

New Durham Parks and Recreation Commission

Monthly Meeting Minutes October 09, 2013

New Durham Library 6:30PM

Call to Order at 6:30PM

Attendance: Kristyn Bernier, Patti Luckern, Jennifer Nyman, Dot Veisel, Kellie Chase

Absent: Marcia Berry, Sherri Brulotte

Public Input: None

Kellie advised that Matt Ingham from the Highway Department would be joining the meeting to talk about some possible improvements to the existing irrigation system at the ball fields.

Kellie handed Kristyn Bernier a typed sheet from Jeremy regarding by-laws, however she did not have specifics as to where the information originated. Jennifer Nyman had requested that the Commission review some specific by-law issues, and therefore, the group focused on the proposals she made since she had them in writing. Jennifer Nyman submitted the written change proposal signed addressing Article 5 Section 1. The Commission discussed the changes, and per by-laws, no vote on the changes can occur until the next meeting.

While addressing the by-laws, the copies that Nyman had had been re-written by former TA Whitaker, and were not signed or listed as revised at the time of the re-writing. Kristyn asked that Jennie copy the document into a word file with signature lines and revised dates for the Commissioners to review and sign off on at the next meeting.

Regarding the point made on Article III, Section III by the unsigned requestor, the Commission discussed that the term "ex-officio member" as defined by Robert's Rules, allows for the Commission to define whether the role of the ex-officio member. Therefore Kristyn made the recommendation of the Commission to take the following under advisement for change:

Adding language to Article III via Section IV: "Any ex-officio member shall not be afforded the right to vote on matters before the Commission. The role of an ex-officio member is solely to provide information and input at the request of the Commission in order for the Commission to fulfill its role ( in running the recreation programs of the community and managing the town assets of the ball fields and town beach)."

Commissioners were notified that voting on the wording will be done at the next scheduled meeting. Jennifer Nyman will type up the changes and provide copies to the Commissioners for review.

Meeting date for November is November 18, 2013 at 6:30PM at the Library. If there are still residents using the Library at 6:30PM, the Commission will start at 7PM upon the close of the Library.

Review of minutes with no input for changes other than minor typos. **Kristyn Bernier motioned to accept the non-public minutes as written with a second from Dot Veisel. Motion passed unanimously. A second motion was made by Kristyn Bernier to accept the minutes of the public meeting as written, with a second by Jennie Nyman. Motion passed unanimously.**

Matt Ingham arrived and addressed some of the irrigation issues at the ball field. A rudimentary map of the irrigation system was brought to the meeting, and Ingham made some recommendations regarding getting a site plan done, adding electronic valves, taking care of the leaks and winterizing the system. The group agreed that the proposal should be followed, and Ingham and Kellie were given the go-ahead to take care of the necessary issues this season. A site plan and electronic valves will be addressed in 2014. Matt was thanked for his initiative and the Highway Department was recognized for their willingness to work with the Rec Department in completing necessary upgrades at the beach and ball fields. Matt was asked to talk to the Road Agent about getting the guard rails up by the babe Ruth parking area over the course of the next year as well.

Kellie had purchase orders for the concession stand and Bingo supplies.

Budget review: Kristyn asked for final input on the 2014 budget, with minor changes being made to the education and ball field maintenance lines. The budget is coming in below the 2013 budget. Kristyn will be presenting the budget to the BOS on October 21, 2013.

Kellie provided an update on athletics and activities. Bingo attendance has dropped significantly moving it from Sundays to Tuesdays. She has approximately 35 in attendance as opposed to in excess of 70+ when it was on Sundays. With regard to basketball, there will be no school league this year given the numbers from last year. There is the possibility of joining the school league again in 2014. Kellie was asked to verify with Vickie whether or not the CKC reimbursed the Rec Revolving fund for the summer field trips. Kellie had been asked to itemize the cost of the Track and Field Program given the staffing and start up costs. Registrations took in approximately \$500.00, however the expenditures were in excess of \$900.00, not including Kellie's time running the program. Kellie was asked to be more cognizant of the costs of her programs and to make certain that she was setting fees accordingly. Kristyn asked Kellie again to keep a written ledger of programs, attendee numbers, costs and income so she has a running idea of exactly what each program costs to run.

Kristyn advised the group that Bobby Hamilton will be completing the retaining wall an additional 75 feet so as to create more parking and prevent the run off down in to the access way and lower field, as well as to prevent the erosion of the fill in the playground area. He will be working on this this fall.

Dot presented Kristyn with the net Operating Income for the Creative Kids Program. There had been a rampant rumor that the program was “raking in the money”, however a complete financial assessment of costs and expenditures for the school year 2012-2013 show a net operating income of only \$517.31. This figure was cut in half due to a trip expenditure by the CKC Director of which costs were not recouped this summer. A financial assessment of the summer program has not yet been done, however it is not expected that there will be any significant margin of profit. **The total revenue of the CKC was \$37903.12, while the operating costs prior to the summer session were \$37385.81, resulting in the net of \$517.31.**

Dot continues to meet with the CKC Director and staff monthly.

Dot asked the group about the grant that the school was awarded for an afterschool homework program. The district homeless coordinator asked to piggyback with the CKC program. There were a number of concerns, and Dot was asked to get a copy of the grant and a specific proposal from the coordinator of the program. Other issues that need to be addressed are liability, staffing, confidentiality, costs, and discipline issues. It was expressed that the program coordinators should have brought CKC to the table when writing the grant as opposed to looking to house children in the program after the fact. Once the requested information is provided to the Commission, a more educated assessment can be made with a decision regarding whether or not CKC will play a role in this program.

**Kristyn Bernier made a motion to go into non-public session per RSA 91-A,III, a for the purposes of completing staff evaluations. Jennifer Nyman seconded the motion. Roll call was taken, and motion passed unanimously. Non-public session entered into at 10:32PM.**

The Commission returned to public session at 11:15PM. Commissioners were asked to provide any further input regarding evaluations to Kristyn within the week. Public meeting was adjourned at 11:18PM.

Respectfully submitted,

Kristyn Bernier, Chair

Jennifer Nyman requested that the Commission review some