

New Durham Parks and Recreation Commission
Meeting Minutes July 22, 2011
New Durham School 6:30PM

Meeting called to order at 6:35PM

Present:

Kristyn Bernier
Dot Veisel
Sheri Joy
Marcia Berry
Jennifer Nyman
Sherri Brulotte
Kellie Chase

Absent:

Al Koehler
Laura McCarthy (excused)

Recreation Director's Report:

Kellie Chase passed out PO's for signatures, and the group was reminded that any expenditure over \$200.00 required a vote of the Commission prior to that expenditure. Revolving Fund expenditures are expected to be "money in/money out", in that the costs of programs and activities should be offset as closely as possible by fees or fundraising. When a large expenditure is to be made, permission needs to be granted by the vote of the Commission.

Time sheets were provided for Recreation Department employees (beach and special events). The Commission wants to be consistent in that all employees, including CKC and Rec Department, will all have time sheets passed in at monthly meetings. All town employee time sheets are reviewed by a direct supervisor, and the Commission wishes to be in line with this as well.

The swim program has 58 swimmers, and kellie advised that things were going well. The raft will not be placed back in the water, and the swim instructors are modifying the program to work around the raft issue.

The concession stand doors have not been ordered. With approval having been given for Steve Mosher to order the doors and complete the work, Kellie was asked to see if he can schedule this job at his convenience to get this completed. There is approximately \$600.00 that was placed back into the Capital Reserve fund that can be put toward the cost of the doors.

Soccer and volleyball registrations are being accepted. Kellie was asked to schedule goal post placement with the Highway Department and to contact Glen Woodard early with regard to setting up the lines for the three soccer fields.

The lack of handicapped access to the beach was discussed, and the group felt as though this should be addressed with the Board of Selectmen since the Commission was not included in the plans or the construction of the beach project. This issue should be addressed with the town and the BOS should be included in looking into bearing the cost of the oversight.

Kristyn Bernier advised that she had received several calls regarding beach attendants sitting near the water and not checking ID's at the entrance. People from out of town have been parking at the boat launch and they have not been checked by attendants. Kellie was asked to speak with the beach supervisor to have employees at the entrance of the beach and to be checking all for ID's or the beach sitcker.

Plans for Celebrate New Durham Day were discussed to include the list of events and expenditures. There was concern within the group that the Revolving fund will be defraying the majority of the cost of the day, and that in the future, fundraising efforts will need to be explored so as to continue the annual tradition. The event was seen as important for the community by the group, and for this year, the group will pay for the event through Revolving Fund.

Kellie requested monies to pay for an event for the children in attendance, with her first choice being a rock climbing wall. After discussion, the following motion was made:

Kristyn Bernier made a motion to allow the Recreation Director to spend up to \$600.00 on a special event/feature for children and teens. Motion seconded by Jennifer Nyman. Motion passed unanimously.

Other expenses were discussed and the following motion was made with regard to other event expenditures:

Kristyn Bernier made a motion to authorize the Recreation Director to utilize the Revolving Fund for \$4,000.00 for the fireworks display, \$600.00 for a live band, \$150.00 for crafts and incidentals, \$270 for t-shirts for the road race and staff, and \$100.00 for a hula dancer (if available). Jennie Nyman seconded the motion. Motion passed unanimously.

Other details of the event were addressed, to include electricity needs, port-a-potties, trash, staffing, tents, race prizes, vendors, food, and that no dogs or smoking would be allowed at the event.

Sheri Joy asked if Kellie had heard from the town health officer with regard to the requirement that the water be tested at the fields twice annually. Joy advised that the

Commission should be getting a certificate regarding the water testing. Kristyn stated that she would follow up with the town health officer.

The Lytle family has not gotten back to Kellie regarding their choice for a replacement tree at the Lytle Memorial at the ball fields. The group suggested that a tree or bush that is indigenous to the area would be most suitable, such as a lilac or forsythia. If the group has not gotten any reply, a decision will be made at a future date by the Commission.

Creative Kids Club:

Laura McCarthy was unable to attend the meeting, therefore Dot Veisel updated the group with regard to parent meetings, the new hire for billing and other CKC progress.

Jackie Snyder has been officially hired as the billing clerk for the program. She will be directly supervised by the Commission, specifically Sherri Brulotte and Dot Veisel. Jackie will be meeting with the town financial officer as well to get an understanding of expectations within the town hall.

Contracts have been re-vamped, and parent/child information is being updated. There is one parent night left on the schedule. A billing protocol is also being established.

Sherri Brulotte asked if the CKC had a "bad debt policy" with regard to whether or not CKC can write off up to a certain amount at the end of the year. The group felt comfortable that nothing over \$25.00 written off, and that the group would need to authorize anything over that amount. An attempt will be made to collect several very over-due accounts in writing.

The CKC is going to have a website for parent updates and communication.

Dot advised that the program is moving toward a no cash policy, and that a lock box is being purchased for monies being taken in. The only keyholders will be the program director and Jackie.

An issue arose that Laura has taken children to her home if their parents are late or if there are not enough children to justify opening the program at school. The group was in agreement that, under no circumstances, is an employee of the CKC Program to have contracted children at their home or in their vehicle while under the care of CKC. Parents are to be billed for the late time, and they need to make arrangements to pick up their children by the 6:30PM deadline. This practice must be consistently enforced.

A motion was made by Kristyn Bernier to designate Dot Veisel and Sherri Brulotte as the point people for anything related to CKC with the authority to make day to day, programmatic decisions without the requirement of a group vote. The motion was seconded by Sheri Joy. Motion passed unanimously.

A motion was made by Dot Veisel to go into non-public session as allowed by RSA 91-A:3 II, (a) & (c). Motion seconded by Kristyn Bernier. Roll call taken and all Commissioners vote "aye".

Non-public session entered into at 10:45PM.

Discussion centered on a disciplinary issue with an employee and steps taken to remedy the situation.

Injury reports were reviewed for children attending CKC.

The Parks and Recreation Commission came out of non-public session at 11:35PM No decisions were made or votes taken.

The group discussed the event checklist that is going to be reinstated for planning and time management.

Budget quarterly review is on August 8, 2011, and the group was advised to be prepared to discuss the FY12 budget proposal at the next meeting.

Meeting adjourned at 11:55PM

Next meeting scheduled for August 18, 2011 at 6:30PM.

Respectfully submitted,

Kristyn Bernier
NDP&R Commission Chair