

Lynnfield Recreation Commission
Meeting Minutes
January 17, 2024

In Attendance:

Bob Relihan, Michael Cuddy, Matt Monkiewicz, Gerry Noumi, Frank Morelli, Rob Dolan, John Scenna, & 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
3. Ski Club: Patricia Hazelton joined to give an update on the program
 - a. There are approximately 160 students participating between the Middle School (100), Huckleberry (30) and Summer Street (30.)
 - b. There were 2 information sessions held prior to the first meeting and have been approximately 200 emails received related to the program to respond
 - c. Hazelton will work with Central for payroll for each staff member
4. Summer Rec Program
 - a. Cuddy mentioned that he would work on a notice to distribute about our plans to continue this valued program and that we need staff + volunteers
 - b. Feedback was to look closer if we want to avoid capping the number of volunteers
 - c. Shirts: It was mentioned to check inventories and see if additional shirts are needed to procure for 2024
5. Board Members
 - a. Secretary: Gerry Noumi was nominated by Cuddy and seconded by Bob Relihan. Approved unanimously.
 - b. The announcement of the resignation of Terri Farrell was shared. She was a valued member of the board for many years working closely on inclusion initiatives and has agreed ~~offered~~ to be an Advisor.
 - c. It was noted there is a vacancy and that appointments would be at upcoming Select Board meetings.
6. Discussion with Julie McCarthy
 - a. There are three accounts for the Recreation Commission
 - i. Operating Budget: Director salary and \$3K annual office expense
 - ii. Revolving Account: Activities, field trips, hourly staff members and Field's Director compensation
 1. Open item to confirm capital items purchased through what were past expenses
 - iii. Fields Fund Account: Includes the revenues driven from the Activity Fees from town sports utilizing the fields
 - b. Activity Fee
 - i. The current balance of that account would help toward the replacement of future fields, but the commission discussed further review of the current

- fee as it was set approximately a decade ago and the cost of replacements have increased
 - ii. High School Field 1 is currently in degrading shape with potential replacement in the next two years
 - iii. Potential future item discussed to invite the Directors from the town sports league to discuss the Activity Fee
 - c. McCarthy shared the process to get hourly staff members paid and that the finance department is confirming the hourly rates by employee
 - d. Accounts Payable
 - i. The request was made to limit personal credit card purchases unless emergency and for the future Director to look at where we can setup accounts to be invoiced (ex: supermarket) to also make sure we get our tax exempt status
 - e. The invoice for the February Rec trip was signed and approved by the Commission
- 7. Conflict of Interest Training
 - a. Reminder to the Commission members to complete the training by the end of January
 - b. Noumi to send the training link out to the Commission
- 8. Open Space Commission
 - a. Noumi was nominated as the representative by Matt Monkiewicz, seconded by Cuddy and approved unanimously.
- 9. Upcoming Events
 - a. Father Daughter Dance on 3/2 at the Wakefield Sheraton
 - i. Discussion on AV and photo costs
 - ii. Admission costs increased to \$120 per parent or guardian + first child and then \$30 per additional children in order to cover the cost of upgrading the menu
 - b. Mother Son Bowling on 3/3 at Town Line
 - i. There will be two sessions at 11:00-12:45 and then 1:15-3:00
 - ii. The Admission cost will be \$45 per attendee
 - c. Soccer Shots
 - i. Upcoming program for the spring/ summer/ fall that would utilize minimal field space with about 30 kids per session
- 10. Game Club
 - a. Cuddy connected with Colin Potter on this currently running activity that is well received by the students
- 11. Fields Update
 - a. Coordination on-going with the Athletic Director about field availability
 - b. Joe Maney reviewing a potential summer baseball clinic that would utilize the High School. Need to confirm date and rain date availability.
 - c. Activity/ Field Use Fees
 - i. The Board to create an FAQ on how the fees are used
- 12. Friends of Lynnfield Rec & Rec Center Updates
 - a. Potential update coming next month
- 13. Secretary Report

- a. Request from Cuddy to Noumi to review on-going meeting cadence and location options
 - b. Noumi to look into updates to the Commission page on the town site
14. Select Board Update
- a. Joe Connell to attend the meetings on-going
 - b. Alongside the DPW, Connell is looking into the on-going field maintenance cost options
 - c. Connell is available to connect the Commission with the local papers to distribute updates
15. New Business
- a. Maney now has access to the Huckleberry Recreation office from 2PM-10PM
 - b. Additional access will require a letter to be approved by the School Department
16. Compensation and Hiring Subcommittee Report
- a. Recreation Director
 - i. The group met the prior week to review the job description for the Recreation Director role.
 - ii. This individual would report to the Commission Chair and be supervised by the Town Administrator
 - iii. The serve as the Supervisor to all staff and volunteers
 - iv. A motion was made to approve the job description with edits by Monkiewicz, seconded by Morelli and approved unanimously by the Commission
 - b. Compensation for Maney for interim increased responsibility
 - i. The board reviewed the increased responsibility for Maney related to upcoming events
 - ii. A motion was made to approve the stipend by Cuddy, seconded by Morelli and approved unanimously by the Commission
17. Public Comment
- a. There were no community members outside the Commission and Town Representatives in attendance to comment
18. Adjournment
- a. A motion to adjourn was made by Monkiewicz, seconded by Morelli and approved unanimously by the Commission