street School. They will also be launching a floor hockey program to be held in the Municipal Center Gymnasium. Adult Tennis will be offered by Westboro Swim and Tennis Club as well as Adult Golf Lessons at Highfields. The basketball program will extend its offerings to include 1<sup>st</sup>-3<sup>rd</sup> grade and 10<sup>th</sup>-12<sup>th</sup> grade. Don Cargill is finalizing the schedule. Currently there is no football offered for 2<sup>nd</sup>-3<sup>rd</sup> grade in town. Ms. Andersen has been working with Matt Boris to remedy this for next year. Possibilities include adding the 2<sup>nd</sup>-3<sup>rd</sup> grade to the registration of flag football for the following September. Dates for the friendship dance to be held in the spring were discussed. As of now the date is March 3<sup>rd</sup> and 10<sup>th</sup> but it could change before it gets finalized. There will be 2 separate dances: one for 2<sup>nd</sup>-3<sup>rd</sup> graders and one for 4<sup>th</sup>-5<sup>th</sup> graders. The Recreation Department will be partnering with Mr. Gayle in the School Finance Dept. to start implementing more Adult Education classes in the high school facility. The adult Metafit workout program was successful this summer and will hopefully continue in the fall. Ms. Arsenault is in the process of sending out program surveys to everyone who participated in a summer youth program. Ms. Andersen stated that the launch of the fall programs for online registration should be happening soon.
6. **Director's Report-** Ms. Andersen updated the Commissioners on the camp program and the beach. She informed the group that camp is operating better than it did last summer. Surveys that went out were all coming back with positive comments about the staff and program. According to the surveys the kids have been having fun at camp this summer. Ms. Andersen stated that with only 2 weeks left of the beach being open a lot of staff are leaving and returning to college. Evaluations of staff will be done on their last day of employment for the season. Next summer Ms. Andersen will most likely file for the overtime exemption status. The beach officially closes this summer on August 20<sup>th</sup> with Doggie Dip Day to be held on Aug 21<sup>st</sup>.

Ms. Andersen announced that there is legislation set for 2018 that would change the Revolving Funds of Recreation Departments. She is looking into merging the departments' programs funds into one collective fund instead of separating out every programs revenue.

Wednesday's Concerts on the Common are doing well. A lot of people have been in attendance and enjoying the music. The concerts follow the Farmers Market on Wednesday's and some Market vendors showed interest in possibly staying set up a bit longer to reach potential customers who are there for the concerts. More barrels have been put out for the pizza box trash and it is helping to alleviate a trash problem.

Movies in the Park is going well also. E.T. got a late start due to rain but people still stayed to watch the movie. The next movie is set for Aug.26<sup>th</sup> at 7:30p.m.

Phil Johnson should be attending the next Recreation meeting to discuss field maintenance with the Commissioners.

**Ms, Dalan motioned to adjourn at 8:10pm. Mr. Crowley seconded the motion.**