

## Belmont Recreation Commission

November 18, 2014 Minutes

In attendance:

David Kane (Chairman); Ann Bere; Katy Bonnin; Anthony Ferrante; Lynn Findlay; Anne Helgin (Warrant Committee); June Howell (Management Liaison); Kathy Jones; Kelly Linehan; Jensen Lozano; Joe Ulrico

No visitors, groups or guests attended.

*Notes key: CPC=Community Preservation Committee, Recreation Commission = RC, Recreation Department = RD, Underwood Pool Building Committee (UPBC), Belmont Youth Soccer Assoc. = BYSA, Belmont Youth Baseball Assoc. = BYBA*

### I. Underwood Pool Update

Construction has begun. Official groundbreaking 11/21 at 8:15am

Monthly project meetings scheduled (first 11/20/14@ 7pm)

- Change order sub-committee has been formed and will have separate meetings
- Weekly construction meetings will be held

Open programming meeting scheduled for Thursday, 11/20 @ 7pm

- Ellen Schrieber conducting town-wide programming survey via Rec Com, Chenery and UPBC Facebook page. Senior Center will also be asked to send survey out via its distribution list.

### II. Tennis Court Use & Conditions

- The Town has requested \$600K in CPA funds to redo the existing tennis courts at Winnbrook and PQ parks (\$300K each to dig up, replace concrete, nets, surface, lines, chain-link fencing)
- Currently 24 courts in Belmont. A high school match requires 6 courts.
- Town has requested Rec Comm representation at 12/10/14 CPC meeting re; tennis court request. David Kane will attend for Rec Commission.
- Town has requested a statement on their CPA application for funding of tennis courts project for 12/20 14 CPC meeting.

- **Statement for 12/10/14 meeting as approved by Recreation Commission:**

*'Absent additional data related to current court usage and demand from the Town of Belmont, the Recreation Committee is unable to take a position regarding this funding request. The Recreation Committee recommends presentation of this data in order to allocate resource efficiently'*

In preparing the statement above, the Recreation Commission looked at the # of courts in neighboring towns (ie; Lexington, Waltham) and found many larger or equally-sized towns had fewer courts than Belmont. Last tennis court review by Town done in 2009 and submitted to CPC in support of 2014 funds request is considered outdated by Recreation Committee.

III. Policy Updates: The following policies were updated as follows: (Added language indicated by underline, removed language indicated by strike-through)

**A. Cancellation Policy**

All Recreation programs are subject to change or cancellation.

Requests for refunds are reviewed upon request but are not guaranteed. Refunds may only be given at the discretion of the Recreation Program Supervisor.

For Recreation summer programs, there will be a \$25.00 per program cancellation fee before the start of the program. ~~There will be a \$100.00 maximum per family.~~ Refunds are not given after the start of a program. ~~unless approved by the Recreation Program Supervisor.~~

**B. CORI – Accepted as distributed by June**

**C. Medical Release – Accepted as distributed by June (per June drafted by Town legal counsel)**

**D. Membership Policy**

Membership/Day pass fees will be determined by the Recreation Commission on an annual basis. Membership fees are required in some Recreation programs as determined by the Recreation Commission. ~~Membership fees are non-refundable unless approved by the recreation Commission or the Recreation Program Supervisor on behalf of the Commission.~~ Residents age 65 and over are entitled to a lifetime membership at no charge. Active military may receive a 25% discount on membership fees. ~~Members of the clergy are entitled to a family membership at no charge. Families whose children attend Belmont Public Schools and are eligible for free or reduced lunch qualify for a family membership at no charge. Letter from Food Services dept. for each school year is required for verification.~~

**E. Child pick-up from Summer Programs**

At registration, parents/guardians ~~should~~ must provide a list of those people who are permitted to pick up their child at the end of the program day. Any person picking a child up after a program may be asked to show a photo ID at the time of pick up. All changes to the list of permitted persons must be in writing. ~~each time there is a change.~~ Only in emergency situations ~~will~~ verbal permission may be granted via a phone call.

**F. Zero Tolerance Policy**

The Recreation Commission has ZERO TOLERANCE for misconduct by a participant or parent/guardian while at any Recreation Department program or facility. Any person who willfully disregards Recreation Commission policies may be removed from the program and/or have their membership privileges revoked.

Actions of a violent or threatening nature ~~may~~ will result in immediate removal from the program *(moved up in position from end of policy)*

Actions:

Verbal warning to a participant by a program leader, program leader should notify Recreation Program Supervisor.

Written warning from Recreation Program Supervisor.

Removal from program and/or revocation of membership.

**G. Private Lessons at Belmont Facilities**

Only active employees of the Belmont Recreation Department may provide private lessons at Belmont facilities unless otherwise permitted by the Recreation Department

Fees for private lessons ~~will be~~ are set by the Recreation Commission

Percentages of fees paid to instructors are set by the Recreation Commission

No employee/instructor shall work independently of the Recreation Department

All registrations and payments for private lessons ~~will be~~ are made to the Recreation Dept.

All payments to employees ~~will be~~ are made by the Recreation Department through the payroll system

All instructors ~~will be~~ are granted a seasonal permit by the Recreation Dept. at the discretion of the Recreation Program Supervisor

Failure to comply with Recreation Dept. policy will result in disciplinary action up to and including revocation of permit and/or termination of employment

#### IV. General and Ongoing Business:

Revenue Review – revenue down compared to 2014. Loss of revenue in summer camp/summer programming for 2014

#### V. Future Meeting Dates: Dec. 16, Jan. 13, Feb. 10, March. 11

**Next Meeting:** Tuesday, December 16, 2014

Please let June know if you have any items you would like discussed on the November Agenda by December 10<sup>th</sup>: [jhowell@belmont-ma.gov](mailto:jhowell@belmont-ma.gov) or (617)993-2760