

**Amherst Leisure Services Commission Meeting Minutes**  
**March 29, 2018**

**Present** Jim Brissette, Becky Demling,  
Sarah Marshall, Youssef Fadel, and Meg Rosa (chair)

**Absent** Ken Johnston and Nate Budington (excused)

**Call to Order** Staff: Barb Bilz, Director,  
Meeting was called to order at 6:01 p.m.

**Minutes**

- The minutes of the February 15, 2018 meeting were approved by a unanimous vote.

**Recreation Working Group Update**

- Barb reported that Weston and Sampson would be holding another meeting regarding the downtown recreation areas and facilities. The meeting will be held on April 26, at 7:00 p.m. at Town Hall.

**Groff Park and North Common Update**

- Berkshire Design Group will host a community forum to discuss the playground and spray park at Groff Park. The meeting will take place at Crocker Farm Elementary School on Tuesday, April 24, at 7:00 p.m.
- The North Common committee will be having its first meeting on April 27, at 10:00 a.m. (tour of North Common) and at 1:00 p.m. (Town Hall).

**Fee Subsidies**

- Barb presented a three year usage report of fee subsidies (FY15-17). It was requested that, when available, the Commission would like to also see a report for FY18.

**Director's Report**

***Facilities and Fields***

- Weston and Sampson is in the process of working on the designs for fields/facilities in the downtown recreation area. Internal group is scheduled to meet with them on April 24, 2018. A public forum is scheduled for May 15, 2018.
- Weston and Sampson is also working on the designs for the North Common and will be meeting with the North Common committee in the coming weeks.
- Berkshire Design is working on the preliminary designs for Groff Park. Weather delayed surveying process so they are a bit behind schedule.
- All three of these projects will have public forum meetings as part of the process.

***Golf Course***

- Tentative opening date is Friday, April 6 (weather permitting). Course prep is in progress and staff orientation meeting occurred on March 24, 2018.

- Chris Johnson will assume supervision of club house personnel and proshop needs with assistance from Paul Holden during the summer months. Barb Bilz will continue to supervise John Coelho course operations.
- The second phase of repairs to the clubhouse roof/attic are scheduled to begin on April 1. These include: sealing of ducts, insulation of ducts, installation of chute vents and complete application of 14” of cellulose insulation over ceiling and ducts. An access point will also be created into the attic from the men’s room which will include a removable panel.

### *Aquatics*

- Winter season indoor lessons at the UMass Totman Pool began January 23, 2018 and run until March 29, 2018. A total of 223 children have been enrolled in winter season lessons. This is an 18% increase in participation over last year.
- Spring swim lessons start at the Middle School on April 5. There will be two sessions of lessons in the spring.
- Lap swimming and open swim resumed on weekends at the Middle School Pool on February 3, 2018 and will continue until May 19, 2018.

### *Special Events*

- July 4<sup>th</sup> planning and preparations are underway. A meeting with representatives from multiple department at UMass is scheduled on April 19, 2018.

### *Program Outreach*

- Planning meetings are underway with Big Brothers and Big Sisters, Butternut Farms, Olympia Oaks, and North Village to discuss the provision of on-site youth recreational program outreach. All four entities are enthusiastic about this new collaboration and two programs are already scheduled to start this spring: Butternut Farm on 4/27/18 and Olympia Oaks on 5/4/18.

### *Sports*

- Three new sports camps have been added this summer: Girls Lacrosse, Field Hockey, and Golf.
- A second session of Flag Football has been added this summer.
- Two new clinics have been added to our program offerings. A Girls Softball Clinic will take place during the April break and a Field Hockey Clinic is scheduled for late August.
- A new Spring Ultimate Clinic and Middle School Prep is being offered for 6<sup>th</sup> graders only from March 26 – May 24<sup>th</sup>.
- Field rental agreements with Amherst Youth Soccer Association and Amherst Youth Lacrosse have been updated and revised.

### ***Afterschool and Day Camps***

- New Art Day Camp instructor/vendor, Lily Joy Friedling, has been engaged to provide summer Art Camps for children ages 6-11.
- Added “Arts Plus” option to Art Camps so that parents have full-day, day care.
- Providing free breakfast and lunch to every day camp participant (EA, AP, Sports and Arts) through the Massachusetts Department of Education, Office of Food and Nutrition Program. Lunches will also be served at Mill River Recreation Area this summer via UMass Food Trucks as part of this same program.

### ***Youth and Adult Education***

- Applied to the Community Foundation of Western Massachusetts for a grant of \$3,000 to support the ACTSMART Improv Company. This program addresses relevant issues faced by middle and high school students such as bullying, inclusion, peer pressure and conflict management. The program utilizes theater techniques, role playing, and interactive dramatic action methods to address these issues and develop practical strategies.

### ***Marketing and Registration***

- Spring/Summer combo brochure has been distributed. Consolidation of two seasons – Spring/Summer resulted in cost savings of approximately \$3,500.
- Conducting Survey via Survey Monkey through website, direct email, and FB to gather information related to on-line registration process.
- Updating WebTrac to bring it into alignment with the hard copy brochure.
- Added tutorial on how to navigate the on-line registration process to website.
- Working on adding fillable forms to WebTrac.
- Investigating potential utilization of the secure cloud-based system, *CampDoc.com*, an electronic health record system that would enable parents to submit immunization records and physicals on-line rather than providing us hard copies. This would also streamline the registration process for camps.
- Revised Cherry Hill tri-fold brochure and updated website.

### ***Operations***

- Working with the Town’s Comptroller and Procurement Officer to review and upgrade our current instructor and camp director contracts to meet all regulatory and legal requirements.
- In process of reviewing all current contracts, license requirements, and MOUs related to Community Theater and NUTC.
- Met with Director of Facilities to review LSSE office needs and to better improve communication.
- All school facility and fields needs for the spring and summer seasons have been submitted to the Director of Facilities and ARHS Athletic Director.

### ***Community Collaborations and Visibility***

- LSSE will have a presence and/or is providing programming at the following community events in April:
  - Amherst Area Chamber of Commerce After 5 (presence)
  - Sustainability Fair (programming)
  - Big Brothers Big Sisters Daffodil Fun Run (programming)

### ***Professional Development***

- All members of the leadership team for the department continue participating in a study group to take their Certified Parks and Recreation Professional examination.
- Leadership team attended the Massachusetts Parks and Recreation Conference March 5-7.
- Staff participated in part two of the ALICE training program at the Middle School.

### **Commission Member Comments and Updates**

- Town Meeting is scheduled to start on April 30, 2018.

### **Next Meeting**

- The next LSSE Commission meeting is scheduled for Tuesday, April 24 at 6:00 p.m. It will be held at the Crocker Farm Elementary School Community Room.

### **Adjournment**

- The meeting was adjourned at 7:00 p.m.