**Town of Pembroke**

**Recreation Commission**

**100 Center Street**

**Pembroke, Ma. 02359**

**781-293-3249**

**Pembroke Recreation Commission**

**Meeting Minutes – December 8, 2015**

**Matt Norton called meeting to order 7:10PM**

**Present:** Chair Matt Norton, Bryan Phillips, Linda Federico, MaryAnn Freeman, Tom Driscoll, Ginger Comeau, Sue Roche (Director) and Shauna Ferris (Asst. Director).

**Skate Park Discussion**: Skate Park Committee members Kate DiNardo and Dan Vasconcellos in attendance along with Selectman Michelle Burt and Police Chief Rick Wall. Matt Norton recapped history of skate park plans to this point along with original suggested location behind community center. Selectman Burt shared with Skate Park Committee member’s reasons for looking at new location (Birch Street Park) and explained decision not to use land fill as potential location. Dan Vasconcellos wanted more details as to why there needs to be a change in location from center of town. Chief Wall gave reasons why it would not be located there and that the preferred location is Birch Street Park. Skate Park members reviewed plans from 2006 Birch Street Project to see lot layout and potential placement for Skate Park. Recreation Commission Chair Matt Norton recommends that the Skate Park Committee meets to discuss new location, design and size of park, and cost estimate to bring back to the Recreation Commission.

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

**Correspondences**: Commissioners reviewed the correspondences. Director Sue Roche will meet with Advisory Committee to discuss FY17 budget in January. Director Sue Roche met with Town Administrator Ed Thorne in December and gave updates on various projects, including posting signs to eliminate vehicle access from the Town Forest to Mattakeesett Street Ball Fields; new stairs installed at Birch Street Park (handrails to be installed at a later date); preliminary discussions surrounding location of Skate Park at Birch Street Park. Estimates received from Environmental Partners Group for scope of work and project costs to redesign/improve the Community Center Fields. Recreation Commission reviewed correspondence received from Conservation Commission regarding tree removal conditions for the Mattakeesett Street Ball Fields Expansion Project. It was determined that the planting of the seedlings was at the direction of the Conservation Commission and that the Recreation Commission would respond accordingly.

Vote: a motion was made by MaryAnn Freeman to accept the correspondences, seconded by Tom Driscoll, all in favor.

**Financials**: The financial reports (both revolving and town accounts) for the month were reviewed by the commissioners. Field permit rate increases were reviewed. Separate rates for use by non-profit and profit leagues. Sue Roche provided commissioners with field revenue comparison spreadsheet showing 3 different increase options. Linda Federico motioned to accept Option 2 (non-profit use increase of $3.75/hr, profit use increase of $2.50/hr). Tom Driscoll seconded, all in favor.

**Other:**  Pembroke Tree Lighting event a success! Few issues with circuits tripping but otherwise everything went well.

**Adjournment**: Motion to adjourn the meeting at 8:45pm was made by MaryAnn Freeman and seconded by Linda Federico, all in favor.

Minutes prepared by Ginger Comeau