**Town of Pembroke**

**Recreation Commission**

**100 Center Street**

**Pembroke, Ma. 02359**

**781-293-3249**

***Pembroke Recreation Commission***

***Minutes of the Meeting of June 14, 2016***

***Present: Chair Matt Norton, Mary Ann Freeman, Tom Driscoll, Ginger Comeau, Bryan Philips and Sue Roche (Director).***

*Call to Order by Matt Norton at 7:05 PM*

**Community Center Fields:**

**Guest**: Ryan Trahan from Environmental Partners in attendance. In regards to Lower Fields project at Community Center, Director Sue Roche states the need to install a well for irrigation purposes. Would also need a shed or covering for well and determine where electricity for well will be pulled from. Ryan recommends having 1-2 potential drillers come out and do site work to help answer some of those questions. Can obtain 3 quotes (does not need to go out to public bid since project is under $5000). Chairman Matt Norton recommends getting quotes now to decide where project funds will come from. (If costs are low, Recreation Department could potentially fund but if costs are high will request funds from town for the entire project). Chairman Matt Norton will keep CPC informed of project progression.

**Amended Minutes of the April meeting**: The amended minutes for the April meeting were reviewed. VOTE: Tom Driscoll made a motion to approve the amended April minutes, seconded by MaryAnn Freeman; all in favor, none opposed.

**Minutes of the May meeting:** The minutes for the May meeting were reviewed. VOTE: Tom Driscoll made a motion to approve the May minutes, seconded by MaryAnn Freeman, all in favor, none opposed.

**Correspondences**: The Commissioners reviewed the June correspondences. VOTE: A motion was made by Ginger Comeau to accept correspondences, seconded by Tom Driscoll, all in favor, none opposed.

**Financials**: Director Sue Roche received a quote from Matthews Electric to provide and install an LED light for gate area at Mattakeesett Street Ball Fields. Light installation is necessary to confirm if it will be lit well enough for cameras to capture license plates of cars trespassing. VOTE: MaryAnn Freeman motions to accept $1800 quote from Matthews Electric, seconded by Tom Driscoll; all in favor, none opposed. VOTE: MaryAnn Freeman motions to amend previous proposal and makes a new motion to allow Matthews Electric to install a light and two cameras at the Mattakeesett Street Ball Fields, spending up to $2000, seconded by Tom Driscoll; all in favor, none opposed.

***Above minutes recorded by Ginger Comeau***

**Recreation Landscape Trailer**

Sue informed board that the landscape trailer will need to be replaced, as the jack is broken and the trailer light harness was torn off again. This trailer was purchase in 2006 and we have had to replace the light harness almost every other year, it get torn off when the trailer bottoms out in the parking lot. Sue got pricing for an enclosed trailer from Drinkwater Trailer Sales in Pembroke. There are several advantages to having an enclosed trailer vs the landscape, currently the smaller equipment (backpack blower, chainsaw, rakes, shovels) are put in an out of the truck bed daily making them accessible for theft and its time consuming loading them in an out of the truck daily. >Motion was made by MaryAnn Freeman, seconded by Thomas Driscoll to authorize Sue to purchase a trailer up to $5,000.00 from Vehicle Maintenance to purchase a new enclosed 6x12 Transport Trailer. All approved motion.

**Marcus B. Ford /Birch Street Park**

Sue submitted a “public announcement” to the Board of Selectmen to about to closing of the Birch Street Park on Thursday (6/16) & Friday (6/17) to install the handrail on the stairs, replacement of damage flag pole and for routine maintenance.

(1) Handrail being installed by Ocean Works, then a new HP parking sign will be installed at the upper parking level.

(2) Flag Pole was damaged last fall and removed. We will need purchase and install a new one. >Motion was made by Matt Norton, seconded by MaryAnn Freeman to authorize the Director to spend up to $750.00 from the Marcus B. Ford Park line item for the purchase of a new flag pole, supplies to install and clean up. All approved motion.

(3) The board also discussed damages to the blue standup spinner. Sue had contacted O’Brien and Sons to see if the item can be repaired or if it needs to be replace entirely. Meghan from O’Brien & Sons is reaching out to the manufacture and will notify Sue of their findings based on the pictures provide by Sue of the item. Item originally cost $1,100.00 back in early 2000’s when the park was built. Board will consider a reasonable repair otherwise with no funding available at this time we will remove the base from the ground.

**Adjournment**: Motion to adjourn the meeting at 9:29pm was made by Thomas Driscoll and seconded by Matt Norton, all in favor, none opposed.

***Recorded by Bryan Phillips***