

CHESTERFIELD PARKS & REC COMMISSION

OCTOBER 19, 2011

The meeting was called to order at 6:05 p.m. Those present were John Zannotti, Melissa Metivier, Ruth Van Houten, Traci Fairbanks, Margaret Winn, Elaine Levlocke, Bob Brockmann, and Debbie Bokum.

The September 19, 2011 minutes were approved as amended.

Communications

John announced that Bob Brockmann has resigned as Selectman and has been replaced by Elaine Levlocke, who is the new representative from the Board of Selectmen.

He also announced that Maria Bissell will not be coming back on the Parks & Rec Commission, so there is an opening to fill, and if anyone knows of anyone who would be interested in joining the Commission to let John know.

Leon submitted comments regarding issues that came up while handing out the residents only beach stickers. Ruth suggested we send a thank you note to the staff at the transfer station for their help.

Programs

Beaches – Melissa reported that some people from Westmoreland wanted to work out a deal for something in exchange for using the North Shore Beach. The consensus of the Commission was that the new policy of the residents only beach worked well in regards to protection of the property and safety of those using the lake.

Soccer - \$4,445 income to date. Plaques for the sponsors still need to be purchased for about \$200. Expenses in the amount of \$2,203 cover T-shirts, background checks, balls, and new equipment. It was noted that sponsors approached Melissa this year rather than her having to go after them. John mentioned that the program saves about \$1,000 in insurance by being affiliated with the Parks & Rec Program.

Facilities

The new door for the concession stand is installed and painted with a new door knob.

North Shore shed repairs have not been completed due to the poor weather and working on the railroad ties at Wares Grove. Melissa plans to get to the shed this coming weekend. She is recruiting help for this project for someone out there who might need to do community service. Both Bob and Melissa have metal pieces for the roofing on the shed instead of using shingles.

The floors in the concession stand have been painted. The ties are all in and we received a free load of loam for the picnic area, which was reseeded.

WGRFEP

John e-mailed a copy of the letter to all Commission members from Hank Lange on the final figures for the 2011 Spofford Lake Triathlon. A total of \$712.83 went into the WGRFP fund from this event. Hank's costs included office work, computer website setup, paying for the PA system, and other item necessary to run the event.

Following discussion it was decided to move forward with a similar event for next year. Hank mentioned in his e-mail he would provide 20 hours of volunteer time toward this event. The committee will come up with the best use of this time as there are volunteers in the community willing to do a lot of the leg work.

Budget

Margaret reported that \$444.60 was put back into the general fund under revenue for the concession stand from Capital Candy for an invoice that was paid by us that was not our bill.

The water at Wares Grove was not shut off as we requested by the plumber and now the power is shut off. There may be a slight charge for power to accomplish this. Two of the four septic tank pumps have been turned off.

Margaret reported we have a credit slip from KIPCO in the amount of \$495.78. She was asked to ask KIPCO for a check. This was for incorrect supplies that were returned from past years.

It was mentioned that the pizza party for the staff at the end of the season was combined with one for the summer program participants.

Melissa reported the following income for the 2011 season:

Tickets \$43,442.00

Concession \$12,451.50

Summer Program \$23,865.00

Before/after care \$600.00

Grand Total - \$80,358.50

Final expenses will be approximately \$76,000.

Discussion took place on the concession stand income. There is a significant difference in what we made versus what we should have made. Traci and Margaret put together a list of the inventory, cost per item, price per item, and what the total income should have been. There are several items from barbequing on the weekends that we don't know the exact income for. The consensus was we need to come up with tighter procedures.

Bob Brockman reviewed draft procedures for managing the concession stand. Staff training will be done. Melissa reported on two new types of cash registers – one for \$299 and the other \$399. These new registers would make it easier to track all the different items for the concession stand, ticket sales, and the Summer Rec Program.

John previously called Melissa about putting together drafts of written procedures for managing all aspects of the summer rec program and general procedures for keeping records of the concession stand and ticket sales.

Discussion took place on the number of life guards needed to cover the beach on busy days. The maximum number of staff members would be twelve. Elaine asked if there was a code of conduct in place. This is covered under the Town's personnel policy.

The Commission reviewed the changes in the proposed 2012 budget as amended at the last meeting. There is a 48% reduction in the cost to taxpayers over last year. Debbie and Melissa will check out cash registers at Staples and report back to the Commission at the next meeting.

Proposed Warrant Articles for 2012 were reviewed. Minor adjustments were made from Draft #2. It was decided that the committee working on the Spofford Lake Triathlon event for next year could open its own checking account with money handled by Susan Woodward and the proceeds would be donated to the Wares Grove Donor Enhancement Fund.

The meeting was adjourned at 9:50 p.m.

Respectfully submitted,

Debra W. Bokum

Parks & Rec Commission