



## RECREATION COMMISSION MINUTES

November 5, 2025

3:00 PM

Room 9, Acton Town Hall

472 Main Street, Acton, MA 01720

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

**Absent:** David Martin (DM), Select Board Liaison

**Public Attendees:** None

JW opened the meeting at 3:00 PM.

1. Review and Acceptance of the October 8<sup>th</sup> Minutes  
JW will send ST minor corrections. The Commission approved the minutes.
2. Concerns from the Public: none raised
3. Recreation staffing update
  - a) Recreation Registrar: Heather Wright accepted the role and is in place. She will work for 18 hours Mon-Tues-Thurs, and after training Mon-Tues-Fri. to manage invoices, payroll etc.
  - b) Recreation Director: TB is working with the Town Manager and HR on the role, and they hope to post in late November and fill it by January 1<sup>st</sup>.
  - c) Facilities Manager full-time: still visioning; no update.
  - d) Senior worker Paula Walsh has been helpful.
4. Reports:
  - a) Upcoming Events and Programs
    - i. MC noted the MonsterBash exceeded expectations with heavy walk-ins (October 17<sup>th</sup> from 6 – 8 PM).
    - ii. Event Fees: Discussion focused on the online and in-person fee difference due to the use of two separate software packages for advanced and day-of registrations. MC was requested to see if the actual fee is legally required or whether a generic term such as “plus fees” is adequate
    - iii. MC noted that ultimate frisbee, soccer, tennis, yoga, and other hybrid classes as well as candle-making all lining up for the all and inter schedules. MC also noted a Health and Wellness focus with 6 events scheduled. JB noted an interest in having some senior programming away from the Senior Center.
    - iv. MC noted that any paid vendors must have insurance and meet other requirements. The ultimate frisbee person is volunteering as a result.

- v. MC noted that CORI forms will be needed for all volunteers next summer.

a) Fields and Facilities Usage

- i. Elm Street court Pickleball Court issue: TB and MC met with Open Pickleball group (They insist they are not a group.) earlier today on its disregard of the Town's court usage policy by scheduling over the town's schedule. its attempt to manage Marcus Lewis's pickleball schedule. No update currently.
- ii. MC noted some of the Audubon Building space will be used January through March by the Acton Rowing Club with a facilities fee.
- iii. The Recreation Division staff will relocate to NARA permanently. Appropriate communication provisions will be made at the Audubon location. ST noted the lack of NARA signs. TB responded that new signs were planned for Quarry Road.
- iv. MC noted the final facility rentals are upon us and the last bathroom cleaning service is scheduled for 11/17 with NARA closing until the spring.

**Commented [ST1]:** Need real name; captured what I heard

b) Community Preservation Act (CPA) Projects / Proposals

- i. Jones Field Shade Structure: The work is underway and may require the playground to close a few days. The Town will leave up the cloth briefly.
- ii. Acton Community Dog Park  
TB noted an issue with the Storm Water Management Plan. Unexpected ledge requires the Town to produce an alternative.
- iii. Disc Golf Course  
TB is also meeting with Conservation folks and land stewards for the existing and potential future build out.
- iv. NARA Playground Proposal for 11/24  
TB reports that we will need to approach this project in two phases, with the first one focused on removing and upgrading the playground. The second phase would see poured-in-place rubber safety surfacing installed through the playground. The preliminary estimate is \$250K for the playground. We will be preparing a CPA application for the final total of phase 1.

c) Update to the FBFRT Board Meeting

JB asked about the two bike stands. MC said they had not been moved yet. JB noted the BFRT Annual Meeting will be at Pedal Power on November 23, 2 – 5 PM.

5. New Business

Memorials

After some discussion, ST motioned and JW seconded to have the Recreation Commission send a letter of support to the Select Board recommending the Town develop a procedure to address memorial requests throughout the town (in addition to the work by Ian Bergemann addressing Conservation bench memorials). While the memorials may not be uniform,

they might be requested by a form with appropriate guidelines and sent to the appropriate Committee /Commission for comment as part of the gift approval process.

6. Next Month's (November 5) Agenda  
Town Memorial Process Update.  
CPA Update  
Staffing update

7. Evaluate Meeting: no comments captured.

ST motions to adjourn at 4:42 PM; JW seconds; all in favor.

**Upcoming Recreation Commission Meetings**

<b>Date</b>	<b>Time</b>	<b>Location</b>
December 3, 2025	3:00 PM	Acton Town Hall Room 9
January 7, 2026	3:00 PM	Acton Town Hal Room 9 & Zoom
February		