

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

Minutes of the Meeting of February 8, 2022

Present: Ginger Comeau, Eric Hurt, Grant Nickerson, George Grey, Corey Pento, Tim Folan, Nicole Pedro and Jessica Fulmine (Acting Director).

Guests: Town Manager, Bill Chenard and Asst. Town Manager, Sabrina Chilcott

Call to Order by Eric Hurt at 7:30PM

Recreation Facilities Update – Town Manager, Bill Chenard, shared that the new community center building is on track. Demolition will happen sometime between now and July 1st. Mr. Chenard referenced the 5 phases of construction design and stated we are now in the design development phase. The basic design of the building remains similar to the original design shared with the town residents when it was voted on and passed at the town meeting in June, with some minor structural changes. Project is currently out to cost estimators, but those numbers haven't been seen by Mr. Chenard as of yet. Once estimates are back, he states the town will make sure the project is feasible and continues to move forward. During the demolition phase, the town will be accepting bids on construction following all state guidelines. 2-3 weeks after bids are received, the town will accept bids for the general contractor. Construction could potentially begin as soon as July/August. Compass project manager and the architects are looking to fast track this project, at no additional cost to the town, with the potential for occupancy in 12-14 months.

Mr. Chenard shared interim plans for the relocation of the Recreation Department to allow programming to continue. The after school program will be relocated to the Bryantville Elementary School. Students from Hobomock and North Pembroke Elementary Schools will be bussed over at the end of the school day. The summer program will be relocated to Bryantville Elementary as well. Program will have access to the basketball court, playground and fields. Some programs that have historically used the community center facilities will be temporarily displaced (i.e. youth basketball). Mr. Chenard explained that the child care center will not be included in the new building per Securities and Exchange Commission regulations, as a town can not lease space and receive tax exempt borrowing status. The town would have to borrow at a commercial rate, which would not be affordable.

Mr. Chenard shared he is closely reviewing the reports received regarding the status of the town playgrounds recently audited by Reale Associates. He states he would like to get the playgrounds that were closed (Brick Kiln and the one behind the community center) back up and running as quickly as possible. The town has asked the CPC about what funds might be available to assist with necessary repairs. The playground at the town landing is completed, although this playground does not fall under Pembroke Recreation. The playground project at the Mattakeesett ball fields is at a standstill. Original contractor was unable to provide the product and was released from the contract. The town reached back out to some of the state contractors who had provided a bid, but the new bids were twice as much as the original bid. The town will be asking for funds from CPC to be directed to this project at the town meeting in May.

Commissioner Tim Folan asked Mr. Chenard if a project manager for the new community center has been hired. Mr. Chenard responded that Compass Project Management has been hired and he is very pleased with the job they are doing thus far. Commissioner Folan asked about short and long term plans for staffing for the department. Mr. Chenard addressed the Director vacancy, and stated that he is very pleased with the job Jessica is doing as Acting Director. He is not rushing into hiring anyone for the open director's position until FY23 to allow this person to be involved in planning new programming, etc. Custodial staffing will also be increased. Part time staffing is planned to cover programming, front desk, etc.

Commissioner George Grey asked Mr. Chenard about his vision for the revenue stream generated from recreation programming in the new facility and the expectations that these programs will offset the expenses for this facility. Mr. Chenard referenced a study* done regarding future programs and the potential revenue they could generate. Programs offered will be a hybrid of fee based and non-fee based. There will be a solar array to help reduce building costs. *Jessica stated that she will send all commissioners a copy of the report along with the most recent building plans at the end of the week. Ms. Chilcott shared that the select board identified the town green as a great opportunity for Pembroke Recreation to spearhead additional programming by partnering with other community groups (i.e. Arts Festival, Tree Lighting, etc). Commissioner Grey commented that he sees this an opportunity for Pembroke Recreation to think bigger and work more collaboratively with smaller community groups to make things less fragmented and conserve resources.

Commissioner Grey asked about the status of the playground behind the community center and whether or not it will remain at that location once the new building is built. Mr. Chenard states that although the playground was part of the original plans, it is not included in the funding. It is likely that it will be moved when the other playgrounds are being updated.

Commissioner Eric Hurt asked about the equipment deemed unsafe at playgrounds. Mr. Chenard stated they will take out the equipment that is unsafe and will fix equipment where able. Ms. Chilcott requested all commissioners attend town meeting on May 10th to speak to the article. Mr. Chenard recommends all commissioners review the article. He would like to attend our meeting next month to review the article and take a vote of support. Ms. Chilcott will help connect Commissioner Grey with the CPC as the rep from Recreation Commission.

Commissioner Grant Nickerson asked Mr. Chenard about having regular progress updates regarding the status of the new facility. Mr. Chenard stated he would send updates to the recreation commission following the monthly project management meetings.

Commissioner Ginger Comeau asked Mr. Chenard about having a select board member assigned to the recreation commissioner as a liaison to provide updates related to the community center project. Mr. Chenard stated that he would be better suited to fill that role but to certainly reach out to the select board if needing help with any policy or procedure questions. Ms. Chilcott clarified that select board liaisons were established between elected boards (currently Open Space and COA). Mr. Chenard invited commissioners to attend Select Board meeting to give updates if desired.

Commissioner Grey asked about staffing for custodial and landscaping needs for parks, playgrounds and new facility. Mr. Chenard stated they are working on that now in long term planning. Mr. Chenard stated he does not see one person doing both jobs. Referenced the fields behind the community center being considered as a phase 2 project after the new facility is completed.

Commissioners, along with the acting director, were in agreement that we were feeling better about plans moving forward after receiving Mr. Chenard's updates.

Jessica confirmed the summer program would be ending August 18th.

Ms. Chilcott confirmed discussions were happening to relocate familiar community events as able (i.e. Egg Hunt).

Minutes Review – Meeting minutes from January 18, 2022 were reviewed. **VOTE:** A motion was made by George Grey and seconded by Tim Folan to accept the January minutes. All in favor.

Finances - Commissioner Grant Nickerson stated there were no updates.

Old Business – nothing new to report.

New Business - Commissioner Ginger Comeau asked about retirement recognition for Sue Roche. Ms. Chilcott shared that they were planning to recognize her at town meeting in May. Commissioners Ginger Comeau and Eric Hurt will get together to discuss plans for a gift from the commissioners.

Commissioner George Grey offered his assistance where able re: playground equipment purchase.

Future meeting dates: May 10, 2022 Town Meeting

March 8, 2022 Recreation Commission Meeting @ Veteran's Hall 7:30pm

Adjournment - Motion to adjourn the meeting at 8:38 PM was made by Ginger Comeau and seconded by Grant Nickerson. All in favor.

Minutes recorded by Ginger Comeau.