



Cranberry Land U.S.A

Carver Recreation Committee

TOWN CLERK

Town Hall 108 Main Street

Carver, MA 02330

2014 JAN 14 AM 10 53

E-Mail: RecreationCommittee@carverma.org CARVER MA

Carver Recreation Committee Minutes

Date & Time: December 9, 2013

Location: Town Hall

Members in Attendance: Kim Clark, Chairman; Skip Martin, Vice-Chairman; Mary Ross, Recording Secretary; Jennine Roche, member
The meeting was called to order at 7:10PM.

The minutes from the previous meeting were approved as written.
The newest appointment, Steve McCormick, has never attended a meeting.

Invoices to pay for processing the RFP's will be signed in Jack Hunter's office ASAP.

The committee entertained a lengthy discussion regarding the User Fee for Field use:

1. The purpose of said User fee is to provide funds for necessary repairs to the fields annually.
2. The Committee will investigate if materials can be donated and volunteers do the work. (licensed/insured contractor volunteers)
3. Skip will get estimates to fix the dug outs.

Field Usage Fee set as \$5.00 Per player Baseball, Softball, Adult Softball, and Football. Soccer Teams will be assessed \$2.00 per player.

1. The numbers will be based on the numbers of their largest season of participation...the numbers to be presented at the beginning of each season.

Youth Baseball requested the Recreation Committee write an article of request for funding on the next Town Meeting Warrant for the purpose of repairing the Snack Shack on the King Property. There was a lengthy discussion with public participation, without a definitive answer at this time.

RFP discussion of process:



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2013 DEC 10 AM 10 39

CARVER MA

Carver Recreation Committee Minutes

Date & Time: October 28, 2013

Location: Carver Town Hall

Members in attendance: Kim Clark, Chairman; Skip Martin, Vice-Chairman; Mary Ross, Recording Secretary

The meeting was called to order at 7:05 PM.

Invoices to be paid:

1. 50% reimbursement of the \$350.00 lifeguard certification, totaling \$175.00 for Corinne Sherwood's certification, summer 2013.
2. \$187.00 to pay to Sports Advantage for the metal basketball nets purchased in the Spring 2013.
3. \$620 for replacing the infield mix that was washed away/ lost when a sprinkler head broke and leaked.

Kim will join Jack Hunter and all the companies that have submitted Request For Proposals (FPO) concerning the properties slated for field development and/or renovation. The property tours will begin at 10:00 AM, meeting at Town Hall and proceeding to Purchase Street, Forest Street, Savary Avenue, and Church Street.

Ski Program:

1. A plan was proposed to establish the annual plans, and review the associated forms related to the Carver Family Ski Program.
2. It was established that Mary Ross is the contact person with the Carver Recreation Ski Program currently organized by Pam Kelly and Kim Harkins.

Next meeting: Monday, December 9, 2013

Meeting adjourned at 8:45PM



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2013 DEC 10 AM 10 39

CARVER MA

Carver Recreation Committee Minutes

Date & Time: September 17, 2013

Location: Carver Town Hall

Members in Attendance: Kim Clark, Chairman; Skip Martin, Vice-Chairman; Mary Ross, Recording Secretary; Jennine Roche, member
The meeting was called to order at 7:20 PM.

The committee welcomed new committee member, Jennine Roche.

John Kelley, the town's DPW Commissioner was in attendance at our meeting and the committee asked if we could allow Faith Baptist Church use and maintain the field on Forest Street. He agreed that the permission to use the field was Recreation Committee responsibility, and its maintenance by the Church was accepted and welcomed, as it is not cared for by the DPW at this time.

Update on Savery Meadows and Church Street properties

1. Jack Hunter joined our meeting and informed us that Jim Purcell, the Town Procurement Officer, has the final word on RFP's.
2. Jack assured us that someone will be hired by December 2013, with the work on all three sites (Savery, Church St., and Forest St.) beginning in the Spring 2014 so that the work is completed prior to October 31, 2014.

Lifeguards

1. The Summer of 2013 Lifeguard program was highly successful. We had three lifeguards rotating coverage at Sampson's Pond 7 days per week, from 9:00 AM – 2:00 PM
2. Recruiting will take place during the Winter and Spring 2014.
3. Plans are in the making for Carver offering its own Red Cross Certification Course.
4. Uniforms will be ordered by Spring 2014.



Cranberry Land USA

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2013 DEC 10 AM 10 39

CARVER MA

Carver Recreation Committee Minutes

Date & Time: August 1, 2013

Location: Carver Town Hall

Members in Attendance: Kim Clark, Chairman; Skip Martin, Vice-Chairman; Mary Ross, Recording Secretary

The meeting was called to order at 7:07 PM

Previous minutes were reviewed and approved as written.

Life Guard Program:

1. Providing services Wednesday – Sunday, 9AM-2PM.
2. As our staff increases, so will our beach coverage hours.
3. Corinne Sherwood was recently certified.

Savery Meadows and Church Street Projects:

1. Jack Hunter will assist with proposal requests.
2. CPC would like our order of the projects in writing.

Field Use Request:

1. Rev. Shaun Weeks from Faith Baptist Church has requested the use of the Forest Street Field. In exchange, the Church will maintain the field.
2. It was approved and voted to be treated the same as any Field Request, completing the form, and keeping the Buildings and Grounds Committee and the DPW in the process.

Basketball Nets:

1. Skip Martin will hang the metal basketball nets purchased by the Committee for the King Property.

The meeting was adjourned at 8:05PM. The next meeting is scheduled for Tuesday, September 3, 2013.



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CARVER MA

Carver Recreation Committee Minutes

Date & Time: Tuesday, June 25, 2013

Location: Town Hall

Members in Attendance: Kim Clark, Chairman; Skip Martin, Vice-Chairman; Mary Ross,
Recording Secretary

The meeting was called to order at 7:15 PM.

Lifeguard Program:

1. It was voted that 12:00 (noon) on June 28, 2013, is the deadline for current Lifeguarding Certifications to be turned in to the Selectmen's Office.
2. Mary will contact each of the candidates to inform them of this deadline.
3. At this time, the Program is at risk of not happening this year due to lack of certified Lifeguards.

Invoices:

1. Moore Medical LLC: \$557.48 (Lifeguard materials)
2. MASA – Sports Advantage: \$954.10 (chain nets for Basketball hoops, Baseball /Softball youth and adult bases)
3. Total = \$1511.58
4. Mary Ross reimbursement for bunny suit: \$330.73

Potential expenditures:

Trash barrels and beach signs....we were informed come out of DPW budget
Skip looking into ordering passes for the zoo, etc.

DPW suggested concrete picnic tables to be purchased for the beaches.

Meeting adjourned at 8:30 PM.



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2013 DEC 10 AM 10 39

CARVER MA

Carver Recreation Minutes

Date & Time: Tuesday, June 11, 2013

Location: Town Hall

Members in Attendance: Kimberly Clark, Chairman; Skip Martin, Vice-Chairman;
Mary Ross, Recording Secretary

The meeting was called to order at 7:15.

Richard Sherwood has officially resigned as a new member.

It was unanimously voted that Kim will be the contact person regarding the Feasibility Study, reporting back to the Recreation Board. She will be in touch with the appropriate company to begin the process.

Swimming

1. Red Cross Aquatics Director did not come to the meeting as invited.
2. We would like to host a Certification Class.
3. Currently, we have 3 returning Lifeguards, 1 of which has an Ellis and Associate Certification.
4. Skip will look into surrounding towns, and Mary will contact the Middleboro YMCA to inquire about certification classes, and any certified Lifeguards seeking additional hours this summer.
5. Kim will contact the DPW regarding the location of the Lifeguard Chair for Sampson's Pond.

Votes to Purchase Equipment from FY2013 budget

1. Trash barrels---5 or 6 for the following locations: Purchase St Field, John's Pond, Sampson's Pond, King Property Fields.
2. Picnic Tables---5 perhaps from Home Depot
3. Bases for the Fields ordered by Skip

Unanimous Vote named Kim in charge of the payroll for the Lifeguard Program.

RECEIVED AND FILED
DATE 5/22/13
E. Nichols TOWN CLERK

Carver Recreation Committee Minutes

Date & Time: Wednesday, May 1, 2013

Location: Town Hall

Members in Attendance: Kimberly Clark, Vice-Chairman; Skip Martin; Mary Ross, Recording Secretary

The meeting was called to order at 7:05 PM.

Minutes from March 20, 2013 meeting with one minor change.

Kimberly Clark was unanimously voted Chairman, and Skip Martin was unanimously voted Vice-Chairman of the Committee.

Tennis Program 2013:

There was a unanimous vote to allow Elaine Weston to process the payroll for the 2013 Tennis Program.

Infield Mix:

Balboni's Landscape provided the infield mix at the prior agreed upon price. The previously slated provider did not respond in a timely manner, so Skip found another source for the product at the same price.

Field Use:

Pop Warner has requested to reserve the date June 22, 2013 to host a fundraiser at the King Property field.

The Carver Women's Softball League has asked to reserve the King Property on June 29th from 3PM to 8PM.

Both requests were approved.

Dorinne Merritt Memorial Fund request for funds was denied.

DATE 5/21/13E. Nichols

MINUTES TOWN CLERK

CARVER RECREATION COMMITTEE MEETING

Date & Time: Tuesday, February 20, 2013

Location: Town Hall

Members in Attendance: Chairman John Rinella, Vice Chairman Kimberly Clark, Member George Martin, Recording Secretary Mary Ross

Meeting called to order by chairman at 7PM.

Meeting opened with review of the discussion with Rick LaFond regarding how the Recreation money can be spent.

1. Money received as a collection for payment must be used for that event/activity.
2. Committee can accept gifts if the designation is already approved. A vote at Town Meeting is needed to change the designation of said gift.
3. Town is responsible for the collection of trash and mowing the lawns at the fields.
4. Rec Committee can complete big projects with grant funding.
5. Town is no longer funding the expansion of programs.

Approved Budget Plan for Lifeguards and Swimming Lesson Programs in 2013

1. Lifeguard coverage at 2 pond locations from 9am-3pm, 7 days per week.
2. Swimming lessons at Sampson's Pond from 9am-12pm, 4 days per week.
3. Lifeguard coverage begins July 1, 2013 and ends August 24, 2013.
4. Coverage includes 2 guards at each pond, and 1 additional guard/instructor 3 hours per day for 4 days each week .
5. Potential cost of the program, including supplies is \$14,936.00

FY 2014 Budget request of \$17,000.00 was approved unanimously by the members of the Committee.

Future expenses approved included \$500. 00 for picnic tables at the fields, and \$500 for the annual egg hunt. A banner will be purchased along with eggs and

King Property

- Infields are below grade creating unsafe playing conditions on all 4 ball fields
- There's not sufficient trash barrels creating more trash overflow
- Bases, Pitchers mound and home plates need to be replaced
- Need a designated spot for all of the infield mix for field maintenance
- Dugouts need repair or replacement
- Tennis courts are unusable with cracks and weeds
- Bathrooms need to be cleaned and improved
- No foul poles
- Weeds and debris all over
- Lawn mowers in parking lot

Purchase Street

- No bathrooms
- No bleachers
- Dugouts do not have cover
- Benches are vandalized
- 1 Trash Barrel
- Need a better barrier to prevent vehicles driving on the field
- Designated spot for infield mix
- Field turf issues need to be maintained

DATE March 5, 2013Janet M. McQuade TOWN CLERK**CARVER RECREATION COMMITTEE MEETING MINUTES**

Date & Time: Tuesday, January 14, 2013

Location: Town Hall

Members in Attendance: John Rinella, Chairman, Kimberly Clark, Vice Chairman, George Martin, member, Mary Ross, Recording Secretary

Meeting called to order by the Chairman at 7:15 pm.

The amended minutes from the December 18, 2012 meeting were approved and will be submitted to the Clerk's Office.

- A. Budget & Funding of Learn to swim/Lifeguard Program
 - a. John informed the committee that funding from the Dorreen Merritt Scholarship money is not a guaranteed source of funds for the swim program. Estimated costs to run the swim program is \$3,520 .
- B. Budget for fiscal year 2014
 - a. The committee requested a meeting with Town Administrator, Rick LaFond on Tuesday, January 22nd at 4:00pm to discuss the budget process. Questions will be submitted to John in advance if possible.
- C. Condition of Ball Fields
 - a. Skip was asked to be on a subcommittee with John to investigate the condition of the ball fields, to determine what repairs/improvements are needed. Skip will email the various leagues for their input.
- D. Review of Forms/Policies for field usage
 - a. Committee reviewed Field Use Request Procedures Draft.
 - b. Forms applicable to out of town requests for rental of our fields.
 - c. John will scan and email drafts of other policies.
 - d. Skip wants each group to fill out a request for property use, which will include their preferences for field usage.
 - e. The Committee will set a master schedule and inform the teams of their dates and times approved.

- f. Skip would like to develop a plan to charge each league a fee to defer the costs for maintenance. Estimated \$5.00 per participant to cover the cost. More discussion is needed.
 - g. Skip want to develop an outline that breaks down the policy structure for the user fee and the benefits for safety/benches/portable potties/etc. at the fields.
 - h. Each league needs to submit their request for field usage by March 1st. The new application form will specify any changes in field usage needs from the previous year. (for ease in setting the field usage calendar)
- E. Mike Grimes did not attend the meeting, so his request for field space for Flag Football is tabled.
- F. CPC has asked that all of the town sports leagues attend Town Meeting in June to support their articles concerning engineering and design for 2 properties.
 - a. The CPC will be voting on accepted applications of \$120,000 for the engineering and design of 2 properties on Thursday, January 16, 2013.

The meeting was adjourned at 10:15pm.

The next scheduled meeting is Tuesday, February 19, 2013

Mary Ross

Recording Secretary