



**Walpole Recreation Committee
Meeting Held on December 11th, 2019
Blackburn Hall - 6:00 p.m
30 Stone Street - Walpole, MA 02081**

Recreation Committee Present

Regular Members

Present

- Joseph Grant, *Chairman*
- William Buckley, *Vice-Chairman*

Not Present

Annelise Fair
Richard McCarthy
Michael McGrath

Associate Members

Present

- Lorraine Dundon*
- Brad Hickey**
- Jeffrey Hutnick
- Douglas Shea

Not Present

Umesh Kumar

* Per Article VI, §B of the *Recreation Committee Policies & Procedures* - due to the absence of a quorum, Ms. Dundon was assigned voting power by Chairman Grant.

** Departed at 6:30 PM

Staff Present

- Brendan Croak, *Recreation Director*

Call to Order

Chairman Grant called the meeting to order at 6:05 PM.

Director's Report

A. Recreation Department Update

- Fall Revenue

Director Croak mentioned that revenue for the fall season was up slightly from last year. However, the tail end of the summer was a bit slow. Heading into the winter season, the Department is almost exactly where it was in 2018. There are some outstanding invoices that have not been received, which should make the number go up a bit in the upcoming weeks.

- Winter Programming

Registration for the winter session of programming opened up on November 18th, which was the week after the previous Recreation Committee meeting. To date, registrations seem to be right on track. As previously mentioned, over the course of the entire year, the fall and winter seasons tend to be slower months for the department. Winter Session 1 programming begins on Monday, December 16th. Winter Session 2 programming will start up the first week of February.

- Spring Programming

Coordination for spring programming is underway. The deadline for submitting programs is the end of January. Registration will open around the end of February, with programs starting up about a month later.

B. FY2021 Department Budget Request

The Department's FY2021 Budget Request was submitted on Friday, December 6th. The Committee was given a handout that outlines the Department's request for review.

Director Croak noted that the request is comparable to previous years, but that there was an increase in the request for the *Professional and Technical* line item. As stated in previous Committee meetings, the Department is exploring different vendors to reflect a potential change in registration software. Director Croak notes that despite the increase in cost for this item, considerable savings could be found by the Department in various features that the software platform offers, including, but not limited to, the permitting of the public athletic fields and the management of the scholarship program that the Recreation Department oversees.

Department requests will be reviewed with Town Administration in January and then submitted to the pertinent boards/committees in town prior to Town Meeting in May.

New Business

- None

Old Business

A. Field Permit Application

- Director Croak presented the Committee with a revised copy of the *Field Permit Application*, which took into consideration revisions and suggestions since the first draft was distributed. A sample application was distributed for the Committee to see what the final version looked like. Director Croak noted that each youth sports organization in town would each be given a custom application prior to the submission window, as the required deposit varies from group to group.

Director Croak mentioned to the Committee that he had confirmed with Town Administration that our insurance requirements are, in fact, adequate. Mr. McGrath mentioned in the November meeting that now is the time when the department should confirm while changes are being made to the Policies and the Application. Director Croak made note that despite adequate requirements, town counsel suggested that some of the limits be raised. Those changes are reflected in the new field documents. Director Croak stated that most of the vendors and organizations that the department currently works with are already in compliance with the new limits.

It was previously discussed that the entire permit fee would be due prior to the issuance of any permits. Director Croak suggested that the Committee reconsider implementing a 50% deposit, based on the previous year's total permit fee. The reasoning was that as enrollments for each group tends to fluctuate on a year-to-year basis, this would eliminate the unnecessary task of keeping track of issuing credits and refund checks if a group has overpaid due to low enrollment. Director Croak stated that a 50% deposit is a realistic and attainable amount that each group should be able to handle when submitting their permit applications. Additionally, if any changes in calculating the application fee are instilled in the future, a 50% deposit would be easier to manage and better align with a change to the calculation methods.

On a motion made by Chairman Grant, seconded by Ms. Dundon, the Committee voted 3-0-0 to approve the amended *Field Permit Application*.

B. Field Permit Policies

- Director Croak mentioned that most of the changes to this document were formatting-related to closer resemble the look of other documents in use for the Department. Some redundant wording was removed from the document to make it more concise and easier for groups to extrapolate important information. Additional wording was added to reflect the recent changes made to the *Field Permit Application*.

On a motion made by Chairman Grant, seconded by Ms. Dundon, the Committee voted 3-0-0 to approve the amended *Field Use Policies & Procedures*.

Minutes

- On a motion made by Ms. Dundon, seconded by Vice-Chairman Buckley, the Committee voted 3-0-0 to approve the meeting minutes from the November 13th 2019 meeting.

Public Comment

- None

Adjournment

- On a motion made by Ms. Dundon, seconded by Vice-Chairman Buckley, the Committee voted 3-0-0 to adjourn at 7:00 PM.