

## Enfield Recreation Commission

May 4, 2021

Minutes - Approved May 18, 2021

**Attendance:** Jack Wozmak, Interim Town Manager; Bridget Labrie, Mascoma Valley Parks and Recreation; Ed Winters, Enfield Parks and Recreation; Kate Stewart, Joel King, Emily Curtis, Matt Young, Keli Green

*Excused:* Amy Stewart

### Business

Mr. Wozmak welcomed the members of the Recreation Commission.

It was noted that this was the first meeting with a full roster of commission members for the Enfield Recreation Commission since 2017.

After members of the Commission introduced themselves, Ms. Labrie and Mr. Winters gave an overview of their history and experience in their respective roles within the town and regional recreation positions. They noted that, in their time and experience, many questions have come up that the Recreation Commission may be able to assist in addressing.

Questions posed during the meeting:

- Would recreation best be served by one full time position, a part time position, or two part time positions - as currently practiced.
  - What are the total hours put into running the program?
- Should there be one recreation for Enfield and no regional department?
  - Do activities offered change if this structure changes?
- Is the purpose of recreation only for Enfield citizens, or also for area towns?
- Should residents be charged for participating in programming?
  - Should there be a lower rate for Enfield citizens; higher rate for non-citizen participation.
- How much money does it cost to run the program(s)?
  - Salary, operation costs, etc.
  - What towns contribute funding to recreation
- It was noted that communication is confusing for consumers - people frequently contact the wrong department. How can we streamline communications?
- How does Mascoma Youth Sports League (MYSL) intersect with recreation roles and programming?
  - MYSL serves all five towns, participants pay individual fees to participate. towns do not currently pay or contribute to programming implemented
  - Should MYSL be absorbed into recreation

- Are there liability or salary items to be addressed in doing so
  - Questions - regarding CPR certification & background check processes for coaches
- What programming is available for adults?

Members of the Recreation Commission discussed how to establish roles including a Chair, Vice Chair, and Secretary. It was agreed that all members would review the roles and responsibilities of each position prior to the next meeting when nomination and voting for board positions would take place.

It was noted that having the traditional roles, posting public minutes on the Town website, and mirroring how other Commissions perform their duties would be important for continuity and consistency. They also noted that reviewing the current mission statement of the ERC and working on setting SMART goals would be important to assist in the process of answering the questions raised during the meeting.

Members of the Recreation Commission requested a copy of the job description for the Regional Recreation Director and the Enfield Recreation Director, in conjunction with a write up of the programming they each currently facilitate to be discussed at the next meeting.

Ms. Curtis requested a copy of information gathered from the recreation survey that was compiled by Ms. Labrie and Mr. Winters regarding community feedback on recreation programming.

Mr. Young proposed the next meeting to be held on May 18th at 6pm via Zoom. All members present agreed.

## **Adjournment**

The meeting was adjourned at 7:06pm.

### **Proposed Agenda Items for 5/18/21 meeting:**

- **Structure**
  - Board Positions? (Chairperson, Vice-Chairperson, Secretary) - Nominations at the next meeting
- **Purpose** - (Does this still work? - Is it enough?)
  - Mission Statement (from Town Website): *The mission of the Enfield Parks & Recreation Department is to provide safe and varied recreational activities in our community for residents of all ages.*
- **Communication** - Establish HOW to communicate at multiple levels

- Within the Committee
- With the Town Officials of Enfield
- With the Residents of Enfield
- **Goals** (we should break these into short/long term goals and establish subcommittees where appropriate to investigate and make recommendations)
  - Establish job descriptions for:
    - Enfield Recreation Director (Ed Winters)
    - Mascoma Valley Regional Recreation Coordinator (Bridget Labrie)
    - Discussion - currently 2 part time positions - should this be 1 full-time position? Financial Structure? Roles/Duties?
  - Develop Calendar of Current Recreation Events - Establish what role(s) committee members can play to plan, promote and organize these events
  - Determine whether or not the Mascoma Youth Sports League (MYSL) should be absorbed by the Town or the Regional Recreation Depts for more consistency from a planning and philosophical standpoint.
  - Develop ideas for more diverse age-range programs (perhaps with Upper Valley Recreation coordination? - Is there an Upper Valley Recreation Body that includes regular meetings with other towns?
    - Softball League
    - Kickball League