

New Durham Parks and Recreation Commission Minutes

September 21, 2011

6:30PM @ New Durham School

Call to Order at 6:40PM

Present: Kristyn Bernier, Dorothy Veisel, Marcia Berry, Al Kohler, Laura McCarthy, Kellie Chase

Absent: Sheri Joy, Sherri Brulotte, Jennifer Nyman (all excused)

**Creative Kids Club:**

Laura McCarthy reported that staffing needs had changed in light of numbers in the afternoon session. There are on average 10 children in the afternoon session, while the morning session continues to be well attended averaging 18-20 students. Laura was given the ok to staff accordingly.

Expenditures were discussed for food and supplies. Program Director was reminded to request authorization for purchases in advance as the total was in excess of \$270.00. Injury reports were read and time sheets signed.

Dot updated the group with regard to the new billing process and office, parent contracts, paperwork and medical sheets.

Laura McCarthy requested that the group revisit wages for staff, as it came to her attention that inexperienced beach personnel who filled in at the CKC were paid \$1.50 more an hour than veteran staff. This issue was discussed with both program directors as the error was in not completing the Personnel Action Form required to let the town finance officer know the rate of pay for a particular employee. The issue of separate time sheets being necessary for separate positions was discussed with Laura and Kellie so that the appropriate rate of pay is earned and that the money comes from the appropriate account. There was co-mingling of accounts with part time personnel throughout the summer as a result of lack of attention to this detail. Both program directors were asked to make certain that PAF's are on file for each staff member for each job, and that separate time sheets are made out so as to delineate between CKC, beach attendant, special events and swim instructors.

Laura was asked to go purchase the second cell phone that had been authorized several months ago.

**A motion was made by Kristyn Bernier to go into non-public session per RSA 91-A:3 (c) to discuss an issue of concern with a former parent. Marcia Berry seconded the motion. Bernier, aye; Berry, aye; Veisel, aye; Kohler, aye. Commission entered into non-public session at 7:30PM.**

Commission discussed the issue of a family that had been formally asked not to come back to the program for a variety of behavioral issues with the children, as well as mistreatment of staff by the parent. A letter was sent to the family via certified mail in February to outline the issues, however the parent refused delivery of the letter. The parent recently has begun making harassing calls to the town hall, the recreation department, the school and the superintendent's office in an effort to gain acceptance back into the program. Kristyn left a message for the parent outlining the issues with a contact number, however the parent did not return the call. The parent advised that he would be dropping the child off at the school regardless. Kristyn authored a letter advising the parent that neither he nor his child were welcome at the program, and the request was made of the New Durham Police Department to serve the letter in person similar to that of a barment letter. The letter was served in hand. The police department also stood by on Monday morning to make certain that no problems arose.

**Commission came out of non-public session at 7:40PM. No decisions were made.**

**A motion was made by Kristyn Bernier to increase veteran CKC staff to \$10.00 per hour. Al Kohler seconded the motion. Motion passed unanimously.**

**A motion was made by Kristyn Bernier to authorize a 2% raise for CKC Program Director. Dot Veisel seconded the motion. Motion passed unanimously.**

Kristyn advised that she would notify the town finance officer of the decisions regarding pay raises and complete appropriate paperwork.

**Recreation:**

Al Kohler reported that another successful volleyball season is underway with two teams, 12 players and 18 games scheduled throughout the season. Chris Frady is assisting Al with coaching duties.

Kellie Chase stated that there were 77 attendees at Bingo and that soccer is underway without issue. There has been difficulty getting commitment for assistance at the concession stand despite dropping back the number of game days in New Durham to only 4.

Kellie was asked to purchase first aid supplies, defib batteries and pads as necessary in anticipation of the next year's needs. Kellie was also asked to handle the door replacement at the concession stand as soon as possible as this also had been authorized months ago. With regard to the cell phone that had been authorized, Kellie advised that she would be transferring service within the month. A new event flier is in the works.

The budget was discussed for FY 2012. Needs were discussed with regard to athletic supplies, ball field maintenance and staffing needs. Kristyn will be submitting the budget for BOS review on September 30.

The state of the current budget was discussed with regard to the part time line being over in excess of 22%. The Commission clarified that attention needs to be paid to that item, and that youth staff cannot be paid through general fund to go on field trips. The part time line was specifically for special event needs up to \$1000.00. If a trip requires an additional staff member, the cost of that staff's pay must be figured into the trip fee per attendee so that neither the general fund nor the revolving fund incur that cost. Also clarified was that staff must fill out separate time sheets for different positions so as to make certain that the appropriate accounts are billed, and that staff are paid the right hourly wage dependent upon the position. The rec director's salary line is also concerning in that only 15% of the line remains.

Time sheets for rec staff were not provided, nor was there a monthly accounting of expenditures and income for revolving fund.

Marcia Berry stated that the contract with the school needs to be signed, and that she will facilitate that.

Celebrate New Durham Day 250<sup>th</sup> birthday ideas were discussed with regard to events, themes and fundraising ideas. A possible timeline for events and fundraisers was discussed, and members were asked to come up with two or three fundraising ideas for next meeting. All other boards and departments will be asked to participate in the event, and an invitation letter will be drafted for the October meeting. The group agreed that an organizational meeting should occur in November for town departments and boards with an additional meeting in January. A possible theme that resounded well with the group was "Past, Present and Future". Ideas to generate interest in the event for attendance and participation were discussed.

The group discussed doing an annual letter for sponsors where businesses and individuals could choose different sponsorship opportunities without the department "tapping" people out every couple of months. The letter would give a "menu" of ways that the rec department could use funding or item donations, and the recipient can commit to areas of interest. This letter could be a good way to generate interest in the town's 250<sup>th</sup> birthday event.

Meeting was adjourned at 9:30PM.

Respectfully submitted,

Kristyn Bernier

NDP&R Commission Chair