

## Lynnfield Recreation Commission

## Meeting Minutes

February 1, 2024

**In Attendance:**

Michael Cuddy, Matt Monkiewicz, Gerry Noumi, Frank Morelli, Rob Dolan, Kimberlee Kossover Hansen, Kate Connell, Joe Connell & Joe Maney

**Location:** Lynnfield Meeting House

**Time:** 7:00 pm

1. 7:05 pm the meeting was called to order by Michael Cuddy
2. The Meeting Minutes from 1/3/24 were approved. A motion was made by Cuddy and seconded by Monkiewicz. Approved unanimously.
3. New Member Introduction
  - a. Kate Connell and Kimberlee Kossover Hansen were introduced as recent appointments
  - b. Connell was nominated by Cuddy for Treasurer and seconded by Noumi. Approved unanimously.
  - c. Hansen was nominated by Cuddy for Programming Director and seconded by Noumi. Approved unanimously.
  - d. A reminder to complete the Conflict of Interest training was made.
4. Programming Report
  - a. Summer Rec
    - i. Monkiewicz discussed his outreach to past Rec staff
    - ii. Hazelton offered to pull together a list of volunteers and staff from 2023
      1. These individuals would have priority for 2024 positions if in good standing
    - iii. The commission discussed using a badging system for hour tracking purposes
    - iv. The inventory of shirts is needed in case an order is needed
    - v. Summer Field Trips: Coordination of bus drivers is always difficult and securing drivers soon is important. Hazelton to work on a list of planning dates.
    - vi. Next Step: Hazelton to help the commission on an org chart for Summer Rec
  - b. Ski Club Update
    - i. Payroll for the staff has been processed
    - ii. Generally positive feedback outside of the unfortunate weather causing a date shift.
  - c. Cornhole Event
    - i. Check received back from the Elks and awaiting the check from the cornhole company
  - d. Early Release Days
    - i. Confirmed that the upcoming events are to be staffed properly
  - e. Father Daughter Dance on 3/2
    - i. As of 2/1, there are 175 adults and 226 kids registered

- ii. A press release was shared with the papers
  - iii. Commission confirmed to add the 360 degree photo booth
- f. Bowling on 3/3
  - i. The logistics are in place for the venue and the fees are variable based upon how many people attend
  - ii. As of 2/1, there are 147 and 107 registrations – both sessions can handle 180 people
- g. Game Club
  - i. Bob Curtin is checking on payroll for Colin Potter (Cuddy to reach out) to check on January payment
- h. Recreation Director Position
  - i. Cuddy to share the interview questions with Rec staff members for feedback
- 5. Fields Update
  - a. General feedback that some groups are requesting additional space
  - b. Permit Application Documentation
    - i. Section 2 requires a roster to be shared by the requesting group
    - ii. The board is in agreement that these details are requested to be provided to be reviewed for additional space
  - c. Usage Fee: Rec is researching a comp analysis of surrounding towns for both the outside group and Field Use Fees
    - There are some towns that charge add-on fees for custodial staff, lights, announcers and scoreboard access
  - d. Usage Fee FAQ: Cuddy has developed a FAQ about the background on the Field Use Fee and potentially meet with the sports leagues at a later point on the fees
    - i. Committee to email feedback direct to Cuddy with goal to publish in next few weeks
  - e. Summer Baseball Clinic: Schools confirmed the space can be used and dates shared
  - f. Requests for craft fair – Maney will direct them to the Historical Society for space on the Town Common
  - g. Lynnfield Road Race: Outreach made to Rec for staffing and sponsorship. The committee discussed that we could assist with registration and staff, but to work with the Friends of Lynnfield Rec or Healthy Lynnfield for sponsorship assistance.
- 6. Treasurer Report
  - a. Compensation Report & Process: Discussion around documentation of the wages/ titles and also the hiring process
  - b. Cuddy to work on an overview to share
  - c. Volunteers, being in good standing and academics to be a priority
  - d. Future task is to look at the revenues and expenses to make sure fees are appropriate
  - e. Adobe Sign is working for e-signatures. Cuddy to look into ways to be able to reject a single invoice out of a group.
  - f. Capital: DPW to look into HS Field 1 replacement field options this summer
  - g. Capital Inventory: Future item to research past expenses and where they are located
- 7. Rec Center
  - a. Future discussion on groups to work with for design and awareness
- 8. Open Space Committee
  - a. The group is working to publish their annual report of priorities
  - b. Noumi to bring to the group a potential of a hiking group

- c. Social Media: Potential for our groups to work closer promoting each other's content and events
- 9. Secretary Report
  - a. Future Meetings: 2/15 (virtual), 2/28 or 2/29, 3/13 and 3/26
  - b. Will book meetings every two weeks through June
  - c. Website updates: Noumi to share list of updates with Cuddy
  - d. Rec Committee Roles: Each member with a designation to document their goals and responsibilities to share with the Secretary
- 10. Recreation Director Candidate Review
  - a. The Commission reviewed the resumes with the goal of following up on the candidates with the ones that we would like to proceed in interviewing
  - b. The Commission set a group to start with screening candidates
  - c. A next step is to create an overview of Lynnfield Rec including the number of events and how many kids are serviced
- 11. Public Comment
  - a. There were no community members outside the Commission and Town Representatives in attendance to comment
- 12. Adjournment
  - a. A motion to adjourn was made by Morelli, seconded by Hansen and approved unanimously by the Commission