

Town of Chesterfield, N.H.
Parks & Recreation Commission
Meeting Minutes
July 22, 2015

Present: Erik Barnes, Joe Hanzalik, Joanne Condosta, Dewey Auger, Don LaFontaine; Dan Robel; Fran Shippee; Jim Larkin, Selectboard Representative
Public Present: Amy LaFontaine

Call to Order: Barnes called the meeting to order at 6:08 p.m.

This special meeting was called to discuss the director's responsibilities and job description.

Director Responsibilities:

Facility Maintenance –

Mowing: There are 5 mowing/trimming areas at Ware's Grove (beach picnic area, cottage, rec building septic area, grove picnic table area and area between rec building & road) and a 6th area at North Shore. All of these areas will be mowed before Friday each week. The safety requirements for mowing and/or weed whacking are 18 years of age, pants, (sun)glasses, safety vest, ear protection and shoes. Parks & Rec may consider hiring a maintenance person for next year. For now, Dan will purchase any safety equipment required for existing staff to perform these tasks. We may need a new lawnmower this year.

Trash: Trash is to be emptied or at least checked three times a day on the same schedule as bathroom cleaning – 8:30, 1:00 and 5:30. Life guards perform this duty.

Dan has a second in charge person tentatively in place. There was discussion about Dan whether Dan can communicate directly with just one person on the commission and the right to know law. All communications need to go through the secretary to all commission members. There will be a weekly e-mail from Dan to all members on Mondays which will include weekly revenue numbers, weekly payroll total, daily deposits spreadsheet, inventory sheet, notes about any guest or general staffing issues and a list of projects to be done. Dan will send the e-mail to Fran to be distributed.

Scheduling staff –

Staff schedule will be posted Thursday morning for the following week – Sunday through Saturday. It will use only first names and be posted in the staff area.

Minutes: *Condosta made a motion to approve the July 20th minutes. Auger seconded the motion which carried unanimously.*

Meeting schedule: *Barnes made a motion to change the monthly meeting to the second Monday of each month at 6:00 pm. Hanzalik seconded the motion which carried unanimously.*

Baseball program: *Hanzalik made a motion to adopt the current Cal Ripken league baseball program into the Parks & Rec Department. Condosta seconded the motion which carried unanimously.*

The next regular meeting will be held at Ware's Grove on Monday, August 10th at 6:00 pm.

Adjournment

With no other business to conduct, a motion was made by Barnes to adjourn at 7:22 pm. Condosta seconded the motion, which carried unanimously.

Respectfully submitted,
Fran Shippee
Chair Erik Barnes