

*Town of Pembroke
Recreation Commission
100 Center Street
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Pembroke Recreation Commission

Minutes of the Meeting of July 10, 2018

Present: Matt Norton, Ginger Comeau, Eric Hurt, Jennifer Skinner, Rachel Quinlan and Sue Roche (Director).

Call to Order by Matt Norton at 7:06PM

Minutes Review - The commissioners reviewed the May 2018 meeting minutes. VOTE: A motion was made by Eric Hurt and seconded by Rachel Quinlan to accept the May minutes. All in favor.

Election of Officers – on hold

Sports Leagues (field permits, schedules and maintenance): Commissioners reviewed outstanding balances due from select youth teams. Sue Roche to follow up with all delinquent team reps stating that payment due must be made in full or their permits will be in jeopardy (includes full payment and proof of insurance binders). Commissioners briefly discussed irrigation system adjustments made due to dry conditions this summer.

Parks, Field and Facilities: Turf Irrigation Systems provided an estimate of \$4982.00 for irrigation repair at girls softball fields at Mattakeesett ball fields. VOTE: A motion was made by Ginger Comeau to use \$4982.00 from budget line item 341 for irrigation repairs and replacement of sprinkler heads at the girls softball fields at Mattakeesett ball fields. Seconded by Rachel Quinlan. All in favor.

Summer Programs and EOG Schedule: Director Sue Roche shared her intent to negotiate a wage increase for 4 camp counselors in an effort to retain experienced and qualified staff. Increase will be based on language included in article passed at Special Town Mtg on 10/24/17.

Sue Roche received a complaint regarding a child in the summer program who received a sunburn while attending program. Sue has invited the family to attend the next commissioners meeting in August to formally state complaint to the board.

Summer program registration – Sue Roche shared that there are still some spots available in the older groups but all other age groups are filled.

EOG – Sue Roche shared that a complaint was issued by Paul Nourse to the Board of Selectmen following the first concert of the season. Mr. Nourse reported that his wife’s commemorative bench was not out on the green for the concert and that the community center building was locked and not accessible to the public. Chair Matt Norton will reach out to him to discuss further.

Finance Review

The financial reports (revolving, town accounts and community enter accounts) for the month of June were reviewed by the commissioners. VOTE: A motion was made by Ginger Comeau to accept the revolving and town accounts report for June, seconded by Rachel Quinlan. All in favor. VOTE: A motion was made by Ginger Comeau to accept the community center accounts report for June, seconded by Rachel Quinlan. All in favor.

VOTE: A motion was made by Rachel Quinlan to transfer the sum of \$2100 from the Vehicle Maintenance fund (budget line item 356) to Facility Rentals (budget line item 349). Seconded by Ginger Comeau. All in favor.

VOTE: A motion was made by Eric Hurt to transfer the sum of \$100 from Summer Playground (budget line item 302) to T-shirts (budget line item 318). Seconded by Rachel Quinlan. All in favor.

Correspondences

The commissioners reviewed the May and June correspondences. A) Public Hearing Notification from the Planning Board regarding new parking area to be constructed at 340 Oak St, Pembroke B) notice of site plan approval from Town Planning Board for Brigham and Women’s Medical Bld at 15 Corporate Park Dr, Pembroke C) Board of Selectmen announcement of reorganized officers D) notice to abutters from Board of Selectmen regarding a license to store gasoline in underground tanks at 92 Washington St, Pembroke E) notice of site plan approval from Town Planning Board for Irving Oil and Gas station at 92 Washington St, Pembroke F) Appointment of Rachel Quinlan, Jennifer Skinner and Kristine Cullinane from selectmen to Recreation Commission G) Decision of Zoning Board of Appeals regarding Double Bogey LLC; unanimously denied without prejudice H) Recreation Department announces the Entertainment on the Green schedule I) Board of Selectmen’s approval for Amnesty International to hold a car wash at the Community Center on 9/8/18

VOTE: Eric Hurt made a motion to accept the correspondences for May and June. Seconded by Rachel Quinlan. All in favor.

Spring Town Meeting: Article 14 passed at Town Mtg allowing for a job description for a senior clerk to be developed. Sue Roche states that she would like to see an increase in wages for both the Recreation Director and Assistant Director before filling this position. Sue will research wages in neighboring towns and make a comparison.

Old Business: Phil Bodio seeking recognition for his father (Bill Bodio)'s involvement in youth baseball by Pembroke Recreation Dept. Commissioner Jennifer Skinner offered to craft an email response in regards to this request sharing examples of how others have received this recognition through the appropriate sports league.

New Business

Commissioner Rachel Quinlan shared observations of excessive trash and recycling in barrels at Mattakeesett Fields during summer baseball tournaments. States there are not enough trash barrels to handle the trash and recycling generated by teams and fans (mostly the recycling barrels are the issue). Commissioners discussed the potential need to assign a group to oversee the removal of trash and recycling during these games (i.e. Cooperstown group, etc). Rachel will reach out to Hanover, Kingston and Marshfield league to see how they handle trash removal during tournaments and will report back at next meeting. Ginger Comeau will do the same with Halifax Baseball.

Titans Against Drugs Fundraiser in October – they would like to offer hot air balloon rides on a REMAX hot air balloon. Commissioners will refer to Police, Fire and Board of Selectmen for approval. Sue Roche to follow up once decision is confirmed.

Commission Chair Matt Norton offers his resignation after serving _____ years on the board.

Adjournment

Motion to adjourn the meeting at 9:28 PM was made by Ginger Comeau and seconded by Rachel Quinlan. All in favor.

Minutes recorded by Ginger Comeau