Meeting began at 7:05PM

Recreation Commission:
Drew McMorrow, Courtney Bittelari, Mark Spears, Amy Smack, Lynette Kelleher, Holly Mansfield
Mosquito: Sarah Hart

Agenda Topics:
1. Review of Meeting Minutes from 1/9/20
   a. Motion: Amy made the motion to accept the January 9, 2020 Meeting Minutes, Courtney seconded. All in favor: Yes
2. Liaison Reports
   a. SCHOOL COMMITTEE:
      i. Brick Building: The Committee agreed to allow the Recreation Commission to use the Brick Building for the next 3 years. Holly will confirm with the school and request a contract for the 3-year agreement.
      ii. Spalding Field: The School Committee requests a periodic update on the Spalding Field project but does not see the need to be closely involved in the project
      iii. Dog Park: Drew and Courtney will present the issue of the Dog Park at the next School Committee meeting on March 11.
   b. COA:
      i. Courtney stated that the finalized Community Center feasibility study was submitted to the Board of Selectman and Master Steering Committee.
      ii. Jerry Lerman will present the report at the next Board of Selectman meeting in February.
      iii. Jerry will be requesting that a Community Center Working Group be appointed whose purpose will be to continue the process involving building public awareness and start a fund-raising campaign.
   c. MASTER STEERING:
      i. Amy reported that the Kitchen Conversations have been happening over the last few weeks.
      ii. Some feedback to date includes needing more open space, cutting back on school administration, no need for a Community Center, needing more playgrounds and sidewalks.
   d. CPC:
      i. Mark mentioned there were two applications this year. One for the Greenough Dam and the other for a Historical request. Drew mentioned that CPC is required to set aside funds each year for Recreational projects. Both Drew and Mark will research this to clarify.
   e. OPEN SPACE & RECREATION:
      i. Amy reported that the committee is looking for the Recreation Commission to give a summary of what Recreation has done over the last 7 years. Amy suggested going through the past Town Reports to gather information on past projects.
      ii. It is also requested that the ADA section should be updated in the report. ADA improvements are included in the long-term goals.
         1. No improvements have been made to ADA, so the status is unchanged.
         2. In the future we could seek CPC funds for ADA improvements.
3. Field Contract
   a. The field maintenance and organic maintenance bid was sent to four companies. Two responses were received.
      i. Golf Course Management submitted a bid for both the field maintenance and the organic maintenance
ii. RSA Builds submitted a bid for field maintenance only
b. After reviewing the contracts, it is noted that GCM did not quote on certain projects in the scope of services and RSA Builds did not total the overall cost correctly.
   i. Drew will reach out to both companies for clarification on these topics and report back to the committee at the next meeting.
   ii. The contracts will be awarded at the next scheduled meeting in March.

4. Dog Park
   a. Drew and Courtney are working on preparing a grant for the design of the Dog Park. An assurance letter is needed as well as a Landscape Architect that has previously been involved in the design of a dog park needs to be appointed as part of the Grant.
      i. Lynette and Courtney will reach out to Landscape Design Companies to discuss the Carlisle Dog Park
      ii. Lynette and Courtney will also look into recently built dog parks in Fitchburg, Acton and Falmouth.
   b. Holly will talk with George Mansfield from Planning to get a map of Banta Davis to confirm which areas belong to the town.
   c. The issue of how to maintain the Dog Park will be a concern. Drew mentioned hiring someone to oversee the park throughout the year
      i. Some maintenance concerns are regular inspections, pet waste bag dispensers and waste receptacles, removal of trash and debris, snow removal, etc.
   d. Courtney will put together and outline to present to the School Committee on March 11

5. Community Center
   a. See above notes under COA in the Liaison Reports

6. Ice Rink
   a. The Ice Rink was set up on December 16th. With the warm weather, there have only been a few days where the rink could be used for skating.
   b. The cost to set up the ice rink and repair the liner from damage was $1450. This fee does not include the $750 to dismantle the rink at the end of the season.
   c. Due to the difficulty with maintaining the rink, the decision was made to not set the rink up next year.
      i. The rink will be stored in the building behind Kimball’s
   d. The Recreation Commission will revisit this in the fall.

7. Spalding Field
   a. Drew put together a Request for Proposal for Landscape Design Services for the assessment and design for Spalding Field. The proposal includes a facility over, history of the field, scope of study, budget for services, proposal form and content, firm requirements and a schedule.
   b. Drew will finalize the RFP this week and request bids by the end of February.
   c. Mark noted that the RFP should include a full replacement of the 40-year-old irrigation system on the field.

8. Benfield Site Visit
   a. The Recreation Commission was asked if recreation wanted to give up the land at Benfield. The Commission responded with saying they want to keep the land.
   b. A site visit has scheduled for Saturday, April 4th.
   c. Amy will reach out to David Freedman to join them for the site walk.

Next meeting: Monday, March 2, 2020 at 7:00pm

Meeting adjourned approximately 8:50PM