

## CHESTERFIELD PARKS & REC COMMISSION

### SEPTEMBER 19, 2011 MINUTES

The meeting was called to order at 6:15 p.m. Those present were John Zanotti, Ruth Van Houten, Traci Fairbanks, Melissa Metivier, Margaret Winn, Bob Brockman (7:30), and Debbie Bokum.

The August minutes were approved with one addition.

#### Communications

John shared a letter of concern from Liz Benjamin about the possibility of putting the basketball court in the grove. She believes the memorial includes the entire grove area and should not ever be used for other purposes.

Spofford Lake Association agreed to do the testing of the lake water with Parks & Rec to split the cost. The bills were e-mailed to Melissa so that our share can get paid.

An e-mail was received from Hank Lange regarding the Triathlon that took place this past summer. He stated there was a net income of between \$700 and \$800. Planning for an event for next year will begin in the near future.

#### Programs

Beaches – Still waiting to hear back from the Selectmen regarding the option of paying an individual both a salary and hourly wage, depending on the job he/she would be doing. Melissa suggested that next year we have co-leaders of the recreation program as we had this year but pay them an hourly rate instead of salary. Additional discussion will be held on this topic in the future.

Soccer - \$3,220 in income so far with sponsors still to come in. Costs include new equipment, two sets of balls, t-shirts, and the Putney Tournament fees. There is about \$1,000 left over from last year.

#### Facilities

North Shore – Melissa is going to button it up for the season but there needs to be more fixing in the spring.

Wares Grove – The town helped to move the sand between the volley ball court and picnic area. The ties will be place in the near future.

Tennis Court – Traci had a reminder to ask Melissa to take down the net in October. She also expressed concern about people using the tennis court for reasons other than tennis. Ruth commented that the school is able to use the court for other purposes as it gave the town two feet along the length of the court.

Melissa reported she purchased a door for the concession stand with glass from Renew Salvage for \$50.

### Budget

John reported that the receipts he requested from the concession stand and ticket booth are not legible and some are hand written. A policy had been put into place for handling the expenses and income and he asked why those procedures were not being followed. This causes perceived impropriety with a cash business and action needs to be taken. Discussion took place on how we might tighten this up including taking care of the receipts weekly, better tracking of the inventory, fewer people running the register, and counting out the cash drawers on a daily basis. Further discussion was tabled until the next meeting. Traci volunteered to look at the registers, look at the invoices, inventory, and retail prices and make suggestions. Melissa apologized for not following the procedures more closely. John reported that Margaret had also taken responsibility for not following procedures.

Margaret reviewed the expenses line by line and Melissa reviewed the income. Once it all comes in, we should have a total of \$80,400 and end with a balance of \$4,000. The commission authorized Melissa to spend up to \$300 to fix the shed at North Shore, which needs to be painted and shingles replaced.

Following discussion on the need for playground rules to be posted, Melissa was asked to develop a set of rules for the play structure and play area. Debbie commented that she saw firsthand the mutual respect between the staff and children when a problem arose at the beach last month and was pleased with the way the situation was handled.

It was also mentioned that the rec building at Wares Grove needs painting. We will obtain estimates from Bart for fixing the driveway.

John stated that the Commission may want to make a request to the Selectmen that the commission be authorized to set up a reserve fund for excess money earned that would be expendable money to use for enhancing Parks & Rec activities that are not in current budgets.

The commission then reviewed the proposed 2012 budget prepared by John. He will redo the proposal with the Commission suggested changes made for discussion at the next meeting.

The meeting adjourned at 10:40 p.m.

Respectfully submitted,

Debra W. Bokum

Parks & Rec Commission Secretary