

**Town of Chester
Recreation Commission Meeting
Monday, December 10, 2018
Municipal Complex
Approved Minutes**

I. Preliminaries

1.1 Call to Order

Chairperson Trask called the meeting to order for the Town of Chester Recreation Commission (RC) at 7:31 pm.

1.2 Roll Call

RC members present:

Michelle Trask, Chairperson
Kevin Kistler, Vice Chairperson
Leslie Hammond
Melinda Mafera
Maria Oakley (arrived at 7:56 pm)

RC members absent:

Kendra Kearney
Jeremy Owens- BOS Liaison

Staff present:

Corinna Reishus, Recreation Director

Others present:

Jerry Bolduc (departed at 7:40 pm)
Ray Ledger (departed at 7:40 pm)

II. Approval of Minutes

The Commission reviewed the minutes of November 26, 2018.

Chair Trask made a motion to accept the November 26, 2018 meeting minutes as presented; Vice Chair Kistler seconded the motion. Motion approved, 2-0-2, Ms. Hammond and Ms. Mafera abstained.

III. Reports

3.1 Spring Hill Farm Advisory Committee

Ms. Oakley gave an update on the Spring Hill Farm Advisory Committee. She noted that two members have resigned.

Ms. Oakley said that next month they will be voting on a chairperson and vice chairperson positions.

Ms. Oakley said that they have asked Ms. Doda (not present) to write a warrant article for the Committee to put before the Town to create a revolving account for the Spring Hill Farm Advisory Committee.

3.2 *Wason Pond Conservation and Recreation Commission*

Ms. Reishus noted that she had advised the Chair of the Wason Pond Conservation and Recreation Commission of the work being done on the fields at Wason.

IV. Old Business

4.1 *CIP – Updated Table 10*

The Commission reviewed the updated CIP since the Planning Board has reviewed and updated the Recreation Commission's project list.

Ms. Reishus gave the Commission members the updated list of what projects were left in the CIP and a list of what was removed from the CIP.

2019-2026 Project Request & Evaluation Form
Department Priority

#	AMOUNT	PROJECT	YEAR	POST
1	\$30,000.00	Sports Netting, Floor Mats, Wall Pads, Water Fountain	19-20	19-20
2	\$30,000.00	Ballfields – Finish Grading & Reseeding	19-20	19-20
3	\$ 5,000.00	Technology Center	19-20	19-20
4	\$20,000.00	Fitness Trail	20-21	X
5	\$40,000.00	Beach Area Pavilion	20-21	20-21
6	\$10,000.00	Ballfields – Dugouts	20-21	20-21
7	\$ 5,000.00	Picnic Tables	20-21	20-21
8	\$50,000.00	Town Tennis Courts	21-22	X
9	\$20,000.00	Ballfields – Equipment Sheds	21-22	21-22
10	\$50,000.00	Ballfields – Toilet Facility	22-23	X
11	\$25,000.00	Mobile Concession Stand	22-23	22-23
12	\$10,000.00	Ballfields – Goals, Field Lining Equip.	23-24	23-24
13	\$25,000.00	Refurbish Basketball Court/Skating Rink	23-24	X
14	\$50,000.00	Refurbish Skateboard Park	24-25	X
15	\$15,000.00	Ballfields – Scoreboard	24-25	X
16	\$50,000.00	Town Dog Park	25-26	X
17	\$15,000.00	Ballfields – Irrigation	25-26	X
18	\$10,000.00	Gravel entrance/parking area at the Spring Hill Farm Lane Road Property	25-26	25-26

Ms. Hammond suggested that the Commission meets with the BOS and determine what the "mission statement" is for the department and what direction they should be moving.

The Commission agreed.

The Commission discussed the projects and the best way to create their CIP projects for next year.

Ms. Reishus noted that she had received an email for a Town resident in support of the parking at the sledding hill on Spring Hill Farm land located on Lane Road, which had been removed from the CIP.

The following is an excerpt from the email, "This isn't a want or a need, it is a must. Not having a parking area prevents many residents from using these areas who want to and makes them exclusively for the use of nearby residents who can walk to them only."

The resident also wrote in support of the pavilion, which was kept in the CIP but moved to a later year.

The resident wrote, "...the pavilion would be a shelter for the Public in the event of summer storms...there is no other open building accessible to the Public."

4.2 *Chester Baseball and Softball League*

Ms. Reishus updated the Commission on the status of the Wason Pond fields' projects. She noted that she had spoken with John Dalrymple (not present) who advised her that they had hired John Lighthall (not present) to cut the fields, which had started today. Ms. Reishus had photos of the fields which she presented to the Commission.

Ms. Reishus said that the cost of the material is approximately \$6890 to \$7000. She explained that there is \$3000 left that Recreation has for the project. Ms. Reishus noted that she had asked the Town finance director (not present) if the Commission could give the \$3000 to the Chester Baseball and Softball League to be used for the labor costs which will total \$ 4700. She said that she was given approval for this.

Ms. Hammond made a motion to authorize spending up to \$10,000 to complete the baseball fields' project; Chair Trask seconded the motion. Motion approved, 4-0-0.

Ms. Reishus announced that the Chester Baseball and Softball League website is **ChesterBSA.com**.

V. New Business

5.1 *Recreation Operating Budget*

The Commission reviewed and discussed the Recreation Operating Budget for the 2019 – 2020 year.

They had much discussion about the cost of the heating oil for the Community Center, which increased by \$500 for actual costs. Ms. Reishus said that the cost of the oil went up this year from \$1.949 to \$2.849 per unit. There were suggestions as to how to decrease the cost of the heating oil, including a thermostat cover, and having an efficiency audit assessment of the building.

The Commission discussed the portables, which increased for Wason Pond by \$897 for actual costs this year; there is a need to have more portables due to increased use of the recreational areas in Town. The portables increased by \$180 for the Town fields. Ms. Reishus explained that the Recreation Department provides all the Port-a-Potties in Town both at Wason Pond, and at the Town fields, for use during school sports activities. She noted that they must have an ADA compliant portable at both places, but these portables are more expensive, have a smaller tank, and must be emptied more often.

The Commission agreed to have an ADA only portable from mid-June to mid-August to keep the budget flat, and removing the \$180 increase.

Ms. Reishus advised the Commission on the playground budget line. She discussed the depth of the mulch and the playground equipment.

Ms. Mafera asked when was the last time Primex came out and did an inspection of the playground.

Ms. Reishus said that they haven't come out since she has been here, but that the Town Maintenance Department does a weekly playground check.

The Commission discussed the playground age, maintenance, equipment, and updating playground

equipment.

The Commission reviewed and discussed the remaining budget lines.

Ms. Reishus took note of what the Commission would like to have maintenance do at the Community Center for the heat.

VI Other

Ms. Hammond asked about the status of a donation of a bike rack that was supposed to have been made at the Town fields, and has yet to happen.

Ms. Reishus discussed her upcoming personal day and January vacation.

VII Adjournment

Chairperson Trask adjourned the meeting at 8:59 pm.

Respectfully Submitted,

Recording Secretary,

Molly Qualters

Next Meeting – January 14, 2019 @ 7:30 pm