Medfield Parks & Recreation
Board of Commissioners Meeting Minutes
Pfaff Center 2/8/12 7:00 PM

Attending: Commissioners- Lisa Louttit, Rob Tatro and Mel Seibolt
Director of Parks & Recreation – Jim Snyder
Program Coordinator – Kevin Ryder
Equipment Operator/Landscaper – Brian Schools

1. 7:00PM Call meeting to Order

2. (3-0) to accept minutes from meeting on 1/18/12 as amended.

3. **Open Space Update** – Once the survey is released, the commission would like it to be made available at the Pfaff Center and on-line.

4. **Program Update** – Spring Classes will be on-line before the vacation week. Summer information will be out in early March. Kevin said the Nashoba Tubing Trip was a success. Jim or Kevin will call Sluggers Academy to discuss programs in their facility.

5. **Building Update –** The Permanent Building Committee will be meeting with each department to discuss their needs. Jim will meet with the Fire and Police Chiefs to discuss the Dale Street Concept. The Police and Fire Departments have a sum of money to study the land on Dale Street and the proposed buildings. The Committee would like Jim Snyder and 1 or 2 Members of the Parks and Recreation Commission to attend their meetings.

6. **Parks Update** – Field Permit fees will remain as they were last year (3-0). Jim will look into skinning the infields at the McCarthy Park softball fields. Brian described the facility in detail. Brian dragged the infields in the fall so the spring prep work should be minimal.

7. **Budget –** The Commission reviewed the budget with the Warrant Committee on January 31, 2012. Massachusetts General Law mandates that overtime for regular full-time and regular part-time employees must be funded through the Parks & Recreation salary line item and not the revolving account. The Warrant Committee would like the Commission to make the adjustment without increasing the budget from FY 2012. Jim Snyder explained that the Operating Budget can be cut in three areas: operations, maintenance and personnel. The operations line items have been cut in the past and fund only the essential operating costs including utilities. The maintenance operating line item has been reduced to a basic turf management program and will need additional revolving funds to supplement maintenance program. The personnel line item has been reduced in recent years resulting in the swim pond staff being cut in half and the Administrative Assistant's hours reduced to 20 hours per week with benefits. In addition, the revolving revenues are down approximately $20,000 from last year at this time and cannot fully fund the operating expenses. The Department is also requesting two capital improvement items that have historically needed to be partially or fully funded through the revolving account. The Warrant Committee understood the impact on the budget, however, will need a revised budget ASAP.

8. **Commissioner Reports**: Personnel, Operations, Landscape, and Fundraising.

9. Meeting adjourned at 9:00PM