

## Recreation Commission Minutes for June 28<sup>th</sup> 2022

Attendees: Heidi Porter, David Castellarin, Robin Steele, Ron Richter, Heidi Trockman, Bopha Malone (Select Board Liaison)

Heidi P. read a statement regarding the virtual meeting format per the Governor's executive order.

Heidi T. motioned to take meeting agenda out of order so Dave Castellarin could go first.

### Revolving Fund

Recreation Monthly Report was submitted in advance of meeting. For the end of June 2022 (also the end of FY22), the reconciled balances were:

Miscellaneous recreation: **\$514K**

Summer Adventures: **\$446K**

Kids' Club: **\$898K**

Springs Brook Park: **(\$499K)**

Total Recreation (our accounts only, not the YFS, COA or Field accounts): **\$1.3K+**

Robin inquired what the process will be moving forward. How often can we expect numbers?

- For next three weeks, Dave is focused on year-end, but will be able to send monthly
- Goal is June numbers to R.C. by July 20<sup>th</sup>
- Monthly reports will always show previous month's figures

How will projection work?

- Dave will meet with Heidi P. and Josh Smith (new Recreation Director) and go over numbers; mid-August is timeframe
- Robin will send copy of Amy's program by program detail to Deb as blueprint for what the RC needs to see
- As RC is responsible for revolving fund, Robin as Commission Chair, requested to review and be involved in the process for next six months until Josh has settled in
- Dave signs off on all warrants
- Heidi P. and Deb will be working with Josh on all high-level administration

### New Software

- No update yet on new system as the proposal from Tyler Technologies is still under review
- Dave has worked with the software before
- It has no forecasting capabilities
- Records still need to be exported into new system
- Dave is aiming for date of January 2023, but thinks it will be more in the March timeframe
- He will work with Josh and other department heads regarding requirements before it goes to design
- Each program will be defined separately
- Dave is not involved in cash systems because as finance director, he posts transactions

Minutes from April 27<sup>th</sup> were reviewed. Heidi T. motioned to approve. Ron seconded. 3-0 in favor.

### New Recreation Director

- Josh Smith starts this week! He comes to us from the Cambridge Athletic Club where he has over 10 years of experience as General Manager

- Has experience creating new programming and setting fees; strong business background with MBA from Babson and his B.S. from Northeastern
- Josh will reach out to the RC once he settles in
- He was sworn in by the Select Board on June 27<sup>th</sup>; the RC was not part of the hiring process or mentioned during the SB meeting. Bopha acknowledged the oversight.
- Recreation Department has been running smoothly without a director these past two months
- Heidi P. will have robust on-boarding process for Josh including meetings with colleagues and stakeholders in the community.

### **Summer Adventures**

- This was a big prep week for SA
- All programs are filled up with waitlist started. 60 staff have been hired
- The staff is young; all part of the C.I.T program
- 2-3 staff are needed for younger kids
- Orientation was day before on June 27<sup>th</sup>
- Programs start on July 5<sup>th</sup>
- First summer since Covid without restrictions; SA did wonderful job during pandemic of keeping experience as “normal” as possible
- Ron suggested that Josh meet with the kids

### **SBP**

- Raeann graciously took this on in addition to her other duties
- It opened June 21st
- That first weekend the total revenue was \$1800
  - 56 Family memberships: 25 were non-residents
  - 7 Individual memberships 5 were non-residents
  - 4 Student memberships
  - 4 Senior memberships
- 200 visitors first weekend
- Members down slightly since last year because of park hours
- Potential growth if hours were later
- Consider snack shack or ice cream truck for future

### **Miscellaneous Business**

- Adult programming has been a little slower in registrations, consistent with previous summers.
- Planning for Fall programs has just started; still considering fees
- Fall brochure should go out mid-August

Next meeting scheduled 7/27 at 7:00 and in person.

Heidi T. voted to adjourn meeting. Ron seconded. 3-0 in favor