



RECREATION COMMISSION MINUTES

September 9, 2025

4:00 PM

Acton Recreation Center

50 Audubon Drive, Acton, MA 01720

Present: Thom Begin (TB), Assistant Town Manager; Jeff Bergart (JB), Commissioner; Mike Collins (MC), Recreation Program Manager; David Martin (DM), Select Board Liaison; Steve Trimble (ST), Clerk; Joe Will (JW), Chair

Absent: none

Public Attendees: none

JW opened the meeting at 4:00 PM.

I. Recreation Commission Regular Business

1. Review of May 7 minutes deferred to the next meeting after ST distributes.
2. Residents' Concerns: none raised
3. Election of officers for FY '26
 - a) JW Chair, JB Vice-Chair, ST Clerk; slate nominated and approved.
4. Rec Comm meeting schedule
 - a) First Wednesdays at 3:00 PM each month are at Town Hall except October 8, 2025 at 3:15 PM.
 - b) ST to obtain room 9 or 126 for meetings.
 - c) The October 8th meeting time moved to 3:15 due to availability .
5. Rec Dept staffing update
 - a) Office Manager Mary Lou Repucci retired – she filed her intention a month ago and finished last week. The Commissioners were not informed and were unaware of her retirement.
 - b) MC is running solo with TB support and is learning the systems with a focus on invoices and refunds.
 - c) TB noted that after reviewing staffing they identified desired staffing adjustments and plan to hire:
 - Recreation Registrar part-time 24 hours/week (6 hours per day / 4 days a week) to manage invoices, payroll etc.
 - Facilities Manager is full-time responsible for maintenance, updates of all scheduling, camps, field permits, snack bar, etc., reporting to the Recreation Director.

These two roles leverage savings from the retired office manager and the possible elimination of park steward positions.

6. Reports:

a) Facilities

JW mentioned unsanctioned signage at Gardiner Field and requested that the Town enforce zoning there and review other recreation sites.

b) Community Gardens

Ian Bergemann, Community Conservation Specialist along with the DPW, are fully managing the gardens, and the gardens are no longer supported by the Recreation Division.

c) Programs, Summer, Fall, and Winter

- MC noted some of the Fall programming including candle making, soccer, pickleball and ultimate frisbee. JB asked about senior offerings. MC noted 4 pickleball classes were offered for seniors but were not adequately enrolled so they were canceled. MC worked with the COA to improve communications on future programming. JB offered to send trip suggestions to MC.
- ST discussed the Acton 250 walks with the Commission as well as potentially shifting the walks to the programming of the Recreation Department.

d) Projects

- Acton Community Dog Park
 1. TB noted in the last two weeks the Acton Dog Park Committee (ADPC) met with WDA Design Group and Woodall Construction to review site clearing and determined WDA can oversee the work. Woodall submitted plans to WDA and will obtain the materials. TB noted the sewer extension wrapping up, and construction of the Dog Park will commence this Fall with completion in the Spring.
- Disc Golf Course
 1. TB will be meeting with the Conservation Commission in October to discuss the next phase. In the meantime, TB and MC are moving ahead with NE Disc Golf Associates on the Plan.
- Jones Field Shade Structure: TB noted the product was ordered and the installation remains TBD.

e) Events

- October 10, 11, 18, 24, 25: Nightmare at NARA, 7-9 pm will be canceled due to staffing concerns, per TB.
- October 17: The annual Monster Bash event (6-8 pm) will continue as scheduled.

f) Community Preservation Act (CPA), 2026 Proposals

- TB noted that the focus was to close all open CPA projects. Coming into the meeting, the plan was to skip the CPA process this year. ST suggested recommending at least one effort. TB will look at the playground at NARA as a possibility.

- Another need is the shingle roofing on the original NARA buildings. TB stated the town is considering moving the reroofing effort to a capital expense and leveraging some of the Recreation Revolving Account, which is in good financial standing and might be used to reinvest in the park. This would not require CPA funding.

II. New/Special Business

1. Facility Usage Fee Discussion – JB was interested in how certain facilities were used and who benefits when there is a charge. MC noted there is a 70/30 split with the vendor receiving 70% of the fee and the Recreation Division the rest. There is a one-reservation-at-a-time tennis court policy when Elm Street is allocated to a business.
2. Bike Racks at NARA – JB noted there are two unused racks that could be moved to the main NARA complex. The Commissioners were in support of such a move.
3. Policy on Placement of Memorials, Plaques and Benches – JB noted the lack of a bench policy. JW noted Ian Bergemann is updating one for the conservation land. There was interest in Ian incorporating recreation facilities.
4. FY26 Budget; JB asked what the Recreation Commission's role is in determining the use of surplus cash? TB and DM stated the revolving budget is under the Recreation Director's purview with Town Manager oversight. The Commission has no role.
5. FY2027-2036 Capital Improvement Plan Discussion – This was not addressed.

ST motions to adjourn at 5:50 PM; JW seconds; all in favor.

Upcoming Recreation Commission Meetings

Date	Time	Location
October 8, 2025	3:15 PM	Acton Town Hall TBD
November 5, 2025	3:00 PM	Acton Town Hall TBD
December 3, 2025	3:00 PM	Acton Town Hall TBD