

Town of Pembroke  
Recreation Commission  
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**Pembroke Recreation Commission**

**Minutes of Meeting of July 11, 2023**

**Present: Director Lance Kennedy, Ginger Comeau, Eric Hurt, Rachel Quinlan, Tim Folan, Nicole Pedro; with Corey Pento joining at 7:39**

**Meeting opened @ 7:34 PM**

**Review of Minutes:**

Commissioners reviewed minutes of the June 13, 2023 meeting. VOTE: Eric Hurt made a motion to accept the minutes of the meeting of June 13, 2023; seconded by Tim Folan. All in favor.

**Director's Report (presented by Director Lance Kennedy):**

- Community Center Construction Update:  
Construction remains on track. Director Kennedy to arrange a site visit and tour in the near future. Installation of gym floors will likely be held until installation of the HVAC system for humidity control. The project remains under budget. Excess funds may be used stock recreation equipment as needed.
- Program Update:  
Summer camp has been going well and is fully staffed, with many staff already committing to return next year. Counselors are staffed at a ratio of 1:5 for ages 5 and under, and 1:10 for older kids.  
After school registration is up and running, and has been reconfigured with improved logistics, with separate registrations for the school year, for June and for August.
- Park Maintenance/ Projects Update:  
Work will be need to be done at Magoun to ensure that it is playable; a club team had rented the field and then found that they were unable to play on the field. Director Kennedy will seek additional resources to continue improvements at Magoun and Birch, as well as on the Town Green if/ when needed. Director Kennedy will explore adding additional staff to manage maintenance/ improvements vs. utilizing 3rd parties to perform work with Town Manager Bill Chenard.  
Director Kennedy opened discussion of possible location of a skate park, exploring placement of skate park behind the Community Center. The high school students working on skate park proposal have continued researching materials and costs.
- Pembroke Youth Baseball/ Softball

The PYBS Board voted down the proposal from the Recreation Dept to commit to a \$35,000/ yr rental for the next 15 years. Director Kennedy to meet with Town Commissioner Bill Chenard on July 14 to discuss additional options/ potential proposals. Director Kennedy and Town Commissioner Bill Chenard will then meet with PYBS leadership Mon, July 17 to discuss proposals.

-Director Kennedy and CoA director Gretchen Emmetts have yet to make a trip to Harwich to view Community Center and observe running of combined facility. Survey of needs of the community to aid in planning Rec programming is aimed to be ready by the end of summer.

-Town Commissioner Bill Chenard has been the Town of Pembroke representative to the MA Recreation and Park Association; Director Kennedy and Assistant Director Jessica Fulmine have been added as members for resource and networking aides, which include grant availability and updates about any new legislation that would impact Rec.

-Board Chair Ginger Comeau inquired if Recreation summer camp would welcome volunteers to provide activities, and if these volunteers would need to be CORI'd, which they would.

-Board member Rachel Quinlan inquired if Recreation would be able to oversee a centralized CORI process for all Town organizations at some point, as is done in other communities. The discussion is tabled until a future time that is more appropriate as this would be an opportunity to for Recreation to expand its role in the community.

#### **Discussion of "Entertainment on the Green" Activities:**

After communicating with PYBS, EoG will be held at the Mattakeesett St complex Sunday, Aug 20. Band "3 Hour Tour" has been booked, and will play from 6- 8:30pm; a fee of \$550 to compensate the band will be paid from a Recreation revolving account. Director Kennedy will manage payment to the band after necessary W-9 forms are submitted. The band will bring swag, and has experience playing festival- style events. The band will likely set up at home base on McPhillips field. Additional activities to be considered for the event include face painting, balloon animals, lawn games, beach balls and leis.

Promotion for the event to include digital flyers, posting via Recreation FaceBook page and Pembroke Connect, school and sports email contact lists, and use of Town's sign in the center of Town. The event will posted as "Music at Mattakeesett".

Commissioner Pento will reach out to local ice cream vendors to assess interest in bringing a truck, as well as vendors for branding materials.

Commissions Ginger Comeau and Eric Hurt will seek quotes from balloon artists.

A subcommittee meeting will be scheduled prior to Recreation's next regularly scheduled meeting to review details of promotion prior to posting flyer. A Zoom meeting is now scheduled for 8:30 on July 25.

#### **Basketball Courts at Town Center:**

Commissioner Tim Folan requests prioritizing replacement of the rims of the nets at the Center courts over refinishing the courts. Pembroke Youth Basketball had previously offered to donate replacement of rims (in lieu of payment for use of courts for summer league). Director Kennedy to reach out to Pembroke Youth Basketball to discuss installation. Commissioner Folan also brought up pruning large tree in corner to decrease encroachment of branches and ensure safety. Director Kennedy stated that resurfacing of the courts will need to be held until after construction is mostly completed.

**Horner's Hollow at Little Sandy Beach:**

The Horner Family Reached out to Commission Chair Comeau about signage that had been located at Little Sandy Beach, designating the beach space as "Horner's Hollow" and dedicating it to Jane and Bill Horner for their many years of services to the Pembroke Community in multiple capacities, with State Legislation confirming the dedication. Commission Chair Comeau requests pursuing replacing the sign.

**Community Committee Updates:**

- CPC Committee: Feasibility study for Recreation properties will be included in the larger Town Feasibility study.
- Master Plan Committee: Commissioner George Grey is not present to provide an update; at last Master Plan meeting Recreation Properties continued to be included in the overall Town Master Plan.
- Open Space Committee: nothing to report as Committee remains on hiatus for the summer.

**Old Business:**

No old business

**Future Recreation Commission Meeting(s) Date(s) and Topics:**

EoG subcommittee meeting via Zoom Tues, 7/25 at 8:30.

Tuesday, Aug 8 at 7:30 in the Town Hall Conference Room.

**Adjournment: 9:00 pm**

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

Minutes recorded by Rachel Quinlan