

Town of Pembroke
Recreation Commission
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Pembroke Recreation Commission

Minutes of Meeting of Dec 13, 2022

Present: Eric Hurt, Ginger Comeau, Corey Pento, Rachel Quinlan, Tim Folan, Grant Nickerson; joined by Town Manager Bill Chenard

Meeting opened @ 7:30PM

Discussion of Hiring of Director of Recreation:

Town Manager Bill Chenard joined Commissioners at tonight's meeting to discuss responsibilities and requirements to be included in job posting for Director of Recreation.

Suggested education, experiences and certificates to be included in posting as desired include:

- CPRP (Certified Parks and Recreation Professional)
- CPR certification

Additional certifications to be considered but not desired include:

- Playground Inspector
- Lifeguard/ WSI, especially if long-term management of beaches of Town Landing, Little Sandy, Furnace Brook and Stetson Ponds is to fall under Recreation's umbrella

Recreation Director will be expected to work with CoA to coordinate programming/ use of space, staffing reception and opening/ closing the building.

The Recreation Director will be responsible for development of all programming. Possible examples include:

- volleyball, basketball, pickleball in gym
- after school and summer programs, with goal of expanding programming as soon as possible
- water programming
- adult programming, including activities and education
- preschool programming

Comparable salaries of posted jobs range from \$55,000 to \$88,200, for an average of \$82,763 and a mean of \$87,000 per year. The Director position is expected to post at between \$72,500 to \$90,000 per year.

Mr. Chenard will return to the next meeting in January to further discuss hiring of Director.

Update on PYBS patio project:

Mr. Chenard confirmed that PYBS has updated plans for its patio project to meet suggestions provided by the Town.

Mr. Chenard left the meeting at 8:34

Master Planning Committee Discussion:

temporarily tabled

Discussion of Resuming Community Events:

Commissioners discussed possibility of resuming community events prior to completion and opening of new Community Center. Suggestions for possible events include:

- egg hunt
- paint night
- Entertainment on the Green at the Herring Run

Commissioners will continue to explore possible locations to host events, as well as consider additional options, such as a sports yard sale/ swap.

Open Space Liaison Update:

Commissioner Folan met with the Open Space Committee. Current operations include updating signage on trails, performing a clean up at Tubbs Meadow, as well as reviewing the possibility of getting PHS involved to assist.

Commissioner Folan relayed suggestions that the Open Space Committee had for the Rec Dept, including developing teen activities on Friday nights, creating an adult volleyball program, and building a skate park.

Commissioner Folan raised the possibility of promoting trail maintenance on the Willow Brook Trail leading from Pembroke High School to the Community Center as a possible route for school children to utilize.

At this time, all Open Space clean-up plans are on hold for the winter.

Removal of Backstop (at base of sledding hill):

Removal of the backstop at the space of the Community Center Hill due to the possibility of injury while sledding has been placed on hold due to access restrictions associated with current construction.

Logo Contest:

Commissioner Folan spoke with Ms. DeCosta, the art teacher at Hobomock, who would be willing to facilitate a contest across the school district to create a new logo for Pembroke Recreation Dept. Clarification needs to be outlined for steps needed to create an equitable process, as well as to outline final oversight of approval of logo.

Community Center Update:

All state grant monies sought for the Community Center were received.

If any surplus money remains following completion of Community Center, options for use would include doubling the size of current outdoor courts, or use towards field redesign/ refurbishment.

Review of Minutes:

Commissioners reviewed minutes of Nov 16, 2022 meeting. VOTE: Grant Nickerson made a motion to add an amendment to reflect that Mr. Hurt did in fact have a brief conversation with a PYBS representative, who was then to reach out to Town Manager regarding concerns, which was seconded by Ginger Comeau. VOTE: Motion to accept the amended minutes of the Nov 16, 2022, meeting was made by Grant Nickerson, seconded by Ginger Comeau. All in favor.

New Business:

Ms. Comeau updated the Commission on the partnership between NE Villages' Unified Basketball team. The team had its first practice last week, and is seeking additional partners to play with athletes.

Commissioners would like to discuss the role of Treasurer with Town Manager at next meeting, as the current status of the role is unclear. Finances have not been consistently reviewed in recent meetings.

Next Recreation Commission meeting:

Regular meeting scheduled for Tuesday, Jan 10 at 7:30 in the Town Hall Conference Room.

Adjournment: 9:04 pm

VOTE: Motion to adjourn the meeting was made by Corey Pento, seconded by Rachel Quinlan. All in favor. Meeting Adjourned.

Minutes recorded by Rachel Quinlan