**Recreation Commission**

**100 Center Street**

**Pembroke, Ma. 02359**

**781-293-3249**

***Pembroke Recreation Commission***

***Minutes of the Meeting of November 15, 2016***

***Present: Robert Raleigh, Ginger Comeau, Mary Ann Freeman, Bryan Philips, Linda Federico and Sue Roche (Director).***

***Guests at meeting: Eric Hurt, Gina Boutwell, Cindy Wengryn, Amy Hanson, Patrick Seltsam***

*Call to Order by Rob Raleigh at 7:06 PM*

*Introduce applicant for open seat*

*Eric Hurt in attendance as potential new commissioner, general introductions were made by the present board of commissioners. Vote: Based on applicant’s interest and experience, Rob Raleigh motions that the Recreation Commission makes a recommendation to the Board of Selectmen that Eric Hurt be considered for appointment and seconded by Bryan Philips. All in favor.*

*Teen Programming discussion:*

*Representing Pembroke Titans Against Drugs (PTAD) were Gina Boutwell and Cindy Wengryn, also in attendance Amy Hanson. Discussion around Amy Hanson request that Pembroke Recreation, in partnership with PTAD or other organizations with similar interests, consider hosting teen programs monthly to provide safe activities geared toward kids ages 12-16 year olds. All in attendance were charged with helping to create a list of potential activities to be reviewed at a later date. Type of program and rough draft of dates and times will be included.*

*Outdoor Ice Rink: Patrick Seltsam a former Pembroke resident and co-owner of Alien In-Line presented his proposal for providing outdoor modular ice skating rinks to communities and businesses and his desire see one in his hometown. Commissioners participated in a general discussion surrounding the potential for an outdoor rink on the town green to be installed, the cost associated with refrigeration. Rob Raleigh suggested Patrick speak with Town Manager Ed Thorne as this seemed like too large scale of a project for the Recreation Commission.*

*Capital Plans*

*The following capital plans were reviewed: 1) Brick Kiln Lane Playground – no monies budgeted over the next 4 years; will seek DPW assistance with maintenance and upkeep and CPC funding for purchase picnic tables and benches; 2) Community Center Playground - $20,000 over the next 4 years to maintain and enhance this location subject to feasibility study; 3) Howard Bezanson Ball Fields - $175,000 over the next 4 years to develop, construct and maintain a multipurpose playing field on the site of the existing baseball fields; will seek funding through CPC grant; 4) JJ Shepherd Memorial Forest - $50,000 over the next 4 years to add apron at entrance with lane and parking lines and security camera; installing new basketball posts, backboards and nets, upkeep of girls softball fields, resurface/painting of basketball court; will seek consideration from CPC funds for apron and security camera projects; 5) Libby Short Basketball and Tennis Courts - $21,000 over the next 4 years to build retaining wall on hill to prevent runoff from the hill and prevent hill erosion, resurface courts, purchase new tennis nets and repaint support posts, install electrical conduit and plug, maintain and grade gravel part of handicap ramp, line and mark parking spaces (including handicap spaces) at ramp; 6) Magoun Park - $16,000 over the next 4 years to maintain baselines/pitching mound and inspect/repair irrigation sprinkler heads; 7) Marcus B. Ford Park - $12,000 over the next 4 years for general playground and field maintenance*

*Vote: Linda Federico motions to accept budgeted capital plans and submit to the town for consideration, Bryan Philips seconded; All in favor.*

*Copperwood Circle Development Update*

*Developers of Copperwood Circle plan to make $10,000 donation; which Director Susan Roche believes is for upkeep of Marcus B. Ford Park/Birch Street but will need to confirm with the Town Administrator and Conservation Agent, Robert Clarke. The Developer is also seeking better access to work site through Birch St. ball field to do this they will need to remove some trees that were slated to be removed as part of the Birch Street Park Improvements (Phase 2). The will also need to remove sections of the fence, which Recreation had planned to remove anyways for overall field improvements. In doing both the tree and fence removal it will give the contractor access and also and limit abuse on town streets. This is a two phase project with Marcuse B. Ford modification work slated to be done by Spring 2017.*

*Budgets*

*A draft of the annual budget was reviewed. Rob Raleigh recommends submitting an additional $10,000 to Community Center budget in anticipation of unforeseen repairs in 2019. Sue Roche states that Advisory’s preference is to not allocate funds in anticipation of any unforeseen expenses. if funds are need for an unforeseen expense then a transfer request can be made or an article can be submitted at Town Meeting. VOTE: Rob Raleigh motions to accept FY18-FY20 budgets to submit to town and seconded by Bryan Phillips. All in favor.*

*Correspondences*

*The commissioners reviewed the November correspondences.*

*A. Proposal from Fair Play Turf Services for nip/tuck at Magoun Field (includes cutting of baselines and rebuilding pitcher’s mound). Two options ($6000 for basic service and $7750 includes laser grade) were reviewed. VOTE: Rob Raleigh motions to authorize Recreation Director to spend up to $6000 for Magoun Field improvements. Motion was seconded by MaryAnn Freeman. All in favor.*

*B. The Girl Scouts Troops will be holding an event on the town green on November 6, 2016.*

*C. Follow up by Sue Roche to Ed Thorne proposing Birch St. Park enhancements as part of the Copperwood Circle project.*

*D. Follow up by Sue Roche to Health Agent Lisa Cullity regarding Community Center inspection reports.*

*E. Letter from Sue Roche to Ed Thorne re: security/surveillance cameras at Mattakeesett Ball Fields and their potential liability issues for the Town.*

*F. Follow up from Town Council regarding surveillance cameras at Mattakeesett Ball Fields.*

*G. Pembroke High School Student Council will be hosting a Trunk or Treat event on October 30th in the rear parking lot of the Community Center. VOTE: Motion made by Mary Ann Freeman to accept the correspondences, seconded by Linda Federico, all in favor.*

*Finance Review*

*The financial reports (revolving, town accounts and community enter accounts) for the month were reviewed by the commissioners. VOTE: A motion was made by Rob Raleigh to accept the revolving and town accounts report, seconded by Linda Federico, all in favor, none opposed. VOTE: motion made by Rob Raleigh to accept the community center accounts report, seconded by Linda Federico, all in favor.*

*Old Business*

*Retaining wall at Center Basketball Courts bid exceeds $10,000. 2 bids returned. Sue Roche has l attempted to seek third bid.*

*Tom Driscoll inquiring with American Legion re: fund reimbursement. No update yet.*

*Skate Park – on hold. Waiting for Pembroke Skate Park Committee (PSPC) to respond.*

*New Business*

*Next board meeting will be on Tuesday, December 13th and will include and in-house holiday celebration.*

*Adjournment*

*Motion to adjourn the meeting at 9:36 PM was made by MaryAnn Freeman and seconded by Bryan Philips, all in favor, none opposed.*

*Minutes recorded by Ginger Comeau*

*Approved 1/19/17*