

New Durham Parks and Recreation Commission

Monthly Meeting Minutes

September 16, 2013 @ 6:30PM New Durham School

Call to Order: 6:40PM

Present: Kristyn Bernier, Jennifer Nyman, Marcia Berry, Dot Veisel. Sherri Brulotte, Patti Luckern

Also present: Kellie Chase, Recreation Director

David Bickford, citizen

Excused Absence: Laura McCarthy, CKC Director

Public Input: None

Kristyn Bernier did address the issue of “vetting policy” as opposed to “appointment policy” after David Bickford advised the Commission that there was no vetting policy at the July NDP&R Meeting. Kristyn Bernier pointed to the Town of New Durham Personnel Policy which refers to such a “vetting policy”, with Bickford having signed the original policy as a Selectman as well as an amended copy of the personnel policy. Kristyn stated that it is clearly named two different things in two town documents. Bickford acknowledged this.

Recreation Director’s report: Kellie updated the group on the soccer season thus far, with approximately 70 children participating. The games are all being held in new Durham again, with each team taking one week of manning the concession stand. Kristyn is opening and closing the concession stand. There was one incident involving an asthma attack, and EMS was appropriately contacted. The incident did not result in a transport.

Kellie advised that volleyball is up and running, and that she is taking the team to see the Kingswood volleyball team play. She stated that she told the team she would take them out to dinner and then asked if the Commission would authorize paying for the meal. There was discussion about starting such a precedent, not fairly providing this for other teams, using fundraised money to pay for meals for a team, the high cost of starting volleyball a couple of years ago despite not having many expenses this year, etc.

Patti Luckern made a motion to authorize revolving funds to pay for the volleyball team’s dinner with Kellie. The motion failed for lack of a second.

There are several Halloween events, including a joint effort between Recreation and the Meeting House on October 26, as well as the Hallowed Halls trick or treat that rec sponsors at the school on November 1. The standard night for Trick or Treating as set by the Chief of Police historically falls on Halloween night.

Celebrate ND Day expenses were shared by the Rec Director. She handed out a rudimentary documentation of the event expenses, which tallied to a total of \$9,077.78. The donations, sponsors and income for the event (including road race) came to \$3,492.00. This equals a loss of \$5,585.78 for the event. This money is strictly from the revolving fund and not from the general fund. A discussion ensued about the group coming to the table with a couple good fund raising ideas that can be flushed out. An issue has been that fund raising has not been a focus, and the expectation is that there will be some solid, well planned fundraising for these events. Kellie provided a list of participants for the events the Recreation Department has sponsored to date this year as requested at an earlier meeting. Kristyn had explained that the budget committee wanted to be able to see the numbers that Rec was serving in the community for the budget season. There are in excess of 25 events, with more than 1000 participants on a one time basis. Since many of the events are recurring, the total served thus far by the recreation department is in excess of 3000.

A motion was made by Kristyn Bernier to go into non-public session per RSA 91-A:3 II(c) regarding a soccer behavioral issue. Motion seconded by Jennifer Nyman. Roll call taken and all ayes. Commission entered into non-public session at 7:17PM. Kellie Chase was in attendance as Rec Director.

Commission came out of non-public at 7:25pm. No decisions made. Minutes documented separately.

Kellie asked if she could hire someone out of revolving to assist with BINGO, which is now being held on Tuesday nights. Kellie was advised that she must make the income from BINGO to pay for part time help, or she would have to go through the town hiring policy. The town process requires a time frame of almost a month, which is not conducive to a position that requires a couple of hours per week. Kellie was told to make certain that all necessary paperwork for hiring is completed regardless.

Kellie passed around a purchase order for the soccer team t-shirts for payment from revolving fund.

Budget was discussed in anticipation of 2014 budget process. Kellie was not prepared with specifics on her budget needs aside from having the financial printout to date from the Town Finance Officer. She was asked specifically about equipment, phones, education and beach lines. Kellie expressed that she wanted to attend an annual recreation director's seminar, however she had not made plans to do so. She was told to attend it, or the line would have to be cut for FY 2014. Kellie was asked to provide information on the seminar to Kristyn. The group felt that a seminar and continuing education would be good for Kellie, so as to network with other professionals. The raft at the beach needs to be repaired,

and there is a water issue at the ball field. Kellie was asked to get specifics on these items so that a budget can be prepared accurately. Kellie was also asked to find out what the rec department will be billed for gas, office supplies and electricity as we have no indication from the town hall what these expenditures will be for budgeting purposes. Since we did not have enough athletes for Babe Ruth this year, and since the decision was made not to join the Suncook Valley School League, the dues and fees line was not expended as anticipated. It appears as though we will not join the school league again in 2014, however there is a chance we will have the numbers for a Babe Ruth team. Kristyn asked Kellie if we could cut the dues and fees line to \$2300.00, the beach line to \$250.00. Kristyn will be meeting with Bobby Hamilton regarding the completion of the retaining wall to stop run off and increase parking on Saturday morning.

Kristyn Bernier made a motion to go into non—public session per RSA 92-A:3 II (a) for a personnel matter. Motion was seconded by Marcia Berry. Roll call taken, and all ayes. Non-public session was entered into at 8:05PM.

No decisions were made. Minutes documented separately. Commission came out of non-public at 8:35PM.

The minutes from the July meeting were reviewed. No changes were requested. **Kristyn Bernier made a motion to accept the minutes as written. Sherri Brulotte seconded the motion. Motion passed unanimously with Patti Luckern having to abstain since she was not on the Commission at the time.**

Dot Veisel sought clarification from Kellie regarding two purchase orders that CKC Director Laura McCarthy had submitted for trips that CKC kids took with the rec department. Where the trips had been paid for through revolving already, the purchase orders will be used to transfer money owed from CKC for the trips to reimburse rec revolving.

The craft fair is scheduled for December 7, 2013, and the table fee will remain at \$25.00.

The next two meeting dates were chosen: Wednesday, October 9 at 6:30PM to finalize the budget, and Monday, November 18, 2013 at 6:30.

Kellie was excused from the meeting with the recreation department agenda items having been completed.

Creative Kids Club agenda items were discussed. Dot Veisel provided an update on numbers for the before and after school program. Contracts are up to date. Kudos were given to Dot and Sherri for tackling the financial issues, contract issues and other administrative problems of the CKC. Dot advised the group that the first large debt was taken to court, and a settlement was reached. The bill was over \$700.00, and the CKC recouped approximately \$500.00 of that debt owed. The process worked, and there are several outstanding past bills which would be appropriate to take in this direction. Prior to the Commission taking over the finances of the program, there was approximately \$3000 owed to the program by clients, all of whom are no longer attending. Rules have been put in place where families pay weekly for the current week, with no outstanding bills allowed. CKC will work with families on payment issues, but unless requested, all families must be current or the child will not be allowed to attend.

Dot estimates that the current year for CKC only has approximately \$250.00 in the black, so the measures to keep expenses down are working, but that there is no wiggle room. The passes that Laura bought for Elacoya Beach trips cost \$250.00 for 10 trips. The bus driver costs went up significantly this year, with a four hour trip costing \$52.00 per trip for just the driver. Not including staffing and diesel fuel, each trip cost \$74.50, with the need to break even. 6 trips were cancelled due to numbers, and therefore purchasing the passes set the program back as a result. Parents did not understand that the trip requires a minimum number of children and must break even.

Marcia Berry, speaking as head of NDS maintenance, explained that the school will be shutting down the building two weeks before the start of the school year for maintenance. CKC will not be allowed to be housed in the building during that time, which will be August 11-22, 2014. She also explained that because of the issues with the floor, it is also possible that the school will need to be shut down if an abatement is budgeted for in March. The floor will need to be ripped up, and the school will shut down as a result of haz-mat issues. The time frame is undetermined and may impact the summer CKC program. This will be addressed in March dependent upon the vote.

The policies and procedures for CKC are a work in progress.

No member had any other agenda items to discuss.

Kristyn Bernier made a motion to go into non-public session per RSA 91-A:3 II (a) to work on personnel evaluations. Jennifer Nyman seconded the motion. Roll call was taken with all ayes. Commission entered non-public session at 9:28PM.

No decisions were made. Minutes documented separately. Commission returned to public session at 10:05PM.

**Motion made by Kristyn Bernier to adjourn the meeting at 10:05PM. Seconded by Jennifer Nyman.
Motion passed unanimously, with meeting being adjourned at 10:05PM.**