

Town of Pembroke
Recreation Commission
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Pembroke Recreation Commission

Minutes of Meeting of May 24, 2023

Present: Director Lance Kennedy, Asst. Director Jessica Fulmine, Eric Hurt, Ginger Comeau, Corey Pento, Rachel Quinlan, Tim Folan, Grant Nickerson, Nicole Pedro, George Grey

Meeting opened @ 7:40 PM

Reorganization of Board:

-Nomination for Chair: Ginger Comeau was nominated to the position of Chair by Eric Hurt, seconded by Tim Folan. VOTE: All in favor. Ms. Comeau accepted the nomination. Director Kennedy offered to run the duration of tonight's meeting, with Ms. Comeau to assume the role of running meeting as chair at next meeting given tonight's change in Chair.

-Nomination for Vice Chair: Corey Pento was nominated to the position of Vice Chair by Tim Folan, seconded by Rachel Quinlan. VOTE: All in favor. Mr. Pento accepted the nomination.

-Nomination for Secretary: Rachel Quinlan was nominated to continue in the position as Secretary by Eric Hurt, seconded by Tim Folan. VOTE: All in favor. Mrs. Quinlan accepted the nomination.

-Director Kennedy clarified the demands of the position of Treasurer. Director Kennedy and Asst. Director Fulmine manage the Rec finances via vouchers with approval as needed by the Town Manager. George Grey discussed the roll of revolving funds in balancing Rec budget, with emphasis on ensuring that Rec funds remain Rec funds.

Nomination for Treasurer: Grant Nickerson was nominated to continue in the position as Treasurer by Eric Hurt, seconded by Corey Pento. VOTE: All in favor. Mr. Nickerson accepted the nomination.

Chairperson Comeau resumed chair of the meeting at this time.

Welcome New Recreation Director Lance Kennedy!

Director Kennedy's background includes running the YMCA programs in Brockton, MA, New Hampshire, and Boston, MA. Director Kennedy has returned to community work after a stint in the food industry.

Director Kennedy has extensive experience in running a "Rec without Walls" with outdoor programming which will be especially valuable in advance of the Rec Dept moving into the new building. Until this move, Director Kennedy's current office is in Town Hall, allowing for close communication as needed with Town Officials.

Director's Report (presented by Asst. Director Fulmine):

Ongoing items that Recreation Dept will be focusing on include:

- utilizing Director Kennedy's previous resources to maximize networking capabilities. Mr. Grey has offered to help advance networking through his professional contacts as well.
- working towards increasing pay rate for Rec Dept employees, especially summer program staff, to maintain competitive rate
- Coordinate providing Red Cross programming to the community and work with Pembroke FD to provide courses
- working on getting a latch for the gate for the Birch St. Playground

Asst. Director Fulmine updated the Board on anticipated Summer Program activities, including outdoor tents for shade on the fields, misting stations, weekly ice cream trucks. Training for summer counselors is scheduled for 6/17/23, and will include Basic First Aid and CPR. All counselor positions are filled, with 15 counselors for a max of 70 camp participants. To aid in maintaining a competitive pay scale, Director Kennedy can use incentives, clothing/gear for staff recognition/ rewards.

Community Center Update:

A universal color scheme to be used throughout the site has been determined, new furniture is being purchased, almost all of it which is mobile. Mobile furniture will allow for seating to be provided in all community spaces.

Extra furniture from the old Community Center building remains in storage, including recently purchased tables and chairs.

Retractable bleachers can be used in the gym for seating in addition to chairs placed on tarps on the gym floor.

Director Kennedy will reach out to the directors of the Boys' Club to communicate about use of exercise space as well as programming.

Generators are in place to ensure Community Center can be used as an emergency shelter.

The Center is on target for opening March/ April 2024.

Status on software to be used by Recreation and CoA in the new Community Center:

Features should include: building management, scanning capabilities for room access, field/ space allotment management, etc.

A central system is essential for scheduling as well as payment collection for classes, memberships.

Gretchen Emmetts, CoA director, and Director Kennedy will be meeting with Town Manager Bill Chenard and Asst Town Manager Sabrina Chilcot next week with a list of priorities and needs the software needs to meet. Examples of software typically used for this include MyRec, ActiveNet and Civic Net.

More staff will be required to manage Community Center in addition to other town buildings, including the yet to be built Community Safety Building. This could potentially lead to the development of a facilities manager position to oversee all Town buildings.

Discussion about CPC Field Assessment Report:

The CPC meeting occurred in early April, at which George Grey presented the application requesting funding for Recreation to perform a Needs Assessment of the Recreation Dept's properties. These include multiple fields, many of which may be underutilized, and 2 offline playgrounds, at the Center and on Brick Kiln Ln. The request for funds was denied at the CPC meeting.

(Grant Nickerson left meeting at 8:34pm)

There is a Master Plan Committee, which is tasked with larger, longterm, broader scope projects and therefore not likely to be appropriate to be tasked with assessing Recreation's needs.

The next CPC meeting is in August; Mr. Grey plans to present a request for funding a Needs Assessment Report to enable optimal use of Recreation spaces and resources to more fully meet the needs of the the Town's residence. Additional sources to utilize to assist in expressing the depth of the necessity for a Needs reports include PHS AD and Facilities Director Brian Phillips, as many town youth sports teams currently share use of the HS field for practice and games with the HS teams due to lack of other turf space. Letters of support from the town youth sport leagues would also be helpful. The possibility of having the School Committee vote in favor of becoming a co-sponsor for this Needs Assessment Report was also discussed.

Next Steps for Brick Kiln Playground:

As highlighted in the previous segment, a Needs Assessment is necessary to determine most effective use of Recreation Dept spaces without wasting resources. A Needs assessment will also examine logistics concerning updated spaces as needed, as well as appropriate use of space according to any special parameters that specify or restrict designated use of space. Specific examples of areas that would benefit from a Needs Assessment, in addition to Brick Kiln playground, include the Center playground and the Bezanson field in the Center.

Master Plan Committee Report:

The Master Plan Committee is scheduled to hold a Community Update meeting June 11, 2023.

Mattakeesett Field Lease Update:

Fmr Chair Eric Hurt forward concerns about current status of the Mattakeesett Field lease status to Town Manager Bill Chenard discussed at the last Recreation Dept meeting. Director Kennedy was updated on these concerns, including ensuring that PYBS follows proper channels when performing any updates to fields, such as seeking approval from the Town prior to starting projects and meeting prevailing wage standards. Director Kennedy was also updated on the terms of the current lease, including the \$1/yr lease and the section prohibiting subletting. Board members discussed potential options for receiving appropriate reimbursement from rental fees as the Recreation Dept is currently financing the bond for the Mattakeesett St Field complex.

Board members discussed the need to maintain open communication with PYBS to ensure that Pembroke youth teams continue to be prioritized for field usage over rentals.

Board members discussed that the disclosure of PYBS's financials would be informative prior to deciding the most appropriate way to proceed when deciding how to develop a fair fee scale.

Logo Revisions Update:

Board members reviewed revised logo submissions. Members collaborated to make final suggestions. Tim Folan will bring final selections/ revision suggestions to the artist for completion.

Review of Minutes:

Commissioners reviewed minutes of April 25, 2023 meeting. VOTE: Tim Folan made a motion to accept the minutes of the meeting of April 25, 2023; seconded by Corey Pento. All in favor.

Old Business:

Entertainment on the Green: Eric Hurt has not pursued securing acts for the 2 approved Summer 2023 concerts to be performed at the Herring Run due to concerns about logistics, such as parking and possible need for a police detail, as well as concerns about a available access due to culvert damage. Mr. Hurt will follow up and provide more detailed information next meeting.

New Business:

None at this time.

Next Recreation Commission meeting:

Tuesday, June 13 at 7:30 in the Town Hall Conference Room.

Adjournment: 9:41 pm

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

Minutes recorded by Rachel Quinlan