

**New Durham Parks and Recreation Commission
Monthly Meeting Minutes 01/19/2012
New Durham Fire Station 7:30PM**

Call to Order at 7:40PM.

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

Absent: Al Koehler, Laura McCarthy

Creative Kids Club:

Dot and Sherri provided an update to the group with regard to the financials of the CKC and progress with regard to contracts, billing and payments. While there is still a considerable amount owed to the program from past attendees, the current client base is on track with the billing policy and payments. Dot explained that there is a process with regard to past due payments, including a call to the parent, a letter and that the issue must be resolved by the following Monday or the child will not be allowed to continue with the program.

Dot presented policies for the program as discussed in December. She asked for feedback, which members will email to her. Without any concerns or issues, the policies will be put into effect. Kristyn recommended that each policy should be numbered and on a separate page with an effective date. This will allow policy changes if need be in the future.

Kristyn Bernier motioned to accept the Creative Kids Club policies as presented by Dot Veisel. Jennifer Nyman seconded the motion. Motion passes unanimously.

Laura McCarthy's employment agreement must be renewed as she is a salaried employee. Discussion also ensued with regard to completing evaluations on Rec employees by March 1, 2012.

There was a request to discuss a personnel issue which would require the group to go into non-public session. The group agreed to wait until the end of the meeting to do so.

Recreation Department:

Kellie passed out the winter/early spring activity flier for the group. Copies are in the town hall, at school and can be obtained through the recreation department.

The budget was discussed with regard to the decision by the budget committee to cut the part time line by \$1200.00. Kristyn advised the group that she had offered this compromise to the BOS as a means to cut something from the budget. This figure will

reduce the hours at the beach for beach attendants, however if done judiciously, it should not be problematic as the hours cut will be during swim lessons and one hour early in the morning on weekends. Kristyn advised that she will be meeting with the Budget Committee for an end of the year review and to answer to the Budget Committee with regard to the part time salary lines being exceeded in 2011. This meeting will occur on February 01, 2012.

The basketball hoop remains unrepaired, and Marcia explained that a purchase/check policy for Governor Wentworth School District was the cause of the hold up. The hoops had been donated years back, and the company supplying the parts is in Canada. The parts would not be shipped until a check had been issued and received. Marcia expressed that the staff at the New Durham School and the SAU had been mistreated by one set of basketball coaches, and that the calls and in person visits were confrontational and harassing to staff. Jennifer reported that the NDS Principal had shared concerns with the manner in which she and staff had been treated. Kristyn requested documentation of the incidences in question so as to address them with the coaches. Coaches are representatives of the Recreation Department and are expected to conduct themselves in a manner as outlined in the Mission Statement which all coaches and parents receive. Deviance from these expectations is taken seriously, as coaches are expected to be role models and ambassadors of the program and sportsmanship.

Jennifer was asked to make copies of the policies and information she received upon joining the Rec Commission. The old binders were to be passed back in when a Commissioner completed their tenure; however this has not occurred, thus resulting in some members having not received the binder and information.

Nominations were requested for Recreation Volunteer of the Year. Steve Bohmiller was nominated. No other candidates were nominated.

Kristyn Bernier made the motion to vote Steve Bohmiller as Rec Volunteer of the year. Dot Veisel seconded the nomination. All voted aye with the exception of Sherri Brulotte who abstained because she did not know who Steve was or what his involvement has been with rec.

Nominations were made for new officers. Kristyn Bernier was nominated for Chair with no other nominations or interested parties. Jennifer Nyman was nominated as Secretary with no other nominations or interested parties. Dot Veisel was nominated for Vice Chair with no other nominations or interested parties.

Jennifer Nyman motioned to vote in Kristyn Bernier as Chair, Dot Veisel seconded. Kristyn Bernier abstained from the vote. All remaining Commissioners voted aye.

Kristyn Bernier motioned to vote in Jennifer Nyman as Secretary, seconded by Sherri Brulotte. Jennifer Nyman abstained from the vote. All remaining Commissioners voted aye.

Kristyn Bernier motioned to vote in Dot Veisel as Vice Chair, seconded by Sheri Joy. Dot Veisel abstained from the vote. All remaining Commissioners voted aye.

Kellie advised that the Suncook Valley Softball League is disbanding, however that the communities involved will continue to play each other. Softball and baseball rosters will be due early; therefore Kellie will be getting registration information out soon.

Kellie was asked to look into t-shirts for the town birthday event and to confirm the road race circuit.

The supermarket sweep fundraiser will end on February 3, and the flocking of flamingoes beings this weekend. Sheri and Marcia will begin to flock people, starting this weekend at the Town Hall. The proceeds from this fundraiser, which will continue as long as there is interest, will also go toward the birthday event.

Kellie was excused from the meeting once the recreation department items were covered.

The Commission turned its attention back to the Creative Kids Club and a personnel issue.

Kristyn Bernier motioned to go into non-public session per RSA 91-A: 3 (c). Dot Veisel seconded the motion. Roll call: Kristyn Bernier, aye; Dot Veisel, aye; Jennifer Nyman, aye; Sherri Brulotte, aye; Sheri Joy, aye; Marcia Berry, aye.

The NDP&R Commissioner entered into non-public session at 10:25PM.

The Commission discussed a personnel issue with regard to the continued problem of children who are no longer eligible or not clients of the program being allowed to hand out at CKC. Despite the Commission addressing this on numerous occasions and setting forth a written policy on such, the problem has continued. The issue of transporting children in a POV and boundaries of when the children are clients of CKC and when they are not was also discussed again, as there have been continued infractions despite the Commission outlining expectations in this regard.

Dot Veisel and Sherri Brulotte had been given the authority from the Commission to act as front line supervisors for CKC, and the Commission deferred to them with regard to how this should be handled. Dot and Sherri will be handling the issue in accordance with the personnel goals the Commission has been working toward.

Also discussed was a concern regarding Commissioner attendance at meetings and events. The by-laws are clear that a Commissioner can be asked to resign if there are three unexcused absences. Kristyn will be speaking with the individual in question regarding the ability to keep the commitment to the Commission and share the responsibilities the group is undertaking. No vote was taken on this issue.

No motion was made during non-public session.

The group re-entered public session at 11:05PM.

The next meeting was scheduled for February 15, 2012 at the Fire Station so as to accommodate individuals who are interested in taking part in the birthday celebration planning. The celebration event planning meeting will be at 6PM, and the NDP&R monthly meeting will commence at 7:30PM

Meeting adjourned at 11:15PM.

Respectfully submitted.

Kristyn Bernier, Chair
NDP&R Commission