

Recreation Commission Meeting Minutes
May 1, 2017

In attendance: Todd Lindmark, Liza Carreiro, Tom Terpstra, Ann Proto, and Kathy O'Brien,
CPC – Cyndi Andrade

Absent: Jim Lehan, Kevin Doolin

Meeting called to order in Recreation Office at 7:34. Meeting was audio recorded.

Secretary Meeting Minutes:

Liza C. moved to accept the March meeting minutes; Tom T. seconded the motion; Todd L. agreed and it was carried forward.

Vouchers: Presented and signed.

Spring/Summer Program updates:

- Current Spring Programs running well; only a couple of programs needed additional advertising, for example Babysitting.
- Indoor programs numbers are good considering that once the fields open and kids go outside there sometimes is a drop-off but we are not seeing this happening, such as Actor's Studio
- Summer Playground registrations are coming in but not as quickly as we would like; not many for the 7th week but we will run with at least 20.
- We are fully staffed with our Summer Counselors.

Registration Software update:

- Peak Software made changes so software is mobile friendly.
- A family with two children was granted a refund, there are two receipts confirming that the credit was processed but Total Merchant Services confirmed only one credit had gone through to their credit card. Kathy spoke to Peak Software and the only thing they could determine was that the two credits were for the same amount, same activity and same family within minutes of each other so Total Merchant Services considered it a duplicate.
- Suggestion was made by Peak Software to refund one then next day do refund for the other if this ever comes up again.

CPC update:

- Jim L., at last CPC meeting, he asked CPC to vote for consideration to look at Cranberry Meadows. Cyndi A. contributed that it had come up as a possible well-site; CPC discussed was only interested in contributing a couple of affordable house lots. However, it has since been decided to not pursue this property.

Building at Pond Street location:

- Nothing to report other than Ann has given Bob B. the drawings to Pond St.

Pond St. Expansion, 5 Acres:

- Todd asked about Shawn Dooley previously expressed interest in helping to attain additional land at Pond St. Ann stated getting more land would require a separate piece of legislation.

Field Status update:

- Ann P. spoke with Vince Montefort last week and he will be installing 5 poles for better protection to neighborhood; CPC will cover cost to three poles and Recreation will pay for two. Dig Safe came out to field and marked where poles can be placed, Ann texted Vince pictures that Dig Safe provided.
- Drainage at field has been started by DPW but has not finished.
- Portable mound has been purchased and is being used
- STS is coming to role Major League mound and Ann asked Tom to do the same around field
- Banners are being put up along fields; Recreation has reached out to Norfolk Cable to see if they would like a new banner; will reach out the Norfolk Credit Union about new banner. Printing Unlimited will now print banners for new customers or ones that need replacing.

Other Business:

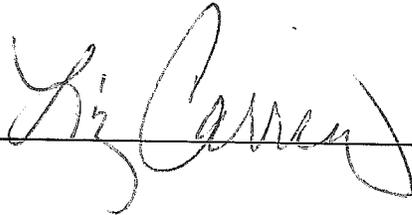
To commemorate Tom Terpstra's last meeting as a Recreation Commissioner and CPC Representative, a jacket was given as a thank-you gift from the Commissioners plus Ann and Kathy, to show our appreciation for his 34 years of service to the Town of Norfolk, plus a bench at Town Hill will be dedicated to Tom for all his service and support.

Next meeting: June 5, 7:00pm, Recreation office

The meeting was verbally adjourned at 7:54pm

Respectfully submitted,
Kathy O'Brien

Clerk's Signature:

A handwritten signature in cursive script, appearing to read "Liz Carney", is written over a horizontal line.