

**Town of Chesterfield, N.H.**  
**Parks & Recreation Commission**  
**Meeting Minutes**  
**March 16, 2015**

Present: Erik Barnes, Dewey Auger, John Melvin, Joe Hanzalik, Dan Robel, Brad Roscoe & Jim Larkin, Selectboard Representatives; Fran Shippee Absent: Joanne Condosta

Public Present: Diana Warhall, Don LaFontaine

Call to Order: Barnes called the meeting to order at 6:04 p.m.

Minutes: *Barnes moved to approve the minutes of February 16, 2015 as written. Melvin seconded the motion, which unanimously carried.*

Discussion

Vendor Agreement – Melvin reported on his discussion with the town lawyer. A major difference between subcontractors and vendors is endorsement. Endorsement can be in the form of inclusion in the Parks & Rec brochure or website although vendors could advertise there. Subcontractors must carry workers compensation insurance. Under town policy, there are rules for bids for services based on the amount of money involved.

*Barnes moved to submit the vendor agreement with a change made (inclusion of an end date) to the board of selectmen for approval. Melvin seconded the motion, which unanimously carried.*

Director's Report - Dan Robel gave the director's report. There are 62 basketball participants, 12 volleyball and 10 adults attending the Friday night sessions. Signup for baseball is ongoing. Dan handed out a package of information which included a youth sports league philosophy, student/parent code of ethics and discipline policy. He has also spoken to persons in charge of the soccer program in Westmoreland about joining our soccer program and possibly joining other sports programs as well. Dan also spoke about the difference between employees and volunteers and the volunteer application. Lifeguard courses are only available at the YMCA. The Parks & Rec Facebook page has had 1,905 visitors. Prospect Park Press has done a website proposal for Parks & Rec. The cost will be \$1,500 for a website and an additional \$500 for E-commerce. It will be mobile friendly and have a shopping cart. Barnes mentioned wanting an update on the website as it is set up. Dan continues to use the meeting room at the town office for office hours. Information has been collected on the before school child care program. Melvin would like to get the program going for a two-month trial period before the end of the year. Barnes mentioned that the budget committee wants participation numbers for all programs. Advertising for new employees for Wares Groves will be starting up soon in the Keene Sentinel and also on the new website.

Other discussion – Town budget numbers have been changed to account for \$110,000 of expenses. Lifeguard hourly pay ranges from \$9.00-\$11.00 based on experience. Revolving

fund will be used for programs with no employees, town budget general fund will be used for programs with employees.

Public input – Diana Warhall wanted to know if Parks & Rec can and will say no to other vendors if a vendor is selected. Barnes will present final vendor agreement to selectboard Wednesday night and meet with Warhall after that.

*Hanzalik made a motion to put Melvin & Barnes in charge of negotiating a vendor agreement with the selectboard. Auger seconded the motion, which unanimously carried.*

#### Nonpublic Session

*Barnes made a motion to enter non-public session per RSA 91-A:3 II (b) at 7:20 p.m. Melvin seconded the motion, which carried unanimously. Roll call vote: Barnes, Yes; Melvin, Yes; Auger, Yes; Hanzalik, Yes.*

*Barnes moved to adjourn from nonpublic session and seal the minutes at 7:45 p.m. Hanzalik seconded the motion, which carried unanimously. Roll call vote: Barnes, Yes; Melvin, Yes; Auger, Yes; Hanzalik, Yes.*

#### Adjournment

*With no other business to conduct, a motion was made by Auger to adjourn at 7:50 p.m. Melvin seconded the motion, which carried unanimously.*

Next meeting is scheduled Monday, April 20.

Respectfully submitted,

Fran Shippee

Chair Erik Barnes