**Town of Pembroke**

**Recreation Commission**

**100 Center Street**

**Pembroke, Ma. 02359**

**781-293-3249**

***Pembroke Recreation Commission***

***Minutes of the Meeting of June 13, 2017***

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

*Call to Order by Rob Raleigh at 7:04 PM*

*Minutes Review*

*The commissioners reviewed the April meeting minutes. VOTE: A motion was made by Linda Federico and seconded by Mary Ann Freeman to accept the April minutes. All in favor.*

*Election of Officers*

*The commissioners reviewed all positions and it was determined that all current officers had an interest in remaining in their existing roles. A motion was made by Mary Ann Freeman and seconded by Linda Federico to accept all officers staying in their current positions. VOTE: All in favor.*

*Entertainment on the Green*

*The commissioners reviewed the summer schedule for Sunday concerts and were assigned dates to open and close the community center each week to allow public use of the rest rooms.*

*Carol Nourse Dedication – Paul Nourse in attendance to provide updates on plans for a small dedication ceremony at 5pm prior to the concert on the green on July 2nd. Memorial bench is in and placement on the green was confirmed. Light refreshments for 20+ guests to be provided by Pembroke Recreation. Location of dedication ceremony to be determined (outside on green or inside gymnasium/classroom).*

*Team Mizuno*

*No show for Paul Moretti and Sean Crawford. Team Mizuno was invited to appear before the commissioners to discuss concerns related in an email to Sue Roche regarding withholding payment of permit fees due to poor field conditions and lack of rakes/shovels. These are outdated concerns regarding issues from last year. Team Mizuno has no new complaints related to this year. Payment has been received by Pembroke Recreation for field usage. No action was taken on this matter at this time.*

*Fields*

*Seasonal laborer position has been filled. Part time landscaper hired for 19 hrs/week.*

*Field/Court Projects*

*Status update for the following projects:*

*Retaining wall at Libby Short basketball courts has been installed. Posts for the fence are in. Once the fence is up, benches for spectator seating will be installed. Resurfacing of the basketball courts and tennis courts scheduled for week of June 19-23. Summer league basketball games will be relocated during this time. VOTE: A motion was made by Linda Federico and seconded by Mary Ann Freeman to authorize payment in the amount of $2,182.00 from facility line item 349 to Stewart Fence for payment of fence installed as a safety feature on retaining wall. All in favor.*

*Handicap parking signs have been installed at Mattakeesett Street ball fields and Birch Street Park.*

*CPC Paving Project – Sue Roche to confirm with Pembroke Youth Baseball when fields will not be in use this summer to allow for scheduling of apron paving project. Project was approved for FY18.*

*VOTE: A motion was made by Mary Ann Freeman and seconded by Eric Hurt to transfer $3000.00 from line item 349 to line item 388 for Entertainment on the Green expenses. All in favor.*

*Correspondences*

*The commissioners reviewed the June correspondences. VOTE: Mary Ann Freeman made a motion to accept the correspondences for June. Seconded by Ginger Comeau. All in favor.*

*The commissioners reviewed the November correspondences. A. Proposal from Fair Play turf services for nip/tuck at Magoun Field (includes cutting of baselines and bebuilding pitchers 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. Seconded by Mary Ann Freeman. All in favor. B. the Girl Scouts 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. PHS Student Council will be hosting an 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*

*Sue Roche confirmed that the Town of Pembroke has approved funds of $25,000 to cover the cost of heating in the community center for FY18.*

*The financial reports (revolving, town accounts and community enter accounts) for the months of March, April and May were reviewed by the commissioners. VOTE: A motion was made by Eric Hurt to accept the revolving and town accounts report, seconded by Ginger Comeau. All in favor. VOTE: motion made by Linda Federico to accept the community center accounts report, seconded by Eric Hurt. All in favor.*

*Old Business*

*American Legion – fund reimbursement (on hold)*

*Skate Park – (on hold)*

*Assistant to’s salary – currently subsidized by recreation program fees. Sue Roche to petition Advisory in November for full salary coverage by the town.*

*Adjournment*

*Motion to adjourn the meeting at 8:14 PM was made by Ginger Comeau and seconded by Mary Ann Freeman. All in favor.*

*Minutes recorded by Ginger Comeau*