



## RECREATION COMMISSION MINUTES

December 04, 2024

3:00 PM

Acton Recreation Center

50 Audubon Drive, Acton, MA 01720

**Present:** David Martin (DM) Select Board Liaison; Jeff Bergart (JB), Commissioner; Melissa Settipani-Rufo (MSR), Recreation Director; Steve Trimble (ST), Clerk; Joe Will (JW), Chair.

**Absent:** none

**Public Attendees:** none

JW opened the meeting opened at 3:10 PM

### I. Recreation Commission Regular Business

1. Review of meeting minutes from November 06, 2024. JW sent a few comments to MSR. Minutes accepted as amended.
2. Residents' Concerns.  
None
3. Reports:
  - a) A job offer is being negotiated for the new Activities and Programs Coordinator. As noted in prior meetings, the salary and benefits will be funded from the Rec Revolving Fund.
  - b) *Events, Programs, & Facilities*
    - a. Event Recap
      - i. MSR stated that there were no events in November to note but the department posted on the Recreation and Town websites most of next summer's events.
      - ii. There is one performer under negotiation that is expensive by standard recreation practice and would target a different audience demographic. JB asked about amphitheater capacity. MSR stated 3,000 is comfortable, but it could hold 6,000. The concert would be capped at 1,750 attendees due to 500 car parking capacity.
      - iii. MSR noted that similar to the July 4<sup>th</sup> event, a small percent of the concert attendees resides in Acton based on sampling of ticket sales.
  - b) *Community Preservation Act*
    - a) *Current Projects*
      - o *Gardner Playground Renovation:* The archway was installed and other Historic District Commission requested changes are complete.
      - o *Shade Structures:* Jones Field shade structure project is on hold to assess the flood zone requirements. NARA Sports Plaza discussion underway with O'Brien and Sons. This was kept under \$50k to avoid a bid process.
      - o *Dog Park –* The sewer work is underway and the project is out to bid.
    - b) *New CPA requests:* Disc Golf Design & Installation requested for the Town Forest, near the mountain bike pump track. Request amount: \$45,000.

**II. New/Other Business**

**4. Rec Charge Changes:**

- a) MSR handed out two versions of the Rec Commission Charge, submitted by JB and JW. Discussion eventually focused on wording modifications to the current charge. JB will send out the document with noted changes for comment by the commission members. These should be sent only to MSR for the next meeting. Among the changes were:
  - i. “including rail trails” to the end of the first sentence of the “Description” section.
  - ii. Additional Duties:
    - Item 1. Under “Additional Duties” replace “Familiarize itself” with “Review use”.
    - Item 4: change “Town board or commission meetings” to “Town board, commission meetings or related outside groups”.
  - iii. These eliminate the addition of item 6. In the proposal.

**5. Additional Business: None**

- b) ST motioned to adjourn at 3:58 seconded by JB. Meeting adjourned 4:10.

**Upcoming Recreation Commission Meetings**

Date	Time	Location
January 8, 2025	4:00 PM	Acton Recreation Center/Zoom
February 5, 2025	3:00 PM	Acton Recreation Center/Zoom