**Town of Pembroke**

**Recreation Commission**

**100 Center Street**

**Pembroke, Ma. 02359**

**781-293-3249**

***Pembroke Recreation Commission***

***Minutes of the Meeting of September 20, 2016***

***Present: Robert Raleigh, Matt Norton, Tom Driscoll, Mary Ann Freeman, Bryan Philips, Linda Federico and Sue Roche (Director).***

*Call to Order by Matt Norton at 7:21 PM*

*Minutes Review*

*The Commissioners reviewed the June and July meeting minutes. VOTE: A motion was made by Bryan Philips and seconded by Matt Norton to accept the June minutes, all in favor. VOTE: A motion was made by Linda Federico and seconded by MaryAnn Freeman to accept the July minutes, all in favor.*

*Correspondences*

*The Commissioners reviewed the September correspondences.* ***A.*** *The Kelley Brothers ramp replacement proposal was reviewed (concrete pad at the end of the handicap ramp to the Community Center), VOTE: A motion was made by MaryAnn Freeman and seconded by Bryan Philips to authorize the Director to spend $1,803.00 for the concrete pad replacement as quoted, all in favor.* ***B.*** *A proposal for the purchase of folding chairs for the community center was reviewed and discussed. VOTE: A motion was made by Bryan Philips and seconded by MaryAnn Freeman to authorize the Director to purchase 160 folding chairs and two chair carriers as quoted, all in favor.* ***C.*** *The Commissioners reviewed the remaining correspondences with particular attention paid to the summary of the Act to Modernize Municipal Government.*

*Finance Review*

*The financial reports (revolving, town accounts and community center accounts) for the month were reviewed by the commissioners. VOTE: A motion was made by Robert Raleigh to accept the finance reports, seconded by MaryAnn Freeman, all in favor.*

*Budget/Capital Plan*

*The Commissioners reviewed the request from the Selectman to prepare a capital plan and budget for the next year and the upcoming 1-3, 3-5 and 5-10 years. The Commissioners reviewed the prior plan from 2013 and discussed potential ideas and logistics. The Commissioners each took the responsibility of drafting one facilities plan and submitting the draft to the Director and Chairman for the October meeting.*

*Old Business*

*The Director is continuing to move forward on the basketball court retaining wall project. The Director is consulting with DPW to ensure the prosed changes confirm with their court access requirements.*

*Adjournment*

*Motion to adjourn the meeting at 9:05 PM was made by Robert Raleigh and seconded by Bryan Philips, all in favor, none opposed.*

*Minutes prepared by Rob Raleigh*

*Approved October 11, 2016*