

**Amherst Leisure Services Commission Meeting Minutes
June 28, 2018**

Present Ken Johnston, Sarah Marshall, Youssef Fadel, and
Meg Rosa (chair)

Absent Nate Budington, Becky Demling

Staff: Barb Bilz, Director,

Call to Order Meeting was called to order at 6:32 p.m.

Minutes

- The minutes of the May 31, 2018 meeting were approved as amended by a unanimous vote.

Review and Approval of Groff Park Design Concept

- Groff Park, design by the Berkshire Design Group has been completed. Individual playground and spray park elements will still need to be selected.

Downtown Recreation Working Group

- Committee meeting is scheduled for late August.

North Common

- Second Community Forum is scheduled for late August.

Free Breakfast and Lunch for all Camps

- Barb reported that free breakfast and lunch would be served to all LSSE camp participants. She also reported that leftovers could be taken home by the campers.

Open Space and Recreation Plan

- The Commission approved the 2017 Open Space and Recreation Plan. The vote was unanimous. However they recommended that the next plan should include more input from the public and the Commission and that hard copies be made available to Commission members in advance.

CPA Representative

- The Commission asked that it discuss Jim Brissette's replacement on CPAC at their next scheduled meeting.

Fields and Facilities

Amherst Center Recreation Working Group

- Next meeting of this committee is scheduled for August 29, 2018.

North Common

- Community Forum scheduled for August 28, 2018

Groff Park

- Demolition is scheduled for September 5, 2018.

Staff

Vacant Position

- Met with Human Resource Director to strategize about the Registrar position that is open. Strategy meeting also scheduled with Program Directors next week to discuss needs.

Programs

Day Camps

- *See Handouts*

Sports Camps

- *See Handouts*

Aquatics

- *See Handouts*
- 2018-19 Agreement with ARPS to Town Manager for signature. Indoor Pool Program at the Middle School starts Thursday, Sept. 20.

Golf Course

- Course conditions continue to be excellent but play has been down due to the weather.
- Revenues for the first two months of the Fiscal Year are down \$10,000 compared to last year for the same time period. This is mostly due to the hot and wet weather in the months of July and August. We have had 33 inches of rain as of 8/20/18.
- Cart lease is up this year. A new bid for a 3 year lease will go out in the fall.
- Men's Course Championship postponed to Sept. 15 because of rain.

Special Events

- 50th annual Halloween Fest planning and fundraising is underway.

Adult and Youth Education

- Fall classes are start in September.

Outreach

- Program Outreach efforts have started. We will be targeting Southpoint, Olympia Oaks, Butternut, Pomeroy Cooperative, Survival Center and North Village this fall.

Other

Strategic Planning

- In process of writing "scope of project" for Procurement Officer.

Capital Projects

- Painting of pool buildings will take place in the spring.
- Mill River basketball court renovation is on hold until we hear back from State regarding PARC Grant. CPAC funds allocated for the renovation of the courts are part of the match.
- Cherry Hill Club House - downstairs basement ceiling insulation and new outside gutter installation will take place this fall.

Professional Development

- Leadership Team will begin testing for their Certified Parks and Recreation Professional examination in September.

Marketing

- Fall brochure upgraded to full color with glossy cover but number of pages reduced.
- Marketing and Registration Coordinator continues to work on:
 - Improving website and registration process;
 - Increasing social media presence;
 - Conducting satisfaction surveys and needs surveys;
 - Increasing department's visibility in the community.

Community Visibility

- LSSE will have a presence and provide activities at the following community events in September:
 - 1st Day – provide program activities and information
 - UMass Community Breakfast – representation by staff

Next Meeting

- The next LSSE Commission meeting is scheduled for August 15, 2018 at 6:30 p.m. It will be held at the LSSE office. (This meeting was rescheduled to August 30, 2018)

Adjournment

- The meeting was adjourned at 7:38 p.m.