**Town of Pembroke**

**Recreation Commission**

**100 Center Street**

**Pembroke, Ma. 02359**

**781-293-3249**

**Meeting Minutes – November 10, 2015**

Opened meeting @ 7:20pm

Present: Matt Norton, Linda Federico, MaryAnn Freeman, Bryan Phillips, Tom Driscoll, Rob Raleigh, Ginger Comeau and Susan Roche (Director)

**Skate Park Discussion with Guests Selectman Michelle Burt and Rep. Josh Cutler**: Matt Norton reviewed Pembroke Recreation’s history with Pembroke Skate Park Committee; Sue Roche confirmed a total of $44,000.00 is currently in the budget from previous fundraising efforts by the Skate Park Committee; Pembroke Recreation is requesting that the Skate Park Committee revitalizes efforts to gain public interest for skate park and take over the responsibility of fundraising for the park to be built. Location of park still needs to be determined; potential future plans for the Community Center would make the area behind the Community Center less feasible; brief discussion regarding Birch Street Park location if other improvements were being made to this site as well (update playground, improvements to baseball field and basketball court, new flag football/lacrosse fields and walking trails). Michelle Burt proposes Birch St location after full renovation. Josh Cutler will look into grants to determine what type of money might be available for a potential Birch St Park renovation; Matt Norton to provide Josh with the previous grant written for the Skate Park for his review. Skate Park Committee members will be invited to Recreation Commission’s December meeting to discuss further.

**Community Center Fields Design/Discussion with Selectmen –** Matt, Sue and MaryAnn attended Selectmen’s meeting on 11/2 to share update on community ball field’s project. Selectmen Dan Trabuco stated at this time there are no plans to build a Community Center in the next few years. Recreation received Selectmen’s approval to move forward with research study; Ryan T from Environmental Partners to create plans; Pembroke Recreation will present to Selectmen again before going forward with anything final.

**Minutes of the October meeting**: The minutes for October were reviewed. MaryAnn Freeman made a motion to approve minutes and seconded by Tom Driscoll; all in favor.

**Correspondences**: Commissioners reviewed the correspondences. The Pembroke Recycling center will be open for additional Sunday hours during the month of November. Vote: a motion was made by MaryAnn Freeman to accept the correspondences, seconded by Brian Phillips, all in favor.

**Financials**: The financial reports (both revolving and town accounts) for the month were reviewed by the Commissioners. Final payment of $5,871.90 to Dandel for Mattakeesett Ball Fields project includes excess removal of materials and retainer. Sue Roche requesting permission to transfer $10,000.00 from the After School program budget into capital budget to cover the cost of extra work done by Environmental Partners to settle dispute with Dandel and to begin study of lower fields along with payment due to Dandel. Rob Raleigh motioned to approve transfer of funds. MaryAnn Freeman seconded, all in favor.

Discussion surrounding field increase fee; Sue Roche to research field use fees from surrounding towns for “profit use” teams; consider moderate increase for next year; Sue to come to December meeting with rate increase recommendation.

Vote: A motion was made by Rob Raleigh to accept the finances, seconded by MaryAnn Freeman, all in favor.

**Mattakeesett Project**: Some minor re-grading needs to be done to the parking area.

**Retaining Walls at Basketball Courts**: Project put off until spring. Nick will continue with Eagle Scout project.

 **CPC**: All Recreation Commission articles proposed at Town Meeting passed.

No action taken on Recreation Revolving Article- Town Accountant Mike Buckley recommended no action and it will be included at the Spring Town Meeting

**Adjournment**: Motion to adjourn the meeting at 9:15pm was made by Rob Raleigh and seconded by MaryAnn Freeman, all in favor.

Minutes recorded by Ginger Comeau