

New Durham Parks and Recreation Commission
Meeting Minutes 12/14/2011
New Durham School – 6:30PM

Call to Order at 6:33PM

Present: Kristyn Bernier, Kellie Chase, Dorothy Veisel, Jennifer Nyman, Sherri Brulotte

Absent – Sheri Joy, Marcia Berry, Laura McCarthy, Al Koehler (all excused as a result of the meeting date change)

Public input: Kristyn reported that she had received a complaint from a citizen that the lights were not on the Christmas tree as of yet. Kristyn explained that the Rec Commission undertook purchasing lights and trying to re-establish the tradition of having a lit tree in town since no one else had taken on the responsibility, however lighting the town tree is not merely the responsibility of the rec department but rather the town as a whole and the BOS.

Kellie reported that the tree required the purchase of additional lights and that the order was delayed, and thus the lighting is delayed.

Rec Director's report:

Suncook Valley softball league is disbanding and thus the towns playing in the league will need to look for an alternative for the softball season. There are options to continue with the surrounding towns and possibly to join the Farmington league. Kellie was asked to firm up our options by the January meeting so decisions could be made well in advance of the season.

There is a SVL tournament refund of \$335.45, which will be deposited back into the revolving fund in the 005 line. The league had equipment to disburse, and Kellie was able to obtain a number of items the girls softball teams.

A coaching clinic was held for basketball coaches in the area and was run by Mike Lee. New Durham coaches were allowed to attend free of charge, and coaches from other towns paid a nominal fee. Kellie reported that \$50.00 has been deposited into the revolving fund as a result of the clinic.

Coach issues were discussed with regard to who is coaching and how we will proceed with making certain that everyone has the same expectations of the season. Kellie has been asked to re-institute coaches meetings before each season. By having mandatory meetings scheduled so parents are well aware of the date by the time they register their child, attendance should not be an issue. During these meetings, roles will be assigned on each team (coach, assistant, team parent) as well as expectations of each position. The rec mission statement and other necessary information will be passed out so that everyone is

on the same page. During this meeting, first aid kits, keys and equipment will be passed out, and coaches will sign background check authorization forms. Once registrations are closed, Kellie has discretion regarding adding a child to a roster, not the individual coach, as there has been an issue with this this season, resulting in too many children being rostered on the 1-2 team. decisions with regard to allowing extra children on their teams, and to prevent the issue of this season where parents are saying their form was sent to school but the rec department did not receive it, Kellie was asked to create a roster list at the beginning of the season for the school newsletter so parents can contact her if the child's name is missing from the roster.

The group talked about "marketing" sports seasons and generating interest in playing and volunteering.

Fundraising ideas for the 250th birthday celebration were discussed. The Pink flamingo fundraiser will be held in February, and the flocks are in. Supermarket sweep has been approved by permit, and tickets are available for \$1.00. The drawing will be held on February 3 for a 1.5 minute shopping spree at the Rochester Hannaford. Kellie has begun printing up numbered tickets and we will be asking all departments to join in selling the tickets. A notice should be going to the school to advertise the raffle.

The basketball hoop at the school is broken, and games and practices have been adjusted accordingly. No time frame was given on when the school will have this repaired.

There is an open store front at the plaza where the post office is located, and the owner wishes to work with the rec department with regard to utilizing the space for rec programs. The group discussed ways to meet the expenses that would be associated with the space, such as selling vendor space for a weekly crafter's market and fees for different rec programs. Kellie was asked to check in with the town hall regarding the feasibility of acquiring this space from a BOS standpoint before any further discussion and decisions are made.

The concession doors have all been replaced and keyed. Commissioners were given keys for the doors. The bill for labor (\$625.00) will be paid from the ball field maintenance line.

The craft fair was well attended with 38 paid vendors. One vendor still owes the space fee. Revenue generated from the fair totals \$1130.25. This is revolving fund income, with \$125.00 to be set aside for a recreation scholarship. Kellie was asked to have the town financial officer create a line in the revolving fund account for a scholarship to be used to pay rec fees for children in need. The feedback was very positive regarding the decision to no longer allow outside raffles at the fair. The group will continue this practice for next year's event. An individual confronted Jennie Nyman about allowing the library to have a raffle table, however it was clarified that a vendor who is very active

with the Friends of the Library was merely advertizing that the Library was holding its raffle, not selling tickets at the fair.

The budget status was discussed regarding what is left in FY 2011, as well as budget requests for FY 2012. Kristyn recapped her meetings with the budget committee and BOS. Kellie will be finalizing the purchase of the safety cover for the fence around the back side of the Majors ball field. She will be purchasing all game balls for 2012 for softball and baseball. Rob Booth will be doing some repair work on the Major's field, and Bob Hamilton will be setting the bricks for the walking path. Invoices have been requested from White Star and Hamilton for payment from the ball field maintenance line of the FY 2011 budget. Kellie will also be purchasing lining materials in anticipation of 2012 season needs.

Volunteer of the year nominees were discussed, with the group placing a more formal discussion and vote on the January agenda. The commission discussed updating policies and procedures, as well as handling the evaluation process. The group will begin re-vamping policies and procedures beginning in January.

The next organizational meeting for the celebrate ND 150th anniversary event is January 19, 2012 from 6PM-7:30PM. The monthly rec meeting will immediately follow.

Creative Kids Club:

The new billing assistance for CKC has requested a leave of absence for personal reasons. This leave is anticipated to last approximately one month beginning in January. Alternative arrangements were discussed. The group agreed that the CKC Director will not be handling billing, even temporarily, and that the position needs to be independent of the CKC program for a variety of reasons. Sherri Brulotte advised that she might consider taking on the role where she is already supervising the position, however her schedule is very tight. Jennie asked if it would be possible for the group to temporarily hire Sherri to fill the role, and while this was well received, Kristyn and Dot wish to make certain there is no conflict of interest, and that the group hold a vote when there is a quorum that does not include Sherri, as she cannot vote on this issue.

The commission discussed the policy regarding teenagers volunteering at the CKC program and clarified the new policy which has been given to Laura. No children other than paying clients or commission approved volunteers with proper high school contracts will be allowed at CKC.

The group discussed the issue of Laura taking care of children at her home or beyond the hours of the CKC program. This policy, while discussed with Laura specifically, needs to be put in writing as it has been raised that Laura continues to have a very hazy line between the boundaries of the CKC program and watching children on her own time possibly under a CKC contract. It is important for liability reasons to make certain that there is a definitive boundary and policy for this practice.

Also discussed was the need to create a policy and SOP handbook for the CKC program so as to avoid what seems to be the ongoing re-visitation of issues and practices which the Commission has clearly defined for the program and its personnel in the past. One such issue is whether or not personnel can receive free daycare. The commission addressed this in the past and had directly worked with the town finance officer in this regard. Any benefit such as reduced or free daycare must be reported on the employee's time sheet as it is seen as a monetary benefit. Kristyn clarified this with the town finance officer this week, who agreed that the commission should not be allowing the practice of free daycare. Dot and Sherri will address this issue with Laura.

The Commission discussed triaging policies, with a goal of having three CKC policies written by the January meeting. The group will review Community Service, Emergency Procedures and Record Keeping for the next meeting. Other issues to tackle will be time off, cancellation, staff benefits and evaluations.

Kristyn Bernier made a motion to enter into non-public session at 9:55PM per RSA 91A:3(c) to discuss a personnel issue. Dot Veisel seconded the motion. Roll call taken – all aye.

Personnel issue was discussed with the group. No decisions or motions were made.

Group entered back into public session at 10:45PM.

The Commission discussed evaluations, documentation of goals and objectives, documentation of issues and addressing of such issues with regard to personnel supervision. This topic will be addressed by way of SOP in a subsequent meeting to establish a standard that commissioners and employees can rely on so as to create consistency.

Meeting adjourned at 11:15PM.

Respectfully submitted,

Kristyn Bernier, Chair