

Town of Pembroke
Recreation Commission
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Pembroke Recreation Commission

Minutes of Meeting of Jan 24, 2022

Present: Acting Director Jessica Fulmine, Eric Hurt, Ginger Comeau, Rachel Quinlan, Tim Folan, Nicole Pedro, George Grey; joined by Assistant Town Manager Sabrina Chilcott and guest Katie McPhail

Meeting opened @ 7:32 PM

Discussion of software program Schedule Plus with Council on Aging Director Gretchen Emmetts:

Tabled as Director Emmetts was unable to attend tonight's meeting

Open Space Liaison Update:

Currently on hiatus for the winter

Logo Contest Update:

Commissioner Tim Folan and Mrs. DeCosta, art teacher from Hobomock Elementary School, will coordinate to reach out to PHS art department to provide guidelines for the logo contest, such as what printing/ colors/ threads will be necessary. Asst. Town Manager Sabrina Chilcott suggests submitting finalists selections to Town Manager for final approval.

Commissioners discussed the possibilities of submitting entries via the website, creating a banner or montage of the submissions for viewing in the new Community Center, and holding a ceremony to recognize the eventual winner.

Mr. Folan will create a list of guidelines for submissions.

Mr. Grey suggested incorporating a modular aspect to the logo, to allow for providing more or less information in logo as needed, depending on what the logo is being used on.

Website:

Mr. Folan volunteered to assist in updating the Rec Dept website in order to disseminate current, pertinent information to residents regarding services, activities and programs offered by the Rec Dept.

Mrs. Chilcott will be able to assist in ensuring a link to the Rec Dept web page will be added to the Town's landing page, as Acting Director Fulmine has administrative privileges to update programming offered, but not to alter the webpage itself.

Discussion of Potential to Resume Community Events:

Commissioners revisited options for resuming community events with Acting Director Fulmine.

Commissioner Comeau volunteered to take on planning of an Egg Hunt. Discussion included the possibility of using Mattakeesett St fields, which would allow for different age groups to be placed on different fields. In previous years, Egg Hunt has been open for ages up thru 6th grade, as this allowed for the kids in the after school program to participate. Use of the Bryantville fields would again allow for inclusion of after school program students.

Acting Director Fulmine to inquire about availability of Bryantville fields for the Egg Hunt, tentatively to be scheduled Thurs, April 6.

Entertainment on the Green: Asst. Town Manager Chilcott advised that the Herring would be able to support a concert. Commissioner Hurt to reach out to owner of the air field across the street to inquire about possible use for parking.

Commissioner Comeau suggested the addition of a food truck.

Funding for EoG had previously been appropriated from the revolving fund. We are currently unsure of the status of the funds as financials have not been available for review recently.

Recreation Director Job Search Update:

Any recommended changes to job description/ requirements need to be made sooner than later in the event that the level of the posted job, SA-15, needs to be adjusted.

Commissioners discussed the potential of rebranding the position to include Parks & Recreation prior to the planned posting of the job on Feb1.

Additional suggestions include ensuring candidates are aware of need to be responsible for management of use of Community Center building itself as well as programming.

Assistant Town Manager Chilcott advised that interviews are aimed to be held Feb 20-28, with anticipated start date of April 1, 2023.

Town Manager Bill Chenard will be attending the February Recreation Dept meeting, it is anticipated he will have more details about the nuts and bolts of expected requirements of operating the Community Center, including necessary staffing to appropriately run building while developing new programs and ramping up services. Commissioners discussed potential need for additional staffing, likely in FY25, pending needs assessed/ determined throughout Director's 1st year.

Community Center Update:

Project is currently running on budget and on time.

Hazardous material removal is completed, with all appropriate reporting made to EPA.

Footers for foundation have been placed.

An additional \$3 million in funding was received from the State.

Weekly updates are continuing on Pac- TV every Tuesday.

Master Steering Committee:

Previously, the presence of a representative of the Rec Commission had been required, with the goal of tying together oversight of cemeteries, GATRA stops, sidewalks and accessibility, with a focus on the plan for economic development of the Town.

Commissioner Grey pointed out there should likely be parallels between the Recreation Dept's long term plan and the Steering Committee Master Plan.

Recreation Commission is seeking to bring current properties/ structures up to par, including fields and playgrounds. At this time, it is expected that Capital plan funding monies may be used to correct findings of the recent playground audit to achieve the necessary updates.

Additionally, a Needs Assessment and Facilities Inventory is necessary to ensure that deficits/ needs are identified in order to appropriately plan for the future. One such item is a skate park, which continues to have its own funding/ line item which is currently \$44,310.

Commission Hurt recommended that Commissioner George Grey be nominated as the Recreation Commission representative to the Master Plan Steering Committee on the strength of his experience with town planning. VOTE: Rachel Quinlan motioned to appoint George Grey to the Master Plan Steering Committee, and was seconded by Tim Folan. All in favor. Mr. Grey accepted the nomination.

Review of Minutes:

Commissioners reviewed minutes of Dec 13, 2022 meeting. VOTE: Ginger Comeau made a motion to accept the minutes of the meeting of Dec 13, 2022; seconded by Tim Folan. All in favor.

Old Business:

No old business

New Business:

Mrs. Katie McPhail is present at tonight's meeting to discuss the opportunity to recognize her mother's, former Director Sue Roche, years of service, as well as the logistics of dedicating a memorial bench to Sue, which shall be placed at the new Community Center.

Asst Town Manager Chilcott to put Mrs. McPhail in contact with the Town Manager re: bench, dedication and ceremony. Previously, the Rec Dept would make a recommendation to the Selectboard to approve placing of a memorial bench on town property.

Commission Grey recommended that going forward, any additional benches be uniform.

Asst Town Manager Chilcott recommended following guidelines used by the school committee re: placing of memorials.

Commissioners unanimously agree to support Mrs. McPhail's requests.

Commissioner Comeau updated the Commission on the Unified Basketball team:

The team has had the first 2 league games, both of which were losses, and has 2 more games scheduled for this upcoming weekend. The team is still seeking up to 3 additional partners to participate with the athletes.

Acting Director Jessica Fulmine has begun the process for the hiring of Summer Program staff. It is anticipated that the Rec's Summer Program will be held at Bryantville for the Summer of 2023.

Next Recreation Commission meeting:

Regular meeting scheduled for Tuesday, Feb 14 at 7:30 in the Town Hall Conference Room.

Adjournment: 9:13 pm

VOTE: Motion to adjourn the meeting was made by Ginger Comeau, seconded by Tim Folan. All in favor. Meeting Adjourned.

Minutes recorded by Rachel Quinlan