

New Durham Recreation Commission

June 16, 2011

Draft Minutes

6:30 new Durham School

PRESENT: Jennifer Nyman, Kellie Chase, Marcia Berry, Sherri Brulotte, Al Koehler, Laura McCarthy, Dot Veisel. Also present: Jackie Snyder and Jackie MacDonald

ABSENT: Kristyn Bernier, Sheri Joy.

Meeting opened at 6:30.

Public Input: none

Members tabled minutes of April 21 because there was not a quorum present who had attended that meeting.

Creative Kids Club:

Issues discussed:

- Laura McCarthy reported she needs to add a \$ 5 per child charge to each fieldtrip to defray cost of bus. She collects the fee. This is not reflected in the contract price for daycare.
- Enrollment in the summer program is higher than expected so she has ordered additional supplies.
- Laura will notify parents that town's insurance coverage is not in effect when she takes children to her house to offer private day care.
- Laura and Kellie are planning to check out Straight Talk cell phones. They need to review May's minutes to determine maximum allowance authorized.
- Laura needs to charge \$ 4 for adults who accompany children on bus trips. She will collect this fee.
- Three accident reports were reviewed.
- Laura is requesting a program sub to provide coverage when numbers are high and her support staff hours are depleted. Kellie offered to share some staff hours and personnel. She recommended Jackie Mac Donald as back-up for CKC program shortages. Dot questioned the funding source of these hours.

MOTION: made by Marcia Berry, and seconded by Sherri Brulotte.

If CKC numbers go over 15, Laura can:

1. **Extend support staff hours, or**

2. Access recreation department staff who have been processed by the head of Human Resources.

Motion passed.

- Dot and Sherri introduced Jackie Snyder who is their choice for the position of Financial Assistant. Her duties and qualifications were outlined. Members approved an offer of probationary employment. Jackie will meet with Vickie in Human Resources to authorize the mandatory Criminal Background and DMV checks. When all paperwork is completed and signed, she is ready to begin.

Recreation Director's Report:

- Kellie introduced Jackie MacDonald who runs the swim program. A discussion about the status of the raft at town beach ensued. Kellie shared a letter from LGC (Legal Government Center) which advised of the definite liability to the town and cautioned against putting raft back in service. Several options were discussed, but the raft is out of service until renovations are made.
- A handicapped port-a-potty is being provided at the town beach and it has been recommended that a handicapped access to the beach be installed.
- Kellie will ask the Public Health Officer (Art Capello) to assume responsibility for water quality testing at the beach.
- Ideas for alternative trash removal at beach were discussed.

MOTION: made by Jen and seconded by Al,

Town beach will adopt a "carry-in and carry-out policy" for trash. Recreation Department will provide carry-out bags. There will be a brief overlap period when trash cans and bags will be available. This decision will be monitored and revisited at end of July to determine effectiveness.

Motion passed.

- Kellie would like to offer volleyball at the town beach. After a brief discussion about liability issues the following motion was made.

MOTION: made BY Al and seconded by Marcia.

Staff at town beach will set up volleyball net. They will provide volleyballs after determining that safety and density of population on the beach is appropriate.

Motion passed.

- Kellie shared a letter of request for volunteers to the CIP Committee (Capital Improvement Plan) to submit Recreation goals and requests.
- Kellie reports baseball and softball are going OK and archery program is full. We discussed suggestion for buying more bows and arrows.

- Sherri B commented that snack stand at the field is rarely open. Kellie explained it is a function of scheduling. It will be open on a more consistent basis during soccer season.
- Closing Day Cookout is June 29th. Recreation supplies the meats for barbeque and parents donate the rest.
- New fire and safety regulations for fireworks displays require Celebrate New Durham Day (August 6th) to be held at the ball field.

MOTION: made by Jen and seconded by Dot

Celebrate New Durham Day Festivities will be held at the Smitty's Ball Field on August 6th.

Motion passed.

- Kellie reported that Merrymeeting Lake Association is considering offering use of an unoccupied building to the Recreation Department. She will pursue this offer and keep us updated.
- Sherri B requested an updated budget printout of the current year so we could set a budget guideline for the upcoming Celebrate New Durham Day. Kellie will provide that information as well as list of possible activities and projected expenses for this project at a workshop meeting scheduled for Weds, June, 22nd at New Durham School. Dot will post the meeting.

Meeting adjourned at 9:117

Respectfully submitted,

Dorothy L Veisel