

## PARKS AND RECREATION MINUTES

March 25, 2013

### ATTENDANCE

Ruth Van Houten, Melissa Metivier, Deb Bokum, John Zannotti, Margaret Winn, Traci Fairbanks, Jim Larkin (arrived at 7:30)

Absent: John Melvin, Joanne Condosta

Deb Bokum called the meeting to order at 6:05

November 26, 2012 minutes were reviewed and approved with minor corrections

Discussion took place regarding the Director's job being a 12 month position not just a summer position. The commission requested the Director to prepare a proposal on how to incorporate the basketball program into Parks and Recreation. The proposal should include and not be limited to: human resources required (paid and not paid), facilities required, dates of operation, registration fees, revenue expected, expenses, and increase in Director's salary. The commission reminded the Director that it was a requirement of the position to maximize the number of program offerings available to the residents of the town. The commission will review each proposed new program recommended by the Director and will consult with the Select Board prior to committing and new program expenditure from the established trust fund.

The commission discussed the importance of having open communication with the Select Board. It was noted that the Select Board representative to the P & R commission was not available as much as hoped for during 2012. Traci had volunteered to attend the Select Board meeting once per month to gain a sense of what the Select Board was discussing regards to "development plan for expanded recreational system". (NOTE: Jim Larkin arrived at 7:30 and provided a brief explanation of what the Select Board's project goals were. This will be addressed later in the minutes.)

Ruth Van Houten commented and supported by Traci Fairbanks that they had been approached by the Selectman asking why there was no article available for the newsletter. Deb and Melissa stated that, at the time the request came in, they were not available to prepare any input.

John Zannotti requested that the gate at North Shore be repaired. Melissa suggested that Bart might be able to help out. Ruth suggested that Mr. Rudolph could do it as well.

John Zannotti suggested that the commission start planning the concession refurbishment now in order to be prepared for the upcoming budget cycle. John agreed to work with the Select Board to take the appropriate steps to have qualified quotes by the September budget cycle. The following steps will be taken:

1. John Zannotti will develop a sketch of existing structure and proposed modifications.
2. Jim Larkin offered to prepare a .pdf that has all construction information.
3. Commission will review Jim's .pdf
4. Melissa will review the current Shoreland permit and duration.
5. The commission approved .pdf will be submitted to a Professional Engineer for approval and stamping.
6. The PE approved plans will be submitted for contractor quotes.

Margaret Winn reviewed spending to date. No unusual spending to review.

Standard Work Instructions (SWI) were discussed. Melissa took the action to send the SWIs to the commission in advance of the next meeting.

Melissa reported that Diana Warhall was having trouble obtaining insurance for the upcoming summer season red cross lessons. Melissa will work Diana to make a proposal to the commission on how Diana and P & R can work together as a P & R program.

Jim Larkin arrived at 7:30 (arrived after he attended a special Select Board meeting held at 6:00) and discussed the following:

1. The Select Board would like input for their CIP.
2. The Select Board would like to see Parks and Recreation be expanded to programs that cover 12 months and not just the beaches in the summer.
3. Suggested programs such as:
  - a. Baseball camp
  - b. Wiffle ball
  - c. Flag football
  - d. Tennis
  - e. Volleyball
4. Within two months, the Select Board will provide the commission with the results of their review of recreational programs offered in other towns the size of Chesterfield.
5. Jim suggested that the Select Board may look to split the Parks and Recreation commission into two commissions: One for the operation of the beaches and one for all other programs.

Meeting adjourned at 8:15 PM.

Respectfully submitted,

John A. Zannotti