

**Amherst Leisure Services Commission Meeting Minutes**  
**April 24, 2017**

- Present** Jon Foster, Jim Brissette, Becky Demling, Meg Rosa  
Barb Bilz, Interim Director and Dave Ziomek, Asst. Town Manager
- Absent** Sarah Marshall, Nate Budington
- Call to Order** The meeting was called to order at 7:03 p.m.
- Minutes** No vote was taken to approve the minutes as there were no minutes available from the February meeting.

**Interim Director's Report**

- Held two staff meetings. Next meeting scheduled for April 27<sup>th</sup>.
  - Defined upcoming projects – prioritized upcoming project, outlined tasks and began process of defining assistance needed from each other,
  - Addressed staff morale and ways to make Leisure Services more welcoming;
- Brought interview team together, scheduled interviews of two candidates for Sports Director, hired Chris Johnson - to start May 8<sup>th</sup>;
- Met with Mt. Holyoke facility reps to finalize contract with NUTC. Contract to Town Manager.
- Developed systems spreadsheet outlining current status, location, directors, etc. of sports camps;
- Developed management spreadsheet for field usage for spring and summer;
- Sent out introductory email to Leisure Services Commission and set up meeting with Jon Foster, Chair;
- Met with head of Community Theatre and other key Sports volunteers: Football, Flag Football, Youth Volleyball, and Adult Softball;
- Drafted 4<sup>th</sup> of July sponsorship solicitation letter;
- Grant application to Community Foundation of Western Massachusetts submitted for ACTSMART - anti bullying youth improv program;
- Established cancellation policy for classes, camps and programs;
- Outreach – hosted an informational booth at the Amherst Sustainability Fair.
- April Vacation Camp enrollment – 59 children
- Opened Golf Course
  - Completed MUNIS rehire/hiring all staff;
  - Set-up proshop;
  - Staff meeting;
  - Supplies ordered/purchased;
  - New flooring men's room, steps to entrance replacement, plumbing issue addressed;
  - Clean-up and repair issues with credit card machine, coffee machine, kegerator, etc.
  - Women's Clinic started on April 20<sup>th</sup> – 10 participants.

- Pools
  - Met with DPW to discuss pool openings and set up schedule required and supplies needed. Met with new paint sales rep., calculated paint needs for Mill River.
  - Met with Triton's Rep. to discuss feasibility of hosting outdoor swim meet at Mill River.
  - Checked in with Sean Mangano regarding status of indoor usage of Middle School Pool,
- Projects In Progress
  - Staff morale improving – Gathered input from staff at staff meeting on how to make Leisure Services more welcoming and friendly;
  - Front desk empowerment, photos, greetings, listening, etc.
  - Meeting with staff members individually to discuss expectations going forward.
  - Setting regularly scheduled Commission meetings going forward;
  - Office clean up/clean out – on-going;
  - Developing orientation outline for new Sports Director;
  - 4<sup>th</sup> of July related tasks;
    - Hiring part-time seasonal to assist.
    - Drafting sponsorship solicitation letter.
    - Finalizing contract with Atlas Fireworks.
  - Youth on Broadway.
  - Individual meetings set up with Leisure Services staff members.
  - Hiring summer seasonal to assist with Sports Camps.
  - Met with Marta Guevara, Family Center Director. Setting up meeting with Mindy Domb, Amherst Survival Center Director, to discuss collaboration and possible snack provision for Achievement Academy participants at Summer Day Camps.
  - Exploring ways to utilize Leisure Services staff, space and resources more effectively.
- The new cancellation policy will be publicized in the summer printed and on-line versions of the brochure:
  - If minimum enrollments for classes, camps, and activities are not met one week before the start date, it will be cancelled. Participants who signed up before it was cancelled, will receive a full refund. In addition, classes, camps and activities will no longer run if they are under-enrolled. Minimum enrollment numbers will be approved during the initial planning phase of the class, camp or activity by the Leisure Services Director.

### **JCPC Update**

Barb Bilz reported that the following capital items were approved by JCPC and will go to spring Town Meeting for final approval:

- Continuation of lease on greens mower – Cherry Hill, \$11,000
- Safety surfacing bark mulch for playgrounds – Leisure Services, \$5,000
- 3 Automatic external defibrillators – Pools, \$6,500

Not recommended for funding:

- Fiber optic line extension to Cherry Hill, Mill River, and Conservation
- Point of sale and security system for Cherry Hill  
(both items were submitted by the IT Dept.)

### **Community Preservation Committee Report**

Jim Brissette reported that the following projects were approved by CPAC and will go to spring Town Meeting for final approval:

- Basketball court resurfacing, \$50,000
- Filter and pump replacement at Mill River Pool, \$150,000
- Groff Park renovations - \$500,000
- Community Field/HS and ARMS master plan, \$50,000
- North Common Improvement, \$ 360,000

### **LEISURE SERVICES Commission Vacancies**

Jon Foster 6 yea terms will end in two months. If you know of any individuals who would be interested in serving on the Commission, please let Barb know. Barb suggested that we look at people from our educational institutions, local businesses and non-profits, Community Theater people and parents who have children who utilize our services.

### **Groff Park and Other Updates**

Dave Ziomek reported that he is looking to the Commission to be involved in the design process of Groff Park and that there is a need to improve all of our facilities. It's an important part of economic development for the Town of Amherst.

The Town is still waiting to hear about the Land and Water Conservation Grant that was applied for. If granted, \$300,000 would be returned to CPAC.

The new spray features and playground at Groff Park are scheduled for construction in the fall of 2018.

The goal is to remove the old Groff Wader this spring.

Meg Rosa asked if Plum Brook could be rolled this spring. Barb is checking with DPW.

There still continues to be space issues for classes, camps and sport programs offered by Leisure Services. We continue to work with the schools and other organizations to find space. The Hitchcock Center still has a lease their old building until 2020.

Leisure Services continues to clean out and better utilize their storage space. At this time there is more than adequate storage and office space at the Middle School.

The pavilions are not being rented to any UMass student groups until after finals. APD is monitoring the parks to ensure there are no large, unauthorized parties.

### **Setting Uniform Dates for Commission Meetings**

The commission members present agreed to set meetings going forward on the third Thursday of the month. The time was not confirmed but the next Commission meeting is scheduled for Thursday, May 18, at 5:00 p.m. in the Conference Rm. at Leisure Services. Town Meeting is scheduled for 7:00 p.m. on that evening.

<b>Public Comment</b>	None
<b>Untimed Items</b>	None.
<b>Adjournment</b>	The meeting was adjourned at 8:20 p.m.