

Town of Pembroke  
Recreation Commission  
100 Center St.  
Pembroke, MA 02359  
781-293-3249

**Pembroke Recreation Commission**

**Minutes of Meeting of January 8, 2019**

**Present: Sue Roche (Director), Eric Hurt, Ginger Comeau, Bryan Phillips, Kristi Cullinane, Corey Pento, Rachel Quinlan, Jen Skinner, Tim Folan**

Guest: Nicole Pedro

Call to Order at 7:11pm

**Introductions:** Commissioners welcome Nicole Pedro and introduced themselves. Nicole expressed interest in becoming a commissioner. Nicole will decide following meeting if she would like to be recommended to Town Selectman as a Commissioner.

**Election of Officers (to be effective immediately):**

Commissioners reviewed Resignation of Robert Raleigh. **VOTE:** A motion was made to accept by Bryan Phillips, seconded by Kristi Cullinane. All in favor.

Chairman- Eric Hurt nominated himself, seconded by Corey Pento. All in favor  
Vice Chair- Bryan Phillips nominated himself, seconded by Kristi Cullinane. All in favor.  
Secretary- Rachel Quinlan nominated herself, seconded by Eric Hurt. All in favor.  
Treasurer- Kristi Cullinane nominated herself, seconded by Corey Pento. All in favor.  
CPC- Corey Pento and Bryan Phillips nominated themselves to share duties, seconded by Eric Hurt. All in favor.

**Minutes Review:**

Commissioners reviewed the January 2019 minutes. **VOTE:** A motion was made to accept by Bryan Phillips, seconded by Jen Skinner. All in favor.

Note: No meeting in December 2018

Commissioners reviewed the November 2018 minutes. **VOTE:** A motion was made to accept by Eric Hurt, seconded by Bryan Phillips. All in favor.

**Correspondences:**

The Commissioners reviewed correspondence, including A) updated ballfield site planning, including field signage and landscaping B) correspondence outlining new subdivision abutting

fields C) notification of Department Head meeting D) notification of Planning Board public hearing E) rescheduling of Board of Selectmen's meetings to Tuesday nights thru June, 2019.  
VOTE: Motion to accept minutes made by Bryan Phillips, seconded by Jen Skinner. All in favor.

**Finance Review:**

Minimum Wage Increase- Director Sue Roche updated Commissioners on meeting w/ Interim Town Manager to adequately reflect State minimum wage increases, including seeking approval from town administrators to review and clarify language for self- funding wage increase for Step 2 & 3 employees to remain competitive as well as develop a long-term plan to incorporate progressive minimum wage increases for the future.

Commissioners reviewed use of Natural Lawn Care for landscaping at Magoun Field, as well as puncture of irrigation and anticipated repairs.

VOTE: Motion to accept Oct, Nov, and Dec finances made by Eric Hurt, seconded by Rachel Quinlan. All in favor.

**Fiscal 2020 Budget:**

VOTE: A motion was made to transfer a sum of \$5,000 from Clubhouse (budget line item #301) to Debt Bond (budget line item 331) to cover FY18 & FY19 Bond payments by Bryan Phillips, seconded by Tim Folan. All in favor.

VOTE: A motion was made to transfer a sum of \$2,000 from Clubhouse (budget line item #301) to Fields (budget line item #341) by Eric Hurt, seconded by Ginger Comeau. All in favor.

VOTE: A motion was made to transfer a sum of \$2,265.35 from Summer (budget line item #302) to Fields (budget line item #341) plus the \$7,734.65 approved at the November 13, 2018 meeting for a total of \$10,000.00 by Eric Hurt, seconded by Corey Pento. All in favor.

VOTE: A motion was made to transfer a sum of \$5000 from Sport (budget line item #304) to Fields (budget line item #341) by Eric Hurt, seconded by Bryan Phillips. All in favor.

VOTE: A motion was made to transfer a sum of \$8217.74 from After School (budget line item #353) to Fields (budget line item #341) by Eric Hurt, seconded by Bryan Phillips. All in favor.

The sum total of funds transferred in November and January totals \$25,217.74.

DISCUSSION: Increase of program fees to cover minimum wage gaps on hold.

**New Business:**

Commissioners reviewed the new floor plan for proposed Community Center provided by Community Center Task Force. Commissioners discussed optimization of proposed layout to ensure maximum use of space by Rec and Council on Aging (COA), and whether that is intended to be shared space, as well as allocating appropriate space to Community Christmas and Counsel on Disabilities, and potential uses of neighboring field, including use as field space for town lacrosse and flag football. The Board recommended inviting Mr. Andrew Sullivan, Chair of the Community Center Task Force, to the Recreation Commission's February meeting for clarification and further discussion.

**Adjournment:**

Motion to adjourn the meeting at 9:28PM was made by Brian Phillips, seconded by Tim Folan. All in favor.

Minutes recorded by Tim Folan thru 7:23PM, recorded by Rachel Quinlan for remainder of meeting.

Approved 3-5-19