



RECREATION COMMISSION MEETING MINUTES

Date: Tuesday May 26, 2020 5:00pm

Location: Zoom Call

Present:

Anna McKeown

Ryan Kane

Andy Dutton

Peter Hunter

Paul Grasso

Paul Boehm

Casey Atkins

Linda Escobedo, Select Board Liaison

Meeting called to order at: 5:08P

Approval of minutes from February 25, 2020

Amend minutes to include Paul Boehm's name on attendance list and his term length in the term list.

Motion to approve by Casey Atkins. Second by Paul Grasso. All in favor.

Appointment Expirations

- Peter Hunter (May 2020)
- Paul Grasso (April 2021, 2nd term)
- Casey Atkins (April 2022, 2nd term)
- Jennifer Lutz (June 2022, 1st term)
- Paul Boehm (May 2020)

Public Input

- None

Department Update

- Mrs. McKeown presented Miles Inman with the 2020 Maureen Taggart Award.
- Mr. Kane reviewed the process for making decisions when Covid-19 first hit including that our participant's would not feel the brunt of this. We wanted to be sure to do the right thing for all of our participants and as a result, many programs were cancelled and refunded for missed classes and programs. The administrative team has been working hard to gather more information about what others in the industry are doing including concepts for opening in a safe manner when we are able to.
- Mr. Kane reviewed the state of the financial accounts. The Department went on a spending freeze when this all started. Net operating in cash at the end of the FY will be just under \$900K when we started with \$1.9M in March. In terms of refunds, we estimate losing 25% in revenues for next year. We will continue to work on expense reductions as well and have eliminated two staff positions and have eliminated capital projects.



- Peter Hunter asked about the Town general fund as a savings. Mr. Kane stated that it feels clear that we should not expect any adjustments to the amounts we pay to the general fund.
- Mr. Boehm wanted to know what capital expenses are being eliminated. Mr. Kane said that we will hold on the construction of the barn at Gerow and computer capital. Renovations to the Emerson pool are planned to still occur so the facility could be used for camp, should it run.
- Mr. Kane reviewed the Beede Fund Balance as of 6/30, there is \$2.8M. Currently a loss of \$312K this year with \$12K still to refund. Beyond June, we are expecting a fund balance of \$1.7M for FY21. Beede capital projects have been cut by 50% for FY21.
- Mr. Boehm asked when we should feel concerned with balances getting too low; what is the critical level? Mr. Kane explained that we plan to keep at least 6 months of operating expenses in the fund balance. \$1.7M is the estimate to do that.
- Mr. Boehm asked about restart costs that we need to consider? Mr. Kane said that there will be PPE and other needs for reopening all of our facilities.

Facility updates

- Mr. Kane said that the gate to White Pond was reopened on Friday, 5/22 and was very busy on Memorial Day weekend. The Department hopes to officially open the beach on June 13th.
- The Gerow project continues to work with the design team to finalize plans. Mr. Kane said that the project still needs funding from Town Meeting to complete the phased project but hoping the construction can start in the fall.
- Emerson/Rideout basketball courts, tennis courts and playgrounds are reopen as of Monday, May 25th.

Operations report

Beede Center reopening plan

- Mr. Dutton explained that fitness facilities are scheduled to be part of the Governor's phase three for reopening .
- In terms of memberships, only 23 out of 1500 memberships have been cancelled which is promising. Memberships are on hold for \$1 to keep membership active which will allow them to register for programs at the membership rates. Refunds have been provided on the aquatics and fitness front. Summer is TBA still.
- The Beede Center is working on hiring aquatics staff for the summer. Happy to have some returning staff at White Pond and Emerson Pool.
- The Beede Center sent out a survey about projects that should get completed during this shut down and they were happy to get 240 responses. The facilities team has been coming in to help with projects which have been great.

Hunt Center/Summer Camp reopening plan

- Mrs. McKeown reviewed current registrations for summer camp as well as progress hiring staff and preparing for opening. If allowed to operate in phase 2 as the Governor suggested, the Department hopes to run camps as early as June 29th. The camp is at 46% of its operating goals.
- Not knowing what the regulations will be when camp is allowed to open, the team has been participating in a variety of conversations to plan for a variety of scenarios. We are looking at liability waivers, notices to parents, etc.



- The team is also considering various sites to spread campers out if necessary.
- All spring programs were cancelled and refunded.
- Mrs. McKeown has acquired PPE that will be used at camp including hand sanitizer, masks, gloves and wipes.

White Pond facility update and reopening plan

- In terms of White Pond Beach reopening, Mr. Kane explained that the Governor has provided guidance for reopening including social distancing, restroom cleaning recommendations, and spacing requirements on beach. The Department plans to follow all of these guidelines.
- The team has identified 16 beach plots that can be reserved by families to assure we do not get over crowded. There will be a 12 foot walking path between each spot and locations can be reserved in advance in 3 hour intervals. The block reservation system would allow for 240 people per day and we rarely had that many people visit in a day last year. Ryan reviewed the time slot concept that we hope to use.
- Mr. Kane explained that we are not planning on requiring masks in the water now but will encourage people to remain separated while swimming. We have eliminated the raft for the summer as it is too much of a touch point. Mr. Boehm asked if the beach regulations be manned by Recreation staff or others. Mr. Kane said the Department's staff.

Visitor's Center facility update & potential re-open

- Mr. Kane explained that Visitor Services are considered as a phase 2 opening but we are waiting on directives from the state and Town Manager's office before making any plans.

Reports from Liaisons

- Select Board: Mrs. Escobedo acknowledged the efforts the Recreation Department has put forward thus far.
- CPC: Mr. Grasso said that recommendations on funding went to the finance committee.

Public Input

- Karlen Reed- "you're doing a great job, keep it up."

Old Business

- none

Next Meeting

- 6/18/20 7P, via zoom.

Motion to adjourn from Paul Boehm. Second by Paul Grasso. All in favor.

Meeting adjourns 6:45P.

Minutes taken by Anna McKeown, Assistant Director of Recreation