**Town of Pembroke**

**Recreation Commission**

**100 Center Street**

**Pembroke, Ma. 02359**

**781-293-3249**

Pembroke Recreation Commission

Minutes of the Meeting 4/12/2016

In attendance: Rob Raleigh, Linda Federico, Maryann Freeman, Bryan Philips, Shauna Ferris, Tom Driscoll (7:20pm)

Rob opened the meeting at 7:20 pm

**Guest:** Ryan Trahan from Environmental Partners (EP) – reviewed Community Center Field project and the emails between he and Sue. He reviewed the “to-do” list. Sue is looking into the well and irrigation. This will be done separate from EP but before EP starts project. Once the well placement is determined, the electrician will determine where closest electrical source would be. Ep requires $5,000 for set of plans, specs and detailed cost estimate. The well and electrical could be added to this to come up with final project cost.

Side note: Tom brought to Ryan’s attention the swales (?) at Mattakeesett Street look washed out. Ryan will look into the 1 year warranty with the company who did the work.

Linda made a motion to pay $5,000 to EP to finalize cost proposal for Community Center field project using funds from revolving account deemed appropriate by Rec Director and or Assistant Director. 2nd by Maryann – all in favor 5-0

**Guest:** Carl Sutterlund – BASCO Security (cameras) – Carl went over what Sue and he discussed as far as what Sue was looking for, placement of the cameras, and the types of cameras available. His recommended the HD SDI camera – 4 of them. On for front gate and parking lot, another backside dip near basketball court, one on the pole of the little shed in the middle of the two fields and 1 for the far pole for license plates. The latter camera would be a little different in shape – cone. All cameras would be placed high, but visible. Lighting is crucial to getting a good picture. The cameras are motion triggered even though constantly working. The DVR handles about 2 weeks of recordings depending on how much activity. This would be placed in the electrical shed and Sue has already confirmed that Comcast would install internet. This shed would need to be kept warm in the winter and cool in summer. Rob suggested a thermostat with heater be installed. This all comes with free remote access.

Sue has an estimate from Matthews Electric for installation of 1 motion sensor light as well as wiring for 4 poles.

With some discussion the board requested Shauna ask Matthews Electric to itemize their bill and see what 4 motion sensor lights would cost.

The board tabled this for the next meeting when we would have updated bill from Matthews Electric and for Sue and Matt to be in attendance.

**Laborer Position**: 1 applicant – not a good fit. Rusty has submitted a proposal to to the work this season for $8,000 more than the laborer costs. After board discussion it was decided that the increase to use Rusty was too much.

Linda made a motion to authorize Shauna to spend $720.00 to re-advertise for laborer position. 2nd by Rob – all in favor 5-0

Linda made a motion to authorize Shauna to offer Rusty two weeks of work until get 3 bids and/or laborer. 2nd by Bryan – all in favor 5-0

Linda made a motion to authorize Shauna to get 2 more Landscaping bids for ball fields. 2nd by Maryann – all in favor 5-0

**Summer counselor position**: Shauna said in good shape – have a few applicants still in the process

Maryann made a motion to accept meeting minutes from 3/8/2016 2nd by Bryan all in favor 5-0

**Correspondence** was reviewed

 Motion was made by Maryann to accept correspondence 2nd by Tom all in favor 5-0

**Finances** were reviewed

 Motion was made by Linda to accept finances 2nd by Rob – all in favor 5-0

**Old business** reviewed – no issues

Board decided on next meeting - May 3rd – to go over bids, security cameras, and other items

Motion to adjourn @ 9:00pm made by Maryann 2nd by Tom – all in favor 5-0

Minutes recorded by Linda Federico