

**Town of Boxborough
Recreation Commission Meeting Minutes**

BOARD/COMMITTEE: Recreation Commission

MEETING DATE/ TIME: January 17th 7:00 PM

PLACE: Town Hall, Hilberg Room

Attendee's: Buzz Tremblay, Ken Morse, Chris Noble, Sue Reuther & Kevin Lehner

Met with Ken Morse from AtBats Training Center;

AtBats Training Center of Boxborough, MA has been using Liberty Fields for Summer Camps for 4 weeks every summer for camps for the past 5 years. Ken has an indoor facility on Summer Road in Boxborough. They run summer programs to help cover the expense of running the AtBats facility during the down times.

- **AtBats would like the town to consider the following relief from the current field permitting fee structure - that AtBats would run the camps where the town would get a percentage of the gross proceeds from the programs, i.e. 10%. Based upon 2011 proceeds, this would amount to just over \$2,000. The current field permit fee structure would likely result in AtBats conducting their programs elsewhere. AtBats is not asking the town to do anything marketing or registration, just permitting the field.**
 - Baseball Camps ages 8 thru 12 (hope to get 25 kids in each camp)
 - Softball Camps ages 8 thru 12
 - Softball Pitches and Catchers – 13-17 yrs. old
 - Demographics – AB, Littleton, Westford, Harvard, Maynard, Stow, Sudbury

Ken reviewed with us the content of negotiations with other towns whose services included Marketing, Registration, Credit card fees.

The Recreation Commissions conclusion is to recommend that the Board Of Selectmen approve a field permit fee of 10% of gross in lieu of the published field permit fees.

Typical Schedule

BB1(Baseball) – Last week in June 9-3

BB2 (Baseball) – 1st week in July 9-3

BB3 (Baseball) – One week in August (Added in 2011) 9-3

SBAS (Softball)– 2nd week of July (College Coaches come in and run these camps) 9-3

SBPC (Softball – Pitchers & Catchers) – 3 Week of July (Harvard Softball Coach runs this) 9-1

Never get rained out because they move into the ATBATS facility if weather is an issue.

Action: Ken Morse will contact Board of Selectmen for review and approval.

Discussed Winter Program

- Running smoothly, numbers a little better than last year, but down from 2 years ago. We will ask Tom Sandock to come in to decide what adjustments can be made to get more participation.

- Gymnastics is running smoothly as well, again #'s are down.

WINTERFEST – February 5th, 2011 1:00 to 4:00 p.m. (This is Superbowl Sunday)

- *Get the date on Dell's calendar – Action: Sue to contact Dell*
- *Put up Winterfest sign at the corner of Rte 111 and Liberty Square Road: Action: Kevin Lehner*
- *Winterfest Date & time listed on the Blanchard Elementary School Sign: Action: Sue Reuther*
- *Winterfest information to the Beacon & Action Unlimited: Action Sue Reuther*
- *Request photographer from the Beacon to cover Winterfest: Action: Sue Reuther*
- *Action: Chris Noble to load pallets for the bon fire and collect them behind the barn at Steele Farm.*
- *Action: Looks like there are Christmas Trees at Steele Farm already, Kevin to check to make sure we can burn these.*
- *Police & Fire communication. Action: Kevin Lehner to contact to confirm date & time.*
- *Hire our Winterfest Staff – Action: Buzz Tremblay*
- *Snow Fence – Action: Chris to communicate with Tom Gorman to ensure fence is put up.*
- *BFN – Hot dogs, Water, Chips Action: Sue to contact BFN*
- *Bob Zurek to manage the Luge again this year.*
- *Order a Porta Pottie for Winterfest: Action: Sue to contact Porta Pottie Company.*

SUMMER HIRING POLICY

The Personnel Board went over town policies and requested minor modifications to our Summer Program Hiring Policy - they would like us to insert a mission statement regarding our Summer Hiring Policy and an example of a deviation from the policy.

OBJECTIVE: The Recreation Commission strives to provide employment opportunities to the high school and college residents of the town and a work environment that prepares them for career employment by maintaining performance standards, providing feedback and expecting accountability.

RECREATION COMMISSION SUMMER PROGRAM HIRING PLAN

All hires and rehires must have the recommendation of the Directors and Recreation Commission members. The Recreation Commission has established a hiring plan as a guide in the hiring of paid staff. However, the Commission, at its sole discretion, retains the right to deviate from the hiring plan when in the best interests of the Recreation Commission sponsored programs and is within legal parameters, i.e. needed skillsets such as crafts and talents.. The plan does not apply to intermittent work hours in support of Recreation Program events (Fifer's Day, Winter Carnival, etc), the winter Saturday and Gymnastics programs.

First preference: Last year and current employees of the Recreation Commission

Next preference: Prior 8th grade Volunteers applying for a paid position:

- prior 10th, 11th, and 12 graders not selected in previous years by lotteries (Upper Class Pool)

- prior year 8th grade volunteers by lottery (Freshman Pool)
- Vacancies will be filled by alternating selections between the Upper Class Pool and Freshman Pool

Note: By agreement of all Directors, up to two 8th grade volunteers from the previous year, who have exhibited superior qualities in performing this work, may be selected prior to the lottery.

Next Preference: Other applicants by highest school grade completed and currently attending or enrolled to attend school.

Next preference: Within grade, Boxborough resident.

Note: To enter Upper Class Pool you need not have applied each year.

Buzz Tremblay informed the Commission that he will resign from the Boxborough Recreation Commission on June 30, 2012.