

Town of Boxborough



Recreation Commission

Minutes: 12 February, 2013

Meeting called to order: 6:40 p.m.

Commission members present: Matt Rosner, Carol Zeroual, Kevin Lehner, Hilary Greven, Mitzi Garcia-Weil, Amy Burke, Abby Reip

Visitors: Summer Playground Directors; Kate McMillan, Rob Picca, Jan Flannery

Minutes from 8 January, 2013 motioned to accept and approved.

Directors from Summer Playground are here to discuss summer program. We are short one director and discussion ensued on whether another is necessary. Consensus of directors is it may not be necessary depending on level of counselors. Kate gave breakdown on paid employee counselors. Counselors are chosen by lottery for new positions.

Matt suggested looking for hires with specific skill sets to enhance summer program. The directors are not involved in hiring but they evaluate the employees. Need to establish parameters for hiring preference.

Rob introduced Carol Fredette – special ed consultant at Blanchard Memorial who wants to include children with special needs so they can attend Flerra Camp. They would come with support person who is paid via the school not the Recreation Comm. program. Wants to integrate them and with their specialist on board it is greatly beneficial for them, other children and the program. It is covered by IEP, no issues with mobility – social skills needed.

Tent discussion: tent is beneficial and necessary but lightning is of concern. Question: Do you think it beneficial to access Blanchard? Not enough field space @ Blanchard and probably no access to interior due to cleaning / maintenance schedule. Matt spoke with Dr. Bates and will follow up with him. Access to even part of the school would be beneficial. Transportation is an issue.

150 campers maximum, 130 has been the minimum. Cost is \$105.00 for 10 days of summer camp. Kate has \$1500.00 for arts and crafts products but is requesting an increase as it is not enough now to cover cost of products. Discussion regarding increasing cost of camp to cover additional expenses. Discussion ensued regarding a full day camp. Rob could foresee a full day camp but not at Flerra.

Jim Faulkner of Littlefield Farm joined the discussion in possibly working out a Rec Comm program from the town offering use of the farm. Includes a large refurbished swimming pool where lessons were given for many years in the past. 2 barns have been redone w/goats, chickens & open space. Jim is offering the facility not programs as a possibility. It's an active farm. Jim will look into liability issues for our using the farm and pool. If we were to move camp from Flerra to Blanchard – we would need only partial access to the gym and cafeteria. Amy suggests putting question and proposal out immediately as time is an issue. Moving camp from Flerra to Blanchard during inclement weather is not a feasible option.

New hires – add an addendum to the application to ask for specific skill sets. Look into trying to balance sexes if possible within the counselor pool. Find evaluations from last year's counselors.

Need of counselors: Following directions, follow through, a desire to really be there working

Directors offer feedback for commission to handle personnel issues and they offer recommendations on rehires.

Matt is looking into creating a sub committee to oversee Summer Camp.

Think about adventures: charge a bit more and offer option for funding for day trips (Children's Museum, other)

Amy asked Kate to email requests for a supplement to application where camp ideas / contributions are listed.

Breakdown: Rob - sports

Jan & Kate – arts & crafts

Kate – disciplinarian / paperwork

Jason (past) – floater – sports camp or needs in pre K

Discussed the possibility of using lead counselor(s) vs. hiring a new director.

3 -4 crafts are offered per session - there are lots of choices offered and directors do not want to cut staff so we should continue to look at possibly raising cost of camp.

Discussed new hires from the 8th grade – one is the son of a commission member – questions regarding following process of disclosure to request permission to hire. Matt will check with Selina and get town counsel's recommendation.

Recommend: Send out email to all last year's hires – need to fill out application and reapply – if not intending to reapply please let us know.

Secondary: email to all volunteers – they need to fill out an application.

Email reminder: if applying they **MUST** commit to **ALL 4 WEEKS!**

Summer Playground dates: Monday July 1st through Friday July 26th with 4th July off. You **must** commit to all 4 weeks in order to be re-hired

Discussion on Pick Up / Drop Off times and queues, we will work on improvement of flow.

Next meeting: Don't do week of conferences: voted to meet on March 5th at 6:30.

We will need evaluations to validate decision not to rehire as backup. Hiring policy as it stands has been approved by town counsel. Matt to follow up with town counsel regarding hiring of family members (of rec. comm..) and the standard hiring policy.

Action Plan between now and next meeting on March 5th.

1 – What is the offering: Hours change: if so what else is on the agenda – if expanding hours, what to? If so, what is the \$ change? Do we want to change anything for this year?

Discussion regarding price increase and ½ hour increase – start earlier? Kevin suggested starting ½ hour earlier.

Vote: Move to start camp ½ hour earlier starting at 8:30 and consulting with directors. Hilary, moved, Amy, seconded. Voted: unanimously passed

Letter that will be sent to applicants for hire: revisions from all by tomorrow end of day (Wed. 13th).

Mitzi – follow up with Kate on application questions (recommendations)

Next meeting focus: Pricing, timing, employment, expansion of activities

Winter Program Status:

Matt followed last year's program. Tom Sandock is running the programs along with Andrew Hurley and Kyla Sandock. Jonathan Mills is backup (alternate).

Problem with gymnastics program: Traditionally it has been Rob Guillmette's program but he not cannot stay for the 2nd class – Rob & Lisa (Boxborough Gymnastics) have delegated the running of the second class to 2 student directors. Matt suggests we hire Lisa to be our employee to oversee the 2nd class during the time Rob is not present. Move: hire Lisa Hesch to act as director when Rob is not on location. Mitzi moved, Ken seconded. Vote: unanimous approval. Lisa needs to fill out an application.

Annual Report: Matt will edit our annual program report for the Town of Boxborough Annual Report.

Amy moved to invite the Director of Council on Aging to a future meeting to update us on senior programs the Rec. Comm. is sponsoring.

Meeting adjourned: 9:45 p.m.