

Lynnfield Recreation Commission  
Meeting Minutes  
January 17, 2024

**In Attendance:**

Bob Relihan, Michael Cuddy, Matt Monkiewicz, Gerry Noumi, Frank Morelli, Rob Dolan, John Scenna, & Joe Maney

**Location:** Lynnfield Meeting House

**Time:** 7:00 pm

1. 7:05 pm the meeting was called to order by Michael Cuddy
2. The Meeting Minutes from 1/3/24 were approved
3. Ski Club: Patricia Hazelton joined to give an update on the program
  - a. There are approximately 160 students participating between the Middle School (100), Huckleberry (30) and Summer Street (30.)
  - b. There were 2 information sessions held prior to the first meeting and have been approximately 200 emails received related to the program to respond
  - c. Hazelton will work with Central for payroll for each staff member
4. Summer Rec Program
  - a. Cuddy mentioned that he would work on a notice to distribute about our plans to continue this valued program and that we need staff + volunteers
  - b. Feedback was to look closer if we want to avoid capping the number of volunteers
  - c. Shirts: It was mentioned to check inventories and see if additional shirts are needed to procure for 2024
5. Board Members
  - a. Secretary: Gerry Noumi was nominated by Cuddy and seconded by Bob Relihan. Approved unanimously.
  - b. The announcement of the resignation of Terri Farrell was shared. She was a valued member of the board for many years working closely on inclusion initiatives and has agreed ~~offered~~ to be an Advisor.
  - c. It was noted there is a vacancy and that appointments would be at upcoming Select Board meetings.
6. Discussion with Julie McCarthy
  - a. There are three accounts for the Recreation Commission
    - i. Operating Budget: Director salary and \$3K annual office expense
    - ii. Revolving Account: Activities, field trips, hourly staff members and Field's Director compensation
      1. Open item to confirm capital items purchased through what were past expenses
    - iii. Fields Fund Account: Includes the revenues driven from the Activity Fees from town sports utilizing the fields
  - b. Activity Fee
    - i. The current balance of that account would help toward the replacement of future fields, but the commission discussed further review of the current

- fee as it was set approximately a decade ago and the cost of replacements have increased
    - ii. High School Field 1 is currently in degrading shape with potential replacement in the next two years
    - iii. Potential future item discussed to invite the Directors from the town sports league to discuss the Activity Fee
  - c. McCarthy shared the process to get hourly staff members paid and that the finance department is confirming the hourly rates by employee
  - d. Accounts Payable
    - i. The request was made to limit personal credit card purchases unless emergency and for the future Director to look at where we can setup accounts to be invoiced (ex: supermarket) to also make sure we get our tax exempt status
  - e. The invoice for the February Rec trip was signed and approved by the Commission
7. Conflict of Interest Training
- a. Reminder to the Commission members to complete the training by the end of January
  - b. Noumi to send the training link out to the Commission
8. Open Space Commission
- a. Noumi was nominated as the representative by Matt Monkiewicz, seconded by Cuddy and approved unanimously.
9. Upcoming Events
- a. Father Daughter Dance on 3/2 at the Wakefield Sheraton
    - i. Discussion on AV and photo costs
    - ii. Admission costs increased to \$120 per parent or guardian + first child and then \$30 per additional children in order to cover the cost of upgrading the menu
  - b. Mother Son Bowling on 3/3 at Town Line
    - i. There will be two sessions at 11:00-12:45 and then 1:15-3:00
    - ii. The Admission cost will be \$45 per attendee
  - c. Soccer Shots
    - i. Upcoming program for the spring/ summer/ fall that would utilize minimal field space with about 30 kids per session
10. Game Club
- a. Cuddy connected with Colin Potter on this currently running activity that is well received by the students
11. Fields Update
- a. Coordination on-going with the Athletic Director about field availability
  - b. Joe Maney reviewing a potential summer baseball clinic that would utilize the High School. Need to confirm date and rain date availability.
  - c. Activity/ Field Use Fees
    - i. The Board to create an FAQ on how the fees are used
12. Friends of Lynnfield Rec & Rec Center Updates
- a. Potential update coming next month
13. Secretary Report

- a. Request from Cuddy to Noumi to review on-going meeting cadence and location options
  - b. Noumi to look into updates to the Commission page on the town site
- 14. Select Board Update
  - a. Joe Connell to attend the meetings on-going
  - b. Alongside the DPW, Connell is looking into the on-going field maintenance cost options
  - c. Connell is available to connect the Commission with the local papers to distribute updates
- 15. New Business
  - a. Maney now has access to the Huckleberry Recreation office from 2PM-10PM
  - b. Additional access will require a letter to be approved by the School Department
- 16. Compensation and Hiring Subcommittee Report
  - a. Recreation Director
    - i. The group met the prior week to review the job description for the Recreation Director role.
    - ii. This individual would report to the Commission Chair and be supervised by the Town Administrator
    - iii. The serve as the Supervisor to all staff and volunteers
    - iv. A motion was made to approve the job description with edits by Monkiewicz, seconded by Morelli and approved unanimously by the Commission
  - b. Compensation for Maney for interim increased responsibility
    - i. The board reviewed the increased responsibility for Maney related to upcoming events
    - ii. A motion was made to approve the stipend by Cuddy, seconded by Morelli and approved unanimously by the Commission
- 17. Public Comment
  - a. There were no community members outside the Commission and Town Representatives in attendance to comment
- 18. Adjournment
  - a. A motion to adjourn was made by Monkiewicz, seconded by Morelli and approved unanimously by the Commission