

CHESTERFIELD PARKS & REC MINUTES

SEPTEMBER 24, 2012

The meeting was called to order at 6:15 p.m. Those present were Ruth Van Houten, Traci Fairbanks, John Melvin, Joanne Condosta, Melissa Metivier, Margaret Winn, and Debbie Bokum.

The minutes of the August 20, 2012 meeting were approved with a correction to Joanne's last name and the request to indicate John M or John Z.

Ruth requested we jump down to the agenda item on the questionnaire discussion in that she needed to leave shortly for another meeting. Right now events for the town are noted in the school parents' newsletter, at the library, on the SAU 29 website and in the newspaper. Ruth felt that it was a lot of work involved in gathering the data and sorting it out. OEM had done one in the past. It was felt the commission needs to work together with the school to update the town website and connect everything together. It was decided that John M will act as liaison between Parks & Rec and the school and together he and Sharon will tackle the programs as they come up. If there are no volunteers that step up, then the activity/event won't happen.

At 6:40 p.m., Ruth left the meeting and John M and Joanne were sworn in by the Town Clerk as official members of the commission.

Programs

Beaches – Melissa reported we had total revenue of \$113,790 this summer. The weather was terrific.

Summer Program – This year the staff was very impressive. Blue berry picking was one of the new activities that was well received.

Facilities

Three local contractors responded to the informal proposals for a new concession stand/ticket booth. They were Jim Larkin Designs - \$20,500; RDR Construction - \$23,500; and Courtlan Construction - \$21,400. A fourth proposal came in during the meeting from BROCO Construction in the \$25,000-\$30,000 range. The existing roof, which extends out over the sand, would be used. It would reposition the ticket sales area and the concession stand. Further discussion will take place at next month's meeting.

The updated e-mail on the tree report from Steve Roberge was discussed. The town highway department has indicated that they will have man hours to take down the ones recommended back in 2010. Right now we have approximately \$5,000 in the fund for removal and replacement of trees. On a motion by John M and a second by Joanne, the commission voted that we remove the trees as soon as

possible as recommended in the report from Forester Steve Roberge. Melissa will survey local loggers and talk to Bart about more exact costs.

Budget

Melissa passed out the income report for ticket sales and concession sales. We had a tremendous year with \$113,789.55 in income. There is no inventory left – the rest was sold locally. With the new registers, we had only about 19 items unaccounted for, which is a tremendous improvement over last year. The registers will be moved this week to the town office building for winter storage, and the beach will be shut down at the end of the week.

Margaret handed out the expense report. We should end up with approximately \$2,000 of unspent money in the budget. A comparison on the profit and loss for the concession stand from 2011 to 2012 showed over \$7,000 more in profit this year.

Discussion took place on the 2013-14 budget. Deb will be asking John Z to put together spreadsheets he used last year. Melissa reported checking on salaries for similar positions at the beach. This year we had a higher qualified staff and would like to have a discussion on what their pay should be for next year. Next month's meeting will be dedicated to setting next year's budget.

SWI – summer program will be placed on the agenda for November. Melissa reported that she had just a few changes and will e-mail to everyone.

Joanne reported checking with a few local agencies and they were very interested in possibly having children attend the summer program. A one on one would be provided for children, if necessary.

Joanne also asked the commission for a donation of a one year family pass to the beach for the Toys For Kids Jamboree fundraiser on October 7. This is affiliated with the Marine Corps in Brattleboro and benefits children in our community. On a motion by Traci and a second by John M, the commission voted to approve this request.

The meeting adjourned at 8:35 p.m.

Respectfully submitted,

Debbie Bokum