

Town of Pembroke
Recreation Commission
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Pembroke Recreation Commission

Minutes of Meeting of April 25, 2023

Present: Acting Director Jessica Fulmine, Eric Hurt, Ginger Comeau, Corey Pento, Rachel Quinlan, Tim Folan, Grant Nickerson; **Guest:** Sabrina Chilcott, Asst Town Manager

Meeting opened @ 7:34 PM

Update on Community Center Building:

Update on status of progress of community center provided by Asst. Town Manager Sabrina Chilcott.

- Construction currently appears to be ahead of schedule and under budget. Completion is expected by April 2024, possibly by March 2024.
- The final decision on the color of the carpet is grey.
- Grant Nickerson inquired of Mrs. Chilcott about use of additional bond monies to invest in a money market or similar account to gain interest. Mrs. Chilcott that this is likely not possible due to arbitrage, but that she will follow up to confirm.
- Possible delays have not been significant, with very few "bulletins" (change orders); all systems appear to be on track.
- Project management company has been efficient in keeping progression on point, and construction company has been similarly efficient.
- Groundbreaking ceremony was held 3/22/23. None of the commission was invited, with Acting Director Jessica Fulmine receiving an invitation via email on the day of the event only hours beforehand.
- Commissioners have been invited to the Steel Plate Signing and Topping Out Ceremony, to be held May 5, 2023 at 12:30pm.

Update on Recreation Director Position:

Update on status of Recreation Director position provided by Asst. Town Manager Sabrina Chilcott.

Mr. Lance Kennedy has accepted the offer to serve as Recreation Director. He is also currently running for re-election to the School Committee. It has been determined that there is no conflict of interest in serving on both. In addition to serving on multiple school committees, he has also served as youth sport coach, youth sport board member, and has an extensive work history with

the YMCA. Mr. Kennedy's employment contract has been executed. May 8 will be his first day. It is expected that one of Mr. Kennedy's primary objectives will be to draw on his extensive resources and connections to manage shared resources of the Community Center to optimize meeting the Recreation Dept.'s needs.

Discussion about PYBS:

Eric Hurt received an email from PYBS requesting an opportunity to discuss the current lease of the Mattakeesett St. complex. Mr. Hurt did forward the email to Town Manager Mr. Chenard, and will also forward email to Asst. Town Manager Mrs. Chilcott in order to schedule a meeting as PYBS has yet to have a response. PYBS is currently looking to sign another 5 yr lease similar to the current terms.

Commissioners' concerns about the terms of the current lease of the Mattakeesett St Complex by PYBS include:

- \$1/yr lease amount paid by PYBS while the Recreation Dept continues to pay the bond for the complex.
- PYBS has been subletting fields for use by non-Pembroke organizations for years, outside the terms of the lease, and keeping all revenues.
- PYBS has control over the fields, with no oversight of spending to maintain fields
- There is confusion over who manages what space; PYBS maintains "inside the field fences", with Rec Dept managing "outside the fences". Who, then, is responsible for snack shack, patio, etc?
- Could a fee schedule be applied to all sublets of the Mattakeesett St. complex, with Recreation receiving a set percentage of all rental fees received by PYBS
- PYBS appears to be charging fees for use of lights, but it is unclear if Recreation is receiving those fees.
- PYBS should be required to seek approval for any and all changes involving fixed structures prior to installation, such as recently installed Xfinity box that was placed in anticipation of running Wifi to the snack shack (that was done w/o the knowledge of the Rec Dept). PYBS needs to coordinate with the Rec Dept and the Town to ensure that all proper channels are being followed for any changes, such as with the recent installation of the new snack shack patio.
- The Recreation Dept has yet to be notified that Rep. Cutler has secured funding for placing lights at the high school field. As this would obviously qualify as a significant change to the field, the Recreation Dept should be included in any planning and execution.

Director's Report (taken out of order):

Acting Director Fulmine updated Commissioners on upcoming events:

The new Director will be starting May 8, 2023, and will be working remotely for a period of time as space in the Rec Dept space at Bryantville Elementary is very limited.

Summer programming:

- This summer the program will run 6/26/23 to 8/4/23 due to limited availability of space at Bryantville Elem; no other locations appear to be available. There are currently 9 staff hired, with 2 full time for the duration of the program; additional applications have also been received.
- Supplies, shirts, etc, have been ordered
- Sign up is near to full capacity
- Phone connection remains limited in Bryantville; use of remote door bell has been useful to alert staff to arrival of parents
- Acting Director Fulmine will continue planning the After School program for the 2023-24 school year, which will take place at Bryantville.
- While there will be no field trips this summer, plans are in place to bring special events to the school, such as waterslides, ice cream truck, slushy truck, etc.
- Acting Director Fulmine is seeking direction regarding who is currently managing the sprinklers at Magoun. It was suggested that DPW may have additional insight or information on this matter.

Discussion Logo submissions from PHS art dept:

It was recommended by the art teacher to narrow pool to submissions by HS students. Multiple submissions have been received.

Commissioners discussed the optimal content and style of logo to best meet needs.

Commissioners agreed that 2 styles, containing uniform content and fonts, would be ideal.

These 2 styles include 1) a round stamp style as well as a rectangular logo. Both should incorporate a "P" and "Pembroke Recreation", as well as the town colors of red, navy, white.

Commissioners agreed that submissions from students Brandon (submission pg 19), Benjamin Peter Kane (submission pg 26), and Stevie (submission pg 31) are closest to meeting these requests. Commissioners are requesting that these students modify their designs to fit suggested criteria and re-submit logos for final selection.

Review of Minutes:

Commissioners reviewed minutes of Feb 14, 2023 meeting. Minutes required amending to correct typo that the Egg Hunt preparation could NOT be completed in time. VOTE: Ginger Comeau made a motion to accept the amended minutes of the meeting of Jan 24, 2023; seconded by Grant Nickerson. All in favor.

Old Business:

Reminder that all Commissioners need to complete Conflict of Interest training by May 1, 2023.

New Business:

Appropriate channels of communication between commissioners and all town employees were reviewed. Any communication should be brought to chair, and then the chair will present the information to the appropriate recipient.

Next Recreation Commission meeting:

Regular meeting scheduled for Tuesday, May 9 at 7:30 in the Town Hall Conference Room will need to be rescheduled as it coincides with Town Meeting. Availability of Commissioners will determine date of May's meeting.

Adjournment: 9:06 pm

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

Minutes recorded by Rachel Quinlan