

**Recreation Commission Meeting
June 28, 2016**

Hunt Recreation Center

Pursuant to a notice duly posted with the Town Clerk, a meeting of the Recreation Commission was held at the Hunt Recreation Center on Tuesday, June 28, 2016 at 7:30 p.m. Members present were Paul Grasso, Peter Hunter, Jim Richardson and Peter Ward. Also present were Scott Randall, Finance Committee Liaison, Ryan Kane, Recreation Director, Anna Wood, Assistant Recreation Director and Jon Straggas, Beede Center General Manager. The meeting was called to order by Mr. Hunter at 7:31 p.m.

Approval of Minutes from April 26, 2016

- Mr. Ward amended the third bullet of New Business from the April 26, 2016 minutes to read “Mr. Ward seconded the motion and all were in favor.” rather than, “Mr. Hunter seconded the motion and all were in favor.”
- Mr. Hunter motioned to approve the amended minutes, Mr. Richardson seconded. Motion passed unanimously.

Public Input

- Erin Fife, Concord Family Network, attending the meeting as an observer. Goal of developing ways for Concord Family Network and Concord Recreation to collaborate.

Department Update

- Mr. Kane reported that he has been on the job for one month. He then introduced Anna Wood, Assistant Recreation Director who began work today.

Operations Report

Program Report

Ryan Kane reported:

- Mr. Kane met with Youth Soccer representatives about their field needs. Mr. Kane proposed to meet with all adult and youth sports groups twice a year to understand all needs. Mr. Kane also discussed a change in the field policy regarding groups subletting the fields. Recreation will be handling all such requests to ensure these groups are eligible to use the fields, and carry required insurance coverage. Mr. Hunter and Mr. Ward thought this was a good idea.
- Rideout tennis court renovation is progressing painfully slow. The contractor was given a deadline. The town does not want to roll uncompleted project work into the larger playground renovation project. Weston and Sampson are working on test pits for that project.
- Today was the second day of summer camp. Recreation has successfully completed all Board of Health licensing requirements. Camper drop-off and pick-up policies have changed this year. Reaction from parents was about 50/50. Overall camp enrollment was down from last year at this time. Factors include, 30% price reduction, rebranding of camps and late marketing, including late delivery of Spring/Summer Program Guide. Mr. Hunter asked if next year’s pricing could be revisited and compared to local competition - private camps.

- This year's camp budget was done by history not by a plan. Finance has created new account codes for Recreation Programming to better track budgets by activity. Have Recreation Commission review and discuss the budget. Mr. Richardson suggested sending out a satisfaction survey half way and at the end of camp to gauge satisfaction and find out what we're doing right and wrong.
- Problems have plagued the Spray Pad. Public not happy. Wiring issues, leaky valves need to be resolved.
- The town manager had allocated \$50,000 for special events. The special events held to date have cost \$12,000. Some money will be encumbered to fix the splash pad. A tent and new shed will also be purchased.
- This summer we are again offering Family Swim. Participation is low. The program needs to be reevaluated. Explore the possibility of the Community Chest funding "free swim" for the summer. Mr. Randall suggested exploring a tie-in with the Beede Center. Mr. Hunter asked that we look at the costs. Beede Center Aquatics staff members Karen Bush and Erin MacDonough are handling pool operations and staffing.
- Recreation is exploring further changes to the scholarship application process. Currently, national poverty standards are used. We will likely move to Massachusetts poverty standards. We are also considering what role the town's Community Services Coordinator might be involved. Goal is to make residents feel comfortable about getting help. We need to look at funding. Current funding sources include \$25,000 from METCO, \$10,000 from the Shamrock Ball and \$4,000 from the Danner Destephano Fund. How long can we expect the Destephano Fund to last given the low interest rates? How much should be spent each year?
- Stow Street Block Party had a successful first run. Costs were \$8,000. The goal is to get the event in the budget.

Beede Center Report

Jon Straggas reported:

- Summer aquatics programming began June 20. Summer is usually lighter so enrollment is not as robust as other seasons. Hiring for day camp swim staff for Beede and Emerson Pools is complete. 6 Otters qualified for 13 different Bay State Games events. 3 Beede members, Ben Bramley, Gracia Leydon-Mahoney and Sean O'Brien, participated in the Olympic Diving Trials last week in Indianapolis.
- Spring Fitness session net was \$7,489.00. Week two of a 9 week summer session. Revenue is \$10,176. Only 2 classes canceled due to lack of enrollment.
- June membership and revenue report was presented. Mr. Randall suggested that we try a new method of tracking similar to other subscription based service. He will forward an example to review and use.
- The new Recreation website will be revealed July 14. Launch is expected by end of August.

Marketing

Ryan Kane reported:

- The next Recreation Program Guide will include a message from the Commission Chair and the Recreation Director. Question was raised if the delivery date of late August was too late.
- Multiple Facebook pages within the department may be combined into one page to centralize posts and maximize visibility.

Reports from Liaisons

Steve Ng, Select Board: Not present.

Scott Randall, Finance Committee: No report.

Peter Ward, CPC:

- Mr. Ward asked that the Commission and Recreation brainstorm to identify potential projects that could be funded by the CPA. The group reviewed the recommendations of the Recreation Facilities Strategic Plan. Mr. Randall suggested that we could bundle small projects as CC at Play did for the field renovations. Mr. Hunter mentioned that the CPC likes to see that a project is part of a larger plan or recommendation, such as the Recreation Facilities Strategic Plan. Mr. Ward advised that the project would need to be coordinated with other town departments such as Planning and Land Management. Mr. Kane asked that members bring ideas to the July meeting.

Old Business

Ryan Kane reported:

- Mr. Hunter has offered to serve on the Town's Long Range Planning Committee. This is an 18 month process to update the 2005 report. Mr. Grasso moved to appoint Mr. Hunter as the Recreation Commission's liaison to the Long Range Planning Committee. Mr. Richardson seconded the motion. The motion unanimously passed.
- The commission needs to fill 2 positions with the expiration of Ms. Jarnryd's and Mr. Richardson's terms. Those interested need to fill out the Town's Green Card and interview with Mr. Kane and Mr. Hunter. They will then make recommendations to the town manager who will appoint individuals to the commission.
- Mr. Hunter recognized Ms. Jarnryd and Mr. Richardson for their service to the commission.

Mr. Hunter moved to adjourn. Mr. Grasso seconded the motion. The meeting was adjourned at 9:14 p.m.