

Town of Boxborough



Recreation Commission

Minutes: 2 April, 2013

Meeting called to order: 7:40 p.m.

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

Minutes from 5 March, 2013 motioned to accept and approved.

It was decided to allow 10 minute topic discussion time limit in order to expedite meeting.

1 – Recreation Commission hiring policy / Conflict of Interest

Discussion of needed forms/ policy presented by Amy Burke:

Nepotism – section 19B1 (1B disclosure form) – need approval from our overseeing authority (BOS) form 1B disclosure form for conflict of interest needed

Clause 23B – conflict of interest

B2 – use of position to influence

B3 – appearance of conflict of interest form 11D

What is Rec. Comm.'s policy moving forward? Conflict – do they also pertain to volunteers?

Proposal for policy: following what we've been told:

1 – Parent on Rec. Comm. needs to provide form in writing for BOS approval.

2 – Recusal from all discussions

3 – Rec. Comm. member must relinquish all desire to discuss with other Rec. Comm. members

Part 1 – Fill out 1B disclosure form. Inform Board of conflict & agree to not discuss

Action - Mitzi to find State Ethics Commission form & send to Rec. Comm. members (<http://mass.gov/ethics/disclosure/forms>)

Kevin disagrees – says directors of summer program have already been given authority to hire.

Abby: motion – Going forward we follow State Ethics Commission regulations and need to submit forms to BOS plus not influence decision. Carol 2nd. Motion passed

Supervisor(s) of programs – No parent may directly supervise a child. Forms need to be filled out also on parents with children hired in any Rec. Comm. programs.

Mitzi moved: Going forward – no parental employee can directly supervise a family member.

Voted: Passed – Matt abstained, Kevin opposed, approved by remainder of commission (Abby, Hilary, Amy & Mitzi)

Action: Matt to speak with Rob Picca re: Brian Picca's employment

2 – Summer Playground:

Received 44 applications & 1 late application for positions, we will not read the late application. These are the total potential employees/ volunteers. 7th & 8th graders are volunteers.

Action: Abby will contact the school AB PTSO (Kristine Renzi) to publicize need/request for summer playground volunteers

Last year: 24 paid staff (counselors): 14 @ \$9.25 / hr; 10 @ \$8.00 / hr; 4 Directors

April 27th & May 4th interview dates

Need to reach out again to post grads. We haven't heard back from all except one.

Action: Kevin providing list of individuals hoping to reapply but haven't – Carol will call them to follow up

Review & revise Summer Playground documents. Work on getting documents together to get approval to send out via Blanchard.

Distribute after April break – week of 22nd

Action: Abby & Kevin will finalize & update form and get distributed via Blanchard (will work w/Corrine DiPietro @ Blanchard)

T-Shirts: How many do we need? Check inventory and order as needed.

Action: Matt handling t-shirt ordering

Determine New Price:

We're starting half an hour earlier – assuming 3 directors – labor increase 4 weeks
\$2,658.75 – per session \$1330.00

Base price: \$105.00 2012

Abby moved to increase price from \$105.00 to \$125.00. Kevin abstained, remainder of board approved.

Date for Summer Playground Staff Meeting - Playground directors will set the date.

Amy suggested we have a form for waiver of camp fee. Approved unanimously

Blanchard Gym Report: Carol updated on meeting with Dr. Bates

We should fill out request for space in June. School gets 1st priority, Rec. Comm. gets 2nd priority and 3rd priority are town residents / organizations. In the past ¾ of the list fell under the Rec. Comm. umbrella, we need to review the list.

Discussed helping school schedule for Blanchard use – moving forward nothing goes on the Blanchard calendar under the Rec. Comm. umbrella without being approved by the Rec. Comm.

Monday night men's basketball: open to all – we want to continue under the umbrella of the Rec. Comm.

Field Status: Nothing yet – no update on field permits. Fields closed until further notice. The update on field opening will come from Tom Gorman (DPW Director). On weekends – ABYS & other individual organizations determine play on fields.

Kevin not ordering port-a-potties until the fields are open.

Amy wants Rec. Comm. to meet with ABYS, Selina, Colleen regarding use of fields.

Budget Finance Report: Amy sees possible need to set up a revolving account. Will ask Mike Guzzo re: Hetz property account.

Revenue: FY 2012 \$ 32,690.00 (gross income), \$ 26,765.00 (expenses), net \$6,000.00+
 FY 2011 net \$5,000.00+

Open Space & Recreation Plan Survey: Survey will go out at town meeting, ask AB schools / Blanchard to send. Give out at Flerra Field. Use emails from Flerra Summer Playground with a smaller version of survey.

Nashoba Valley Ice RinK: wants us to propose Rec. Comm. thoughts/ desires. Let's figure out what we want to plan.

Courts & Facilities: We'll work on it for future.

Fitting Fitness In: Holly Kusuovo wants to work under Rec. Comm. umbrella for upcoming Boot Camp.

Suggestion: Give % to town on honor fee system as At Bats program. Set up for 12% of gross. We need to set up a standard practice for businesses in the town. We still need application & certificate of insurance (Matt or Abby to follow up).

Action: Abby will speak with Holly and update her on our deal and what she needs to submit.

Next meeting: 1st Tuesday of the Month so as not to conflict with town meeting – May 7th,
7:30p.m.

Meeting adjourned: 9:55 p.m.