

New Durham Parks and Recreation Commission
Meeting Minutes July 25, 2012
New Durham School

The meeting was called to order at 6:33PM.

Present: Kristyn Bernier, Sherri Brulotte, Dot Veisel, Jennifer Nyman, Marcia Berry, Kim Nottage (CKC), Lisa Murray (CKC), Kellie Chase

There was no public input.

The Commission met with Lisa Murray and Kim Nottage who have been running the Creative Kids Club while Laura McCarthy has been on medical leave. Both were praised for their hard work in keeping the program running smoothly all summer.

A petty cash issue was discussed as Lisa has been using her own funds to cover costs and has been required to wait for reimbursement. A solution was found to cover these expenses for the remainder of the summer. A credit card issue was also discussed with a concern about the CKC card being only in Laura's name. A request was made to issue an additional card or get a notarize letter from the town authorizing Lisa as a signer on the account. Kristyn advised that she will discuss the petty cash and credit card issue with the town finance officer.

There has been a miscommunication with regard to CKC bus driver fees. Laura did not budget the fee or make arrangements to make the changes to the bus drivers' rate of pay. The bus drivers are advising that they will not drive without the more than \$2.00 an hour increase in pay. There are several trips to Ellacoya left for the summer as well as a trip to Canobie Lake. The group, in conjunction with input from Lisa and Kim, decided to keep the scheduled Canobie trip and the Ellacoya trips as they are in the best interest of the children.

Kristyn Bernier made a motion to raise the rate of pay for bus drivers to \$13.58 per hour in order to allow for the children to go on the scheduled trips. Marcia Berry seconded the motion. Motion passed unanimously.

Laura McCarthy advised that she will be out on medical leave for at least an additional 4 weeks, and therefore CKC will require additional staffing for the remainder of the summer. Lisa requested the ability to hire appropriate substitutes to cover shifts as necessary for the program. It was discussed that all necessary paperwork per the town hiring policy would need to be completed.

Kristyn Bernier made a motion to allow CKC to hire temporary summer substitutes and look for a permanent substitute for the before and after school program. Motion seconded by Jennifer Nyman. Motion passed unanimously.

Kristyn stated that she would discuss the issues of bus driver rate of pay, substitute staff, personnel packets and petty cash with the town finance officer.

The procedure for emergency staffing was discussed in the event a staff member need to attend to a family situation. Marcia Berry agreed to be a back up until a substitute could be located to cover the shift. This also emphasizes the need to hire substitutes.

The minutes of the June 13, 2012 meeting were reviewed with several typos corrected. **Marcia Berry made a motion to accept the minutes of the June 13, 2012 meeting. Motion seconded by Dot Veisel. Motion passed unanimously., with Jennifer Nyman abstaining given her absence from the last meeting.**

Kellie Chase gave a complete rundown of all events for the 250 celebration. Prices were discussed for the climbing wall and bounce house as well as glow necklaces for the fireworks. Staffing for events was confirmed as well as other logistics.

Kellie was asked to provide a financial breakdown for the next meeting so as to prep for the upcoming budget season. Kellie was given authorization to hire her summer staff for the event as needed using the extra part time hours which had been budgeted for the celebration.

Staff evaluations will need to be completed before the budget process begins. The goal is to have evaluations for Laura and Kellie drafted for the next meeting for commission input, with final evaluations being ready by the September meeting. The group discussed job description based evaluations with a 1-5 scale and detailing strengths and weaknesses for employees. Goals for the upcoming year will also be a part of the evaluation.

Kristyn advised that the Rec Commission opening has been mentioned at BOS meetings, however there have been no letters of interest submitted. Kellie has been asked to make certain that it is on the website, Facebook and in the newsletter.

The Commission needed to meet in a non-public session per RSA 91-A:3 (c) to discuss a personnel issue. Kristyn Bernier made a motion to enter into Non-public session per RSA 91-A:3 at 10:15PM. Motion seconded by Sherri Brulotte. Roll call taken: Bernier, aye; Brulotte, aye; Veisel, aye; Berry, aye; Nyman, aye.

The Commission met in non-public and discussed how to handle a personnel issue that had arisen. Goals were set with regard to the issue and ideas were discussed with regard to how to handle the situation. Long term ways of handling the situation were also brainstormed.

A motion was made to exit non-public by Kristyn Bernier and seconded by Dot Veisel. Motion passed unanimously.

The group exited non-public session at 11:00PM. No decisions were made in non-public.

Financial reports from town finance officer were reviewed.

Final plans were discussed for the birthday event.

The next meeting date was set for August 22, 2012 (Wednesday) at 6:30PM. The group discussed planning for goals for the upcoming year.

Meeting adjourned at 12:10AM.