

DRAFT

New Durham Parks and Recreation Commission

Town Hall April 19, 2012

Minutes

**Present:** Sherri Joy, Sherri Brulotte, Jen Nyman, Dot Veisel.

**Excused Absence:** Marcia Berry, Kristyn Bernier

**Also present:** Laura McCarthy, Kellie Chase, representatives from the Lytle family.

**Meeting called to order:** 7:54 PM

**Public Input:**

- Representatives from Carl Lytle's family shared input about the replacement of the commemorative tree at the ball field. We agreed the ornamental tree will be replaced by a hardier yellow maple. Sherry will contact Gary and Heather when the tree is ready to be planted. Gary will provided equipment to dig up dead tree and to plant the replacement. Tentative date is set for April/30. Sherry will e-mail confirmation of time and date.

**CKC Director's report:**

- Laura requested permission to give Cheryl Gagnon and Adam Campbell applications for positions of Substitute backup for CKC program. Her pending medical leave and growing numbers of children in program justify additional subs for CKC. She reports that she has an average of 15 children in the AM session and 16 children in the PM. **A motion was made by Jen to authorize CKC director to distribute application packets to Cheryl Gagnon and Adam Campbell for positions as subs in CKC program. Motion seconded by Sherri and passed unanimously.**
- Dot announced the CKC Contractual agreement will be revised and presented to parents by the end of May. Laura shared the new medical records form from the State Licensing Bureau. Jen will review the form and forward assessment before next scheduled meeting. She will check on possibility of using waiver if parents do not want to sign release of medical information section.
- Laura requested permission to have Shay Bennett become First-Aid certified. Once her Criminal Records Background check is received and this certification is complete, we are ready to offer a Probationary letter of Hire. **Motion was made by Jen to expend \$25 to pay for First-Aid training for Shay Bennett, CKC sub.**

**Motion seconded by Sherry. Motion passed unanimously.** Laura is looking for free on-line courses to keep her certification status updated.

- Laura reported she has not scheduled her surgery yet because of CKC coverage concerns. Dot strongly urged her to comply with her MD's recommendations assuring her coverage would be provided for the program. The town will not be liable if she fails to comply with MD's recommendations.
- In response to Town Administrator's request that CKC employee's file be stored at town hall, Laura reported the state requires employee files be kept on CKC site. She copied the state regulation and forwarded to Allison.
- Dot distributed draft of PRC Hiring Policy for review. Non-substantive edits were made. She will have a finalized copy ready for adoption at next scheduled meeting.
- Accident reports, requisition forms and time cards were circulated and signed with one exception. PRC did not authorize payment of non-employee who worked on two sessions this pay period.
  
- Mike and Grace Gelinis returned to report that Powder Mill Snowmobile Club will host a Snow Cone machine at the 250 celebration and a demonstration on snowmobile maintenance. This group will have a float ready for the parade. They will not be running a dunk tank.

#### **Recreation Director's report:**

- Kellie reported the 5 town race committee has agreed to award pack packs to all runners who complete 5 out of the 6 road races to be held between June and September. All towns have agreed to advertise all events at each meet and on their town web sites.
- Sponsorship letters have gone out and donations are coming in. Kellie will prepare a line financial tally for each category for next scheduled meeting.
- Re-certification of track. **A motion was made by Dot to authorize the payment of \$250 to David Abbott to re-certify road race track. Seconded by Sherry. Motion passed unanimously.**
- Timer for road race. **Dot made a motion to authorize the payment of \$250 to Christine Collins to serve as official timer for road race. Motion seconded by Sherry and passed unanimously.**

- After discussion, PRC agreed to provide towels with running flamingo to first 50 who sign up for road race.
- Sherry reported the band, "NO LIMITS", will charge \$600 to play at celebration. Marcia (absent) has specific details so a decision was tabled until the next scheduled meeting. We discussed possible options for music at the Barn Dance on June 30<sup>th</sup>. Kellie will check about Tom's availability and fees and have information ready for next meeting.
- Port-a-potties for celebration weekend were discussed and placements decided. Kellie will see if Sebastian's Septic will move them to accommodate high volume needs/areas to minimize costs. **Sherri made a motion to authorize Kellie to rent port-a- potties from Sebastian's Septic sufficient to place 1 at Club Pond, 1 at the town hall and 3 at the ball field for the weekend of 250 celebration, seconded by Dot and unanimously passed.**
- Kellie has ordered boxes and liners for debris. Funds have been set aside to pay helpers for clean-up on Sunday after fireworks.
- **A motion was made to authorize Kellie to spend \$475 for a Bounce House and Ramp and \$55 for Cotton Candy machine by Sherri and seconded by Jen. Motion passed unanimously.**
- Dave Valladares will host a Dodgeball Tournament if he receives permission to use gym. He is planning to barbeque food for sale during break time at this event and for fans at the Antique Auto show. Kellie will check with the Thayers about possibility of smoke damage to autos from the barbeque grills.
- Dot will ask Road Agent to plot course and run the tractor races at the transfer station. We need to determine if hours of operation will be impacted.
- Jen will work with Lisa at New Durham School to organize the materials needed for the 250<sup>th</sup> event pin. It was decided to use all 10 designs submitted by children. Pins will be sold for \$1.00. Sherry will contact Metrocast about allowing use of a bucket loader for photographer to shoot all school pictures for time capsule.
- Kellie reported \$447 was raised by the meat bingo.
- Winner of supermarket sweep two years ago is requesting the pymt. of \$200 prize. Vote will be taken on this request at next scheduled meeting.
- Celeste Chasse has requested use of field for Sunday afternoon softball games. Kellie will advise her she needs to fill out request form and commit to rake field and remove trash after each game.

At 11:20 Dot made a motion to go into non-public session in accordance with RSA 91-A: 3 to discuss a baseball issue. It was seconded by Sherry. Roll call, all members saying aye. There

was a discussion about a request by a baseball coach to change a team assignment of a child. The coach had been asked to present formal written justification for this request. As no documentation was provided, the Recreation Director decided to keep child in the age appropriate placement. PRC members indicated by consensus their support of the Director's decision. We came out of non-public at 11:35. There was no formal vote taken as a result of this session.

The next Community Workshop is scheduled for May 10<sup>th</sup> at the town hall at 6:00. The monthly PRC meeting will follow this meeting. Because this is a change in date and location, Jen will arrange posting for this meeting on the town website and the door of the town hall. **Sherri made a motion to adjourn, seconded by Dot and it passed unanimously.** Meeting adjourned at 11:50.

Respectfully submitted,

Dorothy L Veisel