



# TOWN OF GRAFTON

GRAFTON MEMORIAL MUNICIPAL CENTER  
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## GRAFTON RECREATION COMMISSION

Kristen Belanger, Chair  
Michael Bruny  
Stephen Crowley  
Kayla Cushman  
Adriane Mampe

Jenny Andersen, CPRP, CPSI  
Recreation Director

Cody Herd, Recreation Coordinator  
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## GRAFTON RECREATION COMMISSION

June 7, 2023

### Zoom Meeting

A Recreation Commission meeting was held on **June 7, 2023 via Zoom**. Commissioners in attendance were Kristen Belanger, Stephen Crowley, and Adriane Mampe. Jen Andersen, Cody Herd and Mary Sevon were also in attendance. Michael Bruny and Kayla Cushman were absent. Dan Fitzgerald, a town resident, was also in attendance.

1. **Call to Order:** Ms. Belanger called the meeting to order at 7:01 pm with a Zoom roll call.
2. **Approval of Minutes:** Mr. Crowley motioned to approve the minutes from the May 1, 2023 meeting. Ms. Mampe seconded. All approved. Motion passed 3-0.
3. **Review of Bills:** Bills from May were reviewed. Ms. Mampe asked about the invoices for Pickleball hitting wall.
4. **Correspondence:** No specific pieces of correspondence for the month were provided.
5. **ARPA Funding Update:** There are currently two projects in the process utilizing ARPA Funding: Masterplan and Pickleball Court Update.

**MASTERPLAN:** Ms. Andersen has noted that the bid was awarded to Activitas. The timeline has been paused until the new director is in place. The document will be a strategic plan specifically for facilities, not programming.

**PICKLEBALL:** Ms. Andersen indicated that the project is moving along with assistance from the DPW and Parks/Cemetery departments. The surface will finish curing by the last week of the month. The surface painting is the next step and should be complete by late June, early July. Other activities need to happen such as reinstalling the metal fence, the backboards, and the pole pads. Ms. Mampe asked about the paint colors. The court will be painted based on the vendor color selection.

6. **Commissioner Reports – CPC, OSRP, Programming/Events:**

**OSRP:** OSRP finalized the scope of the Trail Committee who will be responsible solely for oversight, not maintenance of trails in Grafton. The document will be brought to the Selectboard to be voted on. Members of the public will be part of the Trail Committee.

Questions regarding trail maintenance came up. Conservation trails will be taken care of by the DPW when notified of a problem. However, there is no proactive plan by Conservation. The Land Trust is responsible for trails on their own land.

**CPC:** There was no CPC meeting in May.

**Programming:** The Grafton Gazebo Road Race occurred on Saturday May 13<sup>th</sup>. Ms. Mampe commented that there was music, a megaphone, and lots of fun at the corner of Bruce and Pollard. Mr. Bruny was posted at the Municipal Center directing runners and Mc. Cushman was at the food tent. This year was a good group. The winning time was 17:48.8 minutes. There was a runner with a physical issue and there was trouble communicating to get medical help. This was the first year that the race made money. We had 250 runners and made approximately \$1,000. The profit goes into the scholarship fund to pay one or two \$500 scholarships in each category. There was additional discussion regarding a walking route. At this point, Ms. Andersen indicated that we want to focus on getting the 5K going and then in later years we can expand with the walking/run and possibly add back the Fun Run. With a new Athletic Director at the high school, we may be able to bring in more kids and groups.

7. **Food Vendors at Concerts:** Currently Anzios is the only food truck we have at the Summer Concert series. We need a vetting process to determine who can set up. Do we want a rotating choice of food trucks? Ms. Belanger and Ms. Mampe want variety. They want to be fair and allow more trucks to be able to sell. However, we need to lock it into a rotation, so all parties involved know the schedule. The commissioners agreed that we should have a small number for this first season and expand the list later. A fixed fee of \$50 was discussed. Maybe the trucks can be in the Congregational Parking lot? The commissioners agreed that the products should be non-competing. How do we decide which vendors are selected? We also need to consider other events. Finally, the group agreed that we will keep Anzios for the summer and line others up at other events to test. We will not offer an ice cream truck as there is a new coffee/ice cream shop opening on the Common.
8. **Director Report:** Ms. Andersen' last day was Friday June 9<sup>th</sup>. She met with DPW to hand off projects.

The Norcross playground equipment was ordered and will arrive in February. It will be installed in the Spring of 2024.

There is the Asphalt RFP to finish the ADA improvement from 2020 with remaining CPC funds of \$10,000 and encumbered \$70,000 that is out to bid. It includes ADA compliant pathways at Perry St, and at Ferry Street with connecting 3<sup>rd</sup> baseline, the parking lots, the bathrooms, and the concession stand. Additionally, there will be a walkway to the basketball courts at Norcross. The proposals are

due 6/15 to William Blake and the Selectboard will make the final decision. The DPW will oversee the new asphalt and replacing mats. The timeline is mid-July, and the project should take about one week.

Ferry Street is on track. There is quite a bit of assembly required. The windscreen and the hitting wall have been tagged as low priority. The most important item is setting up the nets so the courts can reopen. The fence company will put in gates after paving and painting. The project will be coordinated and handled by the Parks/Cemetery department.

Regarding the 95 North project, the project is now in the hands of Leah in the Conservation department. The final changes to the signs were just drafted. Currently there is a problem with the culvert that requires a redesign by the architect. At this point, the parking lot work will be done in the Fall and the remainder is targeted to finish in the Spring of 2024. With the redesign, the plan is being reevaluated.

The OSRP tasks list has been updated and the ADA plan is on the updated list.

The Recreation Department will be running as normal with Mary and Cody using Evan Brassard or William Blake for questions.

9. At 8:16 pm Mr. Crowley made a motion to adjourn. Ms. Mampe seconded the motion. All were in favor. The motion passed unanimously 3-0. The next meeting will be on July 10, 2023 in person.