



TOWN OF LINCOLN

Middlesex County...Massachusetts
PARKS & RECREATION DEPARTMENT

16 Lincoln Road
Lincoln, MA 01773-6353
Tel (781) 259-0784
Fax (781) 259-1333
www.lincolnrec.com

PARKS & RECREATION COMMITTEE VIRTUAL MEETING MINUTES

August 17, 2020

7:00 PM

Virtual Meeting Pursuant to Governor Baker's March 12, 2020
Order Suspending Certain Provisions of Open Meeting Law

In attendance: Chris Fasciano (chair), Sarah Chester (notes), Margit Griffith, John MacLachlan, Anita Spieth, Rob Stringer, Dan Pereira, David Sequeira, Laurie Dumont

Absent: None

The meeting was called to order by the Chair with roll call and review of virtual meeting guidelines.

I Decisions

* Department Transition Discussion

1. Hiring Committee Composition: Dan Pereira's transition to Assistant Town Administrator has begun, but he is supporting David Sequeira (serving as Acting Director) and Laurie Dumont as needed. A subcommittee (Sarah Chester and Rob Stringer) will meet with David, Laurie, and Dan to finalize the job description and establish the hiring process (timeline, dates, screening, final interviews).
2. Revised Parks and Recreation Director Job Description: A draft of the job description that was updated by David and Laurie was shown to the committee for preliminary discussion.
3. Selection Process Timeline: The job description will be posted at the end of September with the intent to hire for January 1, 2021.

II Update on Facility Use

* Athletic Fields: Lincoln Youth Soccer is scheduled for Fall with rules of play modified for state COVID restrictions. The new tank adjacent to Codman Field will be installed in early September.

* Playground Updates/Sport Court: The playgrounds have had limited usage. The floor for the sport court has shifted a bit; it's being evaluated, with the intent to repair it this fall.

* Tennis Courts: A couple of the net cords are sagging and will be repaired next week.

* Hartwell Pods: Because B Pod will be used by the schools for the year, only A Pod will be available for use by Recreation. The programming for A Pod is very tight, so while weather permits, the department will take advantage of the tent at Pierce House for some activities.

III Update on Recreational Programming

* Codman Pool Discussion: The projected costs are close to the actual costs, and revenue is hoped to improve in the coming weeks. Through the first five weeks of use, the pool has averaged about 55% attendance.

* CAMP-tivities Revenue Report: This program was modified from the original summer camp activities, so it did not benefit from extensive publicity, but the participants appreciated the availability of the activities. The revenue was just over one-third of the expenses, which included the camp director salaries.

* Summer Fitness Program Revenue/Expenses: The revenue for Mat Pilates and Ultimate Fitness exceeded the expenses and met expectations.

* Drive In Movie Night: Attendance for the two movies was almost full, but COVID space restrictions limited the amount of revenue, which was just over one-third of the expenses. The balance was paid from the Celebrations revolving account.

* MyRec Online Registration Software Discussion: David will be talking next week with a representative of MyRec, which is an alternative to the SportsMan online registration software program that the department currently uses. While SportsMan costs approximately \$4000 per year, it is cumbersome to use and owns its users' information. MyRec would cost about \$7800 per year, but most local programs subscribe to it, it is more user-friendly for administrators and residents, and it does not own the information of its users.

IV Minutes

* Minutes from the July 13, 2020, meeting were approved with minor edits.

V Comments

Next meeting: September 21, 2020.