



CONCORD RECREATION DEPARTMENT  
RECREATION COMMISSION MEETING MINUTES

**Date:** Tuesday May 25, 2021

**Location:** Zoom Meeting Call – Meeting ID: 856 8843 2950, Passcode: 835799

**Present:** Casey Atkins, Chair and Voting Member (April 2022, 2<sup>nd</sup> term)  
Jennifer Lutz, Voting Member (June 2022, 1<sup>st</sup> term)  
Paul Boehm, Voting Member (end of the month following 2023 Town Meeting, 1<sup>st</sup> term)  
Pete Funkhouser (February 2023, 1<sup>st</sup> term)  
Anna McKeown, Recreation Director  
Andy Dutton, Beede General Manager  
Matt Johnson, Select Board Liaison  
Kate Hodges, Deputy Town Manager

**Meeting Start:** Called to order at 7:02P

**Recreation Committee Chair**

Ms. Atkins as the Recreation Committee Chair called a roll-call to start the meeting.  
Second by Mr. Boehm. All in favor.

**Public Input:** None

**Approval of Minutes from Recreation Commission meeting on April 27, 2021**

Ms. Atkins as the Recreation Committee Chair called a roll-call to approve last meeting minutes.  
Second by Mr. Funkhouser. All in favor.

**The appointment of Paul Boehm as Recreation Commission CPC representative**

Ms. Atkins as the Recreation Committee Chair called a roll-call to approve the appointment.  
Second by Mr. Funkhouser. All in favor.

**Ms. McKeown confirm Zoom meetings for the Recreation Commission this summer and the mindset that in-person meeting will return this fall. No Recreation Commission scheduled for August.**

**Administrative Code**

Ms. McKeown shared screen of revisions and Ms. Hodges highlighted updates related to local government themes, formats, active verbs, and the clear commission role as a “sounding board” for town citizens and past town happenings. Ms. McKeown shared that this is a reference document to support consistent decision making. Ms. Hodges confirmed that school playgrounds are counted as a Concord recreation resource with school safety inspector support, and overall town managers office oversight. Mr. Atkins highlighted the task of identifying passive and active recreation data/assets.

**Strategic Planning**

Ms. McKeown highlighted the need receive town funding for a consultant related to the next strategic plan and to start defining the scope, concepts, and recreation goals. Mr. Boehm highlighted the need for years to be defined with the strategic plan strategizing. Ms. McKeown asked for goals and objective inputs and will be researching strategic plan best practices. Ms. Hodges will be providing the direction with regards to cost numbers that the town can support.



### **Budgets**

Ms. McKeown shared slides of operating budgets from both Hunt and Beede. Two financial highlights were positive Hunt revenues and no FY21 general fund transfer for Beede. Department staffing remains the largest expense area. The high expense of energy cost remains one of the departments' goal areas to manage. Beede warrant scheduled for town meeting debate in June. Ms. Atkins highlighted the family areas of aquatics/camp as a good focus area for revenues.

### **Staffing**

Ms. McKeown noted that the Assistant Recreation Director opening is posted, with the Aquatics Manager as well.

### **Reports from Liaison**

Mr. Johnson shared the middle school gym compromise of the larger MIAA court numbers to support athletics.

### **Public Input**

None

### **Old Business**

None

The next Recreation Commission Meeting will be held as a Zoom Meeting Call on Tuesday, July 20 at 7:00P.

Ms. Atkins motioned to adjourn the meeting at 9:17P. Mr. Boehm seconded the motion. All in favor.

Minutes taken by Andy Dutton.