I. Call to Order – 7:04pm by Chairman Dyer

II. Approval of Minutes – from 2/27/2022 – minutes approved

III. Opportunity for the Public to Address the Committee – none

IV. Co-Sponsorship Update – none

V. Old Business

A. Programs

1. **Quarterly updates** – J. O’Keefe reported that official third quarter financials have not been received from finance staff. He shared that the first two quarters were on target, slightly ahead of estimates for approved FY 21-22. However, he reported some anticipated concerns for quarter 3&4 given the prolonged impact of COVID-19 on membership, programming, attendance and revenues.

2. **Spring and summer programming seasons** – J. O’Keefe stated planning for summer camps and programs continue to be a large focus for programming staff. Spring, while generally positive, appears to be below the anticipated FY 21-22 proposed budget completed in February of 2021. Largely, if not all shortages, are attributed to prolonged impact of COVID-19 on recreation programs. As feasible, staff continues to offer a mix of in-person, virtual, hybrid, and increased outdoor programming.

B. Parks

1. **Southeast Park/Mansfield Elementary School building project** – continues to have impact on Little League. Reports that delays in the fall opening of the new school may also delay field #3 rehabilitation.

2. **American Rescue Plan approved projects** – J. O’Keefe distribute a list and reviewed approved P&R projects and funds and distribute a handout. A total of $889,500.00 was approved by Town Council. Three significant projects included a Financial Cost Recovery Study and Plan ($25,000), Parks and Recreation Mater Plan ($100,000), and $750,000 for priority park improvement projects as determined by the master plan.

C. **Capital Improvements Projects** – J. O’Keefe reviewed the full list of approved P&R projects for FY 22-23 and provided a handout. This included improvements to facilities, parks and programming.

D. **Lenard Hall** – J. O’Keefe expressed concerns with Lenard Hall recovery as the new facility was impacted just months after it successfully opened (November 2019) before COVID-19. Staff is offering in-person and virtual programming. An action plan has been developed to increase participation and revenue but has been hampered by several full-time and part-time staffing vacancies and getting key new full-time staff hires oriented and trained.

E. Community Center

1. **Member update** – J. O’Keefe shared recent information on membership numbers, attendance and trends.

2. **MCC Facility Usage Reports** – distributed

3. Recent promotions – [promotional material distributed](#)
F. Budget/Financial
   1. Proposed FY 22-23 Budget – J. O’Keefe reviewed current FY and proposed FY budgets. Current and future challenges/concerns were discussed among members. Additionally, anticipated positives trends such as high percentage of residents having received COVID vaccinations, optional de-masking and the upcoming financial consultant study and recommendations.

G. Other Old Business - none

VI. Correspondence
   A. Pickleball courts – J. O’Keefe shared that a private Mansfield donor approached the Town regarding constructing pickleball courts at no/little cost to the Town. J. O’Keefe and RAC members discussed the high interest in sport locally and nationally for many age groups. A location and additional details on the proposal were not yet determined.

VII. New Business
   A. Full time staffing – Steven Capobianco was hired as new Recreation Coordinator to replace the Recreation Coordinator who did not successfully complete probation. After what will be nearly a two-year “freeze” on the vacant Assistant Director of Parks and Recreation, the position has been revised and structured as a Recreation Services Manager position. This position is similar to the ADPR position but with less full-time staff supervision, parks, trails and capital improvement project responsibilities. This position would focus heavily on leading general recreation program development and management, special events and assisting with community center and Lenard Hall operations. The position would also exercise supervision of all staff in the absence of the Director. If approved during the Town budget process, filling of the position is expected to be completed early in the FY 22-23 cycle.

   B. Part-time staffing – J. O’Keefe expressed continued concerns with recruitment, retention, and meeting the service needs of residents. One example expressed by J. O’Keefe is that lifeguard shortages are a local and national concern. Reportedly, some state and national aquatic programs have needed to reduce services or closed. Mansfield had a positive aquatic programming year to date but has had to respond creatively to fill positions for the summer.

   C. Other new business

VIII. Future Agendas (7/27/2022)