

# Town of Lee Recreation Commission

## Meeting Minutes for 09/05/2017

### Call to Order

- Meeting called to order at 6:30PM.
- Larry Kindberg, Annette Brown and James Lonano were in attendance.
- No public comments.
- The minutes from the August meetings was approved.

### Old Business

- Landscaping at Little River Park
  - The Commission members previously met with Mark from Pawtuckaway Nursery and Randy Stevens from the Highway Department to finalize placement of trees and an irrigation system for the initial phase of the landscaping project.
  - Larry presented the proposed plan to the Select Board on August 14th, however there was some objection to two (2) types of tree in the plan. Larry advised that he subsequently met with members of the conservation commission and Mark from Pawtuckaway Nursery to discuss and agree on substitute options. Also discussed was the relocation of one (1) pin-oak tree (current proposed placement conflicts with the pig roast location) and addition of one (1) large oak tree.
  - The revised proposal was subsequently submitted to the Select Board on August 28th and was approved.
  - Planting will commence on/about September 18th; the irrigation system will be installed within a few days of planting, which efforts will be coordinated between Mark from Pawtuckaway Nursery and the irrigation vendor.
  - Randy Stevens has installed a shed which will house the necessary equipment for the irrigation system – the Recreation Commission thanks Mr. Stevens for his assistance.
- September Movie Night
  - It was discussed that the Fair Committee may decide to cancel this year's Town Fair due to the impending severe weather.
  - As our event is directly tied in with the Fair, it was agreed that if the Fair is cancelled, the September Movie Night will also be cancelled.
  - Annette will follow up with the Fair Committee and the vendor in the final decision to cancel/reschedule the September Movie Night.
  - Should the Fair proceed as planned, Larry will man the Commission's booth at the Fair.
- Banners for Events
  - Annette secured a preliminary estimate for an "a-frame" sign to place at LRP's entrance – the amount is \$189.
  - Annette will also secure estimates for the purchase of several banners to have on display at the Fishing Derby (a 6' x 1' banner) and Model Rocket Day (20' x 3').

- It was also discussed about obtaining new brochures promoting the Recreation Commission – a 3-fold glossy brochure with pictures and descriptions of Commission events, venues and parks.
- Annette will secure estimates for packages of 1000ct or 2500ct.
- Larry will also inquire about trail maps that we can include with these brochures.
- James will coordinate this with the creation of a Facebook page for the Commission.

#### New Business

- FY19 Budget
  - The members discussed and drafted a proposed budget for FY19, which included increases for electrical (based on anticipated needs for the irrigation system) and supply costs (based on actual costs from FY17).
  - The members decided to remove the line item for a Part-Time Program Coordinator since prior requests for this line item have not been approved.
  - It was also noted that a prior line item for the Town Fair in FY17 was removed from the FY18 budget, so it was not included for the FY19 budget.
  - Total requested budget for FY19 is \$37,275.
  - In addition, the Commission will request a line item for a Warrant Article to place \$10,000 into the Commission's Trust Fund for eventual tennis court repairs/refurbishment.
  - A motion was made by James Lonano to agree on the proposed budget; second by Annette Brown. All members voted in favor. Larry will prepare the proposed budget spreadsheet and submit to the Town Administrator.
- Misc. Projects
  - In addition to efforts for increased advertising and marketing, the Commission will also consider additional potential projects to include increased parking at the ball field adjacent to Mast Way School and additional landscaping projects for the back field that has now been cleared out of the dirt piles.
  - The Commission also discussed the possibility of installing a Pickle Ball court at LRP and coordinating a tournament. The members are concerned with the availability of someone to run and oversee this program. As such, this program was tabled.
  - Larry advised that he was approached by a representative from another Youth Athletic Association about the possibility of offering a youth soccer program in the Town. Larry will schedule this for a formal presentation at the Commission's next meeting.

#### Conclusion

- The next meeting is scheduled for Tuesday, October 3, 2017 at 6:30PM to be held at the Public Safety Complex.
- The meeting was adjourned at 7:35PM.