

Chesterfield Parks & Recreation Commission

Meeting Minutes

October 21, 2013

Present: Deb Bokum, Joanne Condosta, Traci Fairbanks, Jim Larkin (Selectman), John Melvin, Melissa Metivier and Ruth Van Houten

Focus of meeting continues to be budget preparation, primarily warrant articles for 2014.

Article 1 (Outdoor Tennis Court Capital Reserve Fund) will remain as it is and Rick will insert the correct balance. Ruth asks that someone stay vigilant in overseeing care of the tennis court in her absence. John assures the Commission that he will monitor this.

Regarding Article 2 (existing Capital Reserve Fund established for future replacement of roofing), Deb asks Melissa to ask Tim Sampson (architect) to itemize the costs for the roof portion of the concession stand reconstruction and reminds the Commission that this cost will need to be paid out of the Capital Reserve fund established for roofs.

Regarding Article 3, (existing Capital Reserve fund for pick-up truck): There is presently \$3,000, and the Commission would like to add \$1,000 again in 2014.

Regarding Article 4 (existing expendable trust for removal of unhealthy trees at Ware's Grove), Deb asks Melissa to get an estimate for removal before determining whether any additional money needs to go into this trust.

There was discussion regarding Article 5 (expendable P&R Activities Enhancement fund) and how to re-write it to include a portion of both unexpended operating budget money and a portion of revenue that exceeded the operating budget. Jim shared an article about financing public recreation services from "Town & City" July/August 2013 edition, (a publication put out by LGC). Traci will contact the Legal Department at LGC to get clarification on the legality of revolving checking accounts held by P&R. The Commission decided to wait on drafting this article until more information could be gathered.

Drafting of article 6 (ticket/concession building) will wait until the Commission knows for sure whether one needs to be drafted. Presently there is ~\$18,000 in the existing Capital Reserve Fund established for purposes of buildings. Deb will seek clarification from Rick as to whether money from this fund can be expended for the structural changes to the concession stand.

Jim informs the Commission that the Selectmen would like the entire Commission present for the budget review at the next Selectmen's meeting. He also reports that the Town needs a job description for the P&R director and that the P&R Advisory committee has structured a job description to put forth to the Selectmen in an open meeting. Ruth states that the P&R is a \$100,000 department and as a Commission cannot be responsible for the direct supervision of a director. Discussion ensued, and the Commission felt that such direct supervision should be conducted by the Town Manager. Jim reminded Deb and Traci that their terms expire this year. Jim announced that this year he will not be organizing the intramural basketball program traditionally held at the Chesterfield School. At this point in time, he is unaware of anyone else who has volunteered to coordinate the program.

The Commission adjourned for the evening soon after.

Respectfully submitted,
Traci Fairbanks