

1. Agenda

Documents:

[2023.02.15\\_RECREATION\\_AGENDA\\_REVISED.PDF](#)

2. Meeting Materials

Documents:

[2023.02.15\\_RECREATION\\_COMMISSION-REQUEST\\_FOR\\_MINUTES-RESPONSE.PDF](#)  
[2023.02.15\\_RECREATION\\_AGENDA.PDF](#)



## RECREATION DEPARTMENT

SOUTHBOROUGH RECREATION · 21 HIGHLAND ST. · SOUTHBOROUGH, MASSACHUSETTS 01772  
(508) 229-4452 · FAX (508) 229-7969  
WWW.SOUTHBOROUGHREC.COM

Town of Southborough  
**Recreation Commission**  
**Meeting Agenda**

Wednesday, February 15, 2023 at 7:00pm  
Revised 02.13.23  
Remote Meeting

*Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021, this meeting will be conducted via remote participation. No in-person attendance by members of the public will be permitted.*

*May be watched or may participate in the meeting remotely with the meeting link at:  
<https://www.southboroughtown.com/remotemeetings>.*

- Call meeting to order
- Appointments
  - 7pm: Judith Watson, Implementation Committee
- General Department Updates
  - Summer Camp Information & Registration
  - Spring 2023 Field Permitting
  - FOSR Donation
  - Trails Committee Bid Update
- Part Time Staff Appointments (votes to be taken)
  - Chris Gazarian, Pottery Instructor
  - Nancy Aviles, Woodward RAP 1:1 Aide
  - Ashley Ly, Pottery Assistant (RAP)
  - Lisa Wagoner, RAP Instructor
- Updated Camp Refund Policy (votes to be taken)
- Security Improvements at South Union
- Pickleball Rec Hours vs Public (votes to be taken)
- Request to host babysitting hours at Town Meeting
- Approve meeting minutes
- Schedule Next Meeting

Submitted By: Tim Davis, CPRP Recreation Director

**From:** [Jen Hansen](#)  
**To:** [Kathleen Battles](#)  
**Subject:** Re: Request for Minutes-Recreation Commission 2/15/23  
**Date:** Tuesday, April 4, 2023 6:54:32 PM

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We have not met since then, Rec meets on 4/11 and will approve them then.

Thanks,  
Jen

On Apr 4, 2023, at 12:26 PM, Kathleen Battles <[kbattles@southboroughma.com](mailto:kbattles@southboroughma.com)> wrote:

Southborough Town Code § 9-25 requires that minutes of each public meeting and the documents used at the meeting be submitted to the Town Clerk within 45 days of the meeting and that the Town Clerk notify the board or committee chair when that reporting requirement is not met.

I'm writing to advise you that as of today, the Town Clerk's Office has not received the minutes and documents used at the **2/15/23** meeting of the **Recreation Commission**.

The Attorney General has determined that a document is considered to be "**used at a meeting**" when the document is:

- Physically present, and
- Identified by name, and
- Its contents are discussed at the meeting.

As a reminder, please submit the documents as individual files and ensure the name of **each separate file** matches how it is identified in the **Documents Used at This Meeting** section of the minutes.

**Please reply to this email with your response which will be posted on the town website until the minutes and documents are received.**

Please advise if you are unable to provide minutes for one of the following reasons:

1. The meeting was cancelled.
2. No meeting was held due to the lack of a quorum.

The meeting involved executive session(s) and the minutes for the executive session portion(s) cannot be released at this time. Note that minutes for the open session portion of a meeting must be released. Also, the board or committee must review any withheld executive session minutes regularly to ensure there is still a valid reason to withhold minutes from the public. We suggest you consult with Town Counsel on any matters concerning the release of executive session minutes.

Thank you,

*Kate Battles*

*Town Clerk's Office*

*Administrative Assistant*

*[kbattles@southboroughma.com](mailto:kbattles@southboroughma.com)*

*508-485-0710 x3006*

Town of Southborough

**Recreation Commission**

**Meeting Agenda**

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Remote Meeting

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- Appointments
  - 7pm: Judith Watson, Implementation Committee
- General Department Updates
  - Summer Camp Information & Registration
  - Spring 2023 Field Permitting
  - FOSR Donation
- Part Time Staff Appointments (votes to be taken)
  - Chris Gazarian, Pottery Instructor
  - Nancy Aviles, Woodward RAP 1:1 Aide
  - Ashley Ly, Pottery Assistant (RAP)
- Updated Camp Refund Policy (votes to be taken)
- Security Improvements at South Union
- Pickleball “Senior Hours” Designation (votes to be taken)
- Request to host babysitting hours at Town Meeting
- Approve meeting minutes from 12/13/22
- Schedule Next Meeting

Submitted By: Tim Davis, Recreation Director