

## CHESTERFIELD PARKS & REC

### AUGUST 20, 2012 MINUTES

The meeting was called to order at 6:00 p.m. Those present were John Zannotti, Ruth Van Houten, Traci Fairbanks, Melissa Metivier, Margaret Winn, and Debbie Bokum.

The minutes of the July 16, 2012 meeting were approved with two changes.

Following discussion, the June 11, 2011 minutes were amended.

John Z introduced John Melvin and Joanne Condost. John M will be filling the vacant spot on the commission, and Joanne was interested in possibly filling the alternate spot.

#### Communications

John Z stated that he is stepping down as Chairman but would continue as a member of Parks & Rec Commission. He has resigned his position on the Budget Committee. Following brief discussion, Traci moved and Ruth seconded to appoint Debbie as the new Chairman. It was voted unanimously.

John Z was asked about Parks & Rec donating a season pass for the library's silent auction. He declined until discussion at this meeting. Ruth moved and John seconded that someone contact the library and tell them we would be happy to donate a family pass for the 2013 season. The motion carried, and Melissa will take care of this.

#### Programs

Beaches – Melissa reported on the fantastic year we are having and passed out the summary of income for each item. Total income to date is \$104,146.50. Weather has been almost perfect this year. There were many newcomers.

Summer program – Number was low this year – 65 enrolled. Melissa cut back on staffing, using what was needed. Joanne suggested we contact local agencies and foster homes where there may be children who would benefit from the program. We can accommodate a maximum of 150 children.

#### Facilities

John Z spoke about the need for the concession ticket building to be more approachable and suggested we might get a general contractor to look at how we might reconfigure the building. Several local contractors were mentioned, and John and Melissa agreed to look into this.

#### WGRFEP

The Spofford Lake Triathlon was a success. We brought in \$3400 and spent \$1788 with a profit of approximately \$1616. There was a lot of positive feedback including making this a Sprint Triathlon. This

event will be included in our year- end report, at which time the volunteers will be thanked. Next year's event is scheduled for Sunday, July 21, 2013. Planning will resume early next year.

### Budget

Training for all staff was completed for the areas to which they have been assigned with staff and Melissa signing off on the sheets.

A new Toshiba laptop computer has been purchased as well as a new printer and software necessary to run the programs for the new cash registers. Melissa will also be purchasing a trailer for the 4 wheeler, which she held off doing until she knew there was money in the budget to do so.

Revenue and expenses to date were reviewed. Melissa will check her list for the next meeting for any maintenance items that need to be taken care of. Discussion took place on the report from Steve Roberge in June 2010. It was decided to ask him to return for an updated report.

The receipt procedure was discussed. Traci brought up the concern of the life guard wages being low. She and Melissa will contact other places with similar positions to see how we compare. It was mentioned by several people that the staff did an excellent job this year.

### Other

Melissa reviewed the updates for the Standard Work Instruction for concession. Ruth would like this to be attached to the job description. Next month we will review the SWI on summer program.

The questionnaire to all residents concerning programs people would like to see happen in town was discussed. Ruth asked that this be tabled to the next meeting. Our mission statement needs to be reviewed. Ruth provided information on what was available to seniors and programs at the library.

A suggestion came out of the seniors' luncheon that we consider a different type of grill.

The meeting adjourned at 8:40 p.m.

Respectfully submitted,

Debbie Bokum