

## **Recreation Commission Meeting Minutes October 25, 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, October, 25 2016 at 7:30 p.m. Members present were Paul Grasso, Peter Hunter and Peter Ward, Jim Carlton and Casey Atkins. Also present were Ryan Kane, Recreation Director and Anna Wood, Assistant Recreation Director. The meeting was called to order by Mr. Hunter at 7:30p.m.

### **1. Introduction and Protocol of Commission for New Members**

- Mr. Hunter welcomed Casey Atkins, the newest member of the Recreation Commission, to the meeting.

### **2. Approval of Minutes from September 27, 2016**

- Minutes were not available for this meeting and will be presented and approved at the next commission meeting.

### **3. Public Input**

- Tyler Lee from Boy Scout Troop 132 in Concord presented his finished Eagle Scout Project; the construction of 4 benches at the Emerson Park Tennis Courts.
- Tyler designed, constructed and installed the benches himself. The benches are made of recycled plastic material.
- Tyler noted that the benches are chained to the fence so they cannot be moved.
- Mr. Hunter and Mr. Kane thanked Tyler for the benches on behalf of the Commission.

### **4. Administrative Code**

- Mr. Hunter followed up on a conversation that was had at the last Commission Meeting regarding the Town Charter.
- Mr. Kane provided the commission with the Administrative Code document, dated 3/22/82.
- Mr. Hunter asked Commission members to review the Administrative Code and bring comments and suggestions for changes to the next meeting.

### **5. Department Updates**

#### **Beede Center Financials**

- Mr. Kane recapped the last fiscal year financial status of the Beede Center. The Beede Center was projected to lose \$200K this fiscal year and years after. Factors included in that number include staff and depreciation.
- Mr. Kane mentioned that the Department will be looking into the facility cleaning contract and plans to ask for bids or proposals to bring that expense down.
- Mr. Kane reported that himself, the General Manager, and Town officials looked hard at what change would have the least impact on members while better positioning the Beede Center's financial status and it was determined that ultimately, the Department needed to eliminate two positions; the fitness coordinator and the aquatics director.
- Mr. Kane disseminated a budget document for the Commission to review accounting for the elimination of both salaries.

- Discussion was had around ways to increase membership, increase revenues, and decrease other expenses.
- Mrs. Atkins proposed a seasonal membership (winter only) and also discussed memberships for other down times for families. Mrs. Atkins also encouraged more use of the therapy pool for families with members with special needs and proposed that information about the swim programs be sent out to all those that have an IEP in the Concord School System.
- Mrs. Atkins also mentioned that having childcare is a big thing that should continue to help encourage people with young children to come and use the facilities.
- Mr. Kane noted that there was a Concord Journal article that went out last week identifying an open house at the Beede Center on Sunday, October 30 from 4:00-6:00PM. The Department's Trunk-or-Treat event will run in the Beede Center parking lot from 5:00-6:30PM.
- Mr. Kane also mentioned that he had a great round table meeting with Beede patrons today who voiced a need for better/more marketing as well as more open communication with members.
- Mrs. Atkins recommended that the Recreation Department/Beede Center send program announcements out to the PTG groups at the local elementary schools to be included in the weekly newsletters.

#### **Friends of Recreation**

- Mr. Kane discussed a conversation about a Friends of Recreation 501©3 and the benefits of having one. Questions were brought up as to whether or not the Recreation Commission members would be allowed to sit in the board roles on a 501©3.
- Mrs. Atkins was curious to know if the old 501©3 that was established during the construction and fundraising of the Beede Center was still standing and if that name/federal ID can be used to save the establishment fee. Mr. Kane said he would look into this and bring information to the next meeting.

#### **Emerson Track**

- Mr. Kane noted that the RFPs for resurfacing the Emerson Park track went out and will close the week before thanksgiving.
- The track resurfacing project is slated to take place June-August 2017.

## **6. Operations Report**

### **Program Report**

- Ms. Wood reported on the ongoing fall registrations within the Hunt Recreation Program. Afterschool, Before-school, Terrific Tuesday as well as other after school programs are underway and registrations remain consistent.
- Ms. Wood noted that she has taken over the fitness program management that Jan MacCulloch use to oversee. She will be meeting with the fitness instructors next week to discuss future programming.

### **Beede Center Report**

- No updates beyond Mr. Kane's updates earlier.

### **Marketing**

- Mr. Kane announced that the Recreation Brochure will be in full color next print.

## **7. Reports from Liaisons**

- Peter Ward reported on behalf of the Community Preservation Committee. Mr. Ward spoke about the recent applications and site visits for Community Preservation Act and the process leading up to the vote on CPC recommendations at Town Meeting. All applications have been received and the last of the project review meetings (including the Rideout Improvement Project) is scheduled for November 7, 2016.
- Site visits happened on Saturday October 15, 2016. There will be a public hearing on November 14, 2016 at the Willard School and all are encouraged to attend.

- Peter Hunter reported on behalf of the *Long Range Planning Committee*. Mr. Hunter reported that the committee is working on a SWOT analysis and is exploring the scope of the plan in relation to the funds that are available to use with a consultant. Mr. Hunter noted that there were 3-4 questions included in a recent survey that were recreation based. Those survey results should be available soon.

#### **8. Old Business**

- Mr. Hunter revisited the discussion surrounding the 501©3 group and asked if the commission wanted to pursue this option. All committee members were in agreement.

#### **Next Meeting**

November 29, 2016

7:30PM

Hunt Recreation Center

#### **Adjourn**

Mr. Hunter made a motion to adjourn .

Seconded by Paul Grasso.

All in favor.

Meeting adjourned at 8:54PM.