

Recreation Commission Minutes – Monday, October 1, 2018

2018 OCT 25 PM 2:19

Present: Anthony Ferrante, Anne Helgen, Marsha Semuels, Mary Bradley, Matt Sullivan, Kimberly Haley-Jackson, David Kane, Ann Beré, June Howell, Jay Marcotte, Frank Sartori, Chris Costello and Steve McBride (tribute to Dan Kelleher).

Steve McBride came by to discuss dedicating JV Baseball field to Dan Kelleher. There would be no cost to town and would be a plaque or sign on the backstop. There was discussion about what the policy is, etc. The group who wants this will go to School Department and Selectmen. It will be brought up with the Selectman by Anthony when he gives them an update on the Recreation Commission. As of now, there is no policy regarding this.

#### Strategic Plan update

Chris gave the updates.

#### Priority #1

##### Goal A

- i New mission statement. Give people a better idea of what the Recreation Department does. Something short. Will try to have something for next meeting (10/22).
- ii. Inventory assets – pool, rink, fields are only tangible assets. This inventory of assets and how space is utilized is in progress. March time frame for this grid.

##### Goal B

- i Identify people who use programs a lot, possibly have them promote programs, (ie posts to social media)
  - Get information out to paper, town channel (Belmont media). Maybe interviews w/regular people, Recreation Commissioners, etc. Have reached out to Belmont Citizen Herald. Ambassador program: Chris has lead on this. Launch, maybe start of summer.
- ii Staff just filled in the last 6 months.
  - Some suggestions: try to share w/sports groups, etc. Make an event on fb and invite people. Put progress from the Strategic plan out somewhere.
  - Spring fair- for all summer programs. Make it a sign up day. People can see what we have and sign their kids/families up for things.
  - Put blurbs on Belmont media
- iii ties in w/ambassador program Was to bring in teens, etc and see what they wanted.
  - Long term goal to get feedback on programs, etc. Suggestion to check in weekly to see how programs are going, not wait until end of program to check on it.

#### Priority #2

##### Goal A

- Talk with Selectmen and get information about how school construction projects affect fields, (ie new high school being built – losing fields). Let them know short-term and long-term impacts.
- Let School Committee know we need an agreement with them.
- Selectmen meeting October 15<sup>th</sup> – talk to them regarding Strategic Planning & Recreation Director

- iv Opportunities for a couple of Recreation Commission members to attend MRPA state conference and one member to attend NRPA (national). June and Frank have gone to the MRPA to see what's going on and to get talk with other Recreation Departments. The Commission encourages the attendance of at least one representative from the Department attend annually; Commission member is optional. June will follow up with Commission when the schedules and registration periods are announced.
- v. Recreation Dept staff will create an informational packet for all new Commission members featuring what we do as a Department, including timelines and priorities.

#### Goal B

- i Have made great progress on this (identify potential partners) worked on a couple of partnerships (chop, chop kitchen) A list of partnerships would be a nice thing to see.
- ii Create a Partnership building event - have not brought them together. Have just done individually.
- iii Have implemented an independent contractor agreement

#### Priority #3

##### Goal A

- i Been working on software suggested by strategic plan. Can figure out how profitable programs are.
  - Software program is extremely helpful, can run reports for how many people came to pool, program, etc. It does not include capital costs
- ii Revolving fund - have done it. Revolving fund goes to maintenance of fields.
- iii & iv goes along with above software reports can be run to figure out costs to run programs and if they are worth having (do they cover the cost of the program, etc. )

##### Goal B

- i would be helpful to have a calendar with all the town programs going on (Recreation, School, library, COA, etc) That way things won't be duplicated.

#### Priority #4

##### Goal A

- i larger than just Recreation. Pool and rink only deferred maintenance, youth groups maintained what was fixed. Attempts have been made to get together with Schools but no one has gotten back to get together and talk.

##### Goal B

- i It is impossible to merge all of them together. Revise this goal. Get together to plan so that things are not on the same day/time (ie Recreation, Library, COA, etc.) to avoid duplication. Rephrase the "merge" in this goal to collaborate.

Next meeting date: October 22, 2018