

Town of Chesterfield, N.H.
Parks & Recreation Commission
Meeting Minutes
September 25, 2018

Present: Fran Shippee, Dewey Auger, Joe Hanzalik; Samantha Hill (director); Norm Van Cor (selectboard representative)

Public Present: Jeff Scott, John Koopman, Darlene Smith

Call to Order: Auger called the meeting to order at 6:33 pm

Auger made a motion to approve the minutes of the August 28th meeting. Hanzalik seconded the motion, which carried unanimously

Election of officers: Auger nominated Joe Hanzalik as Chairman of the Parks & Rec Commission. Shippee seconded the motion which passed by majority vote.

Public Input: No public input at this time.

Director's Report: Sam spoke to the past season and her wish to move in a different direction for next year. There was discussion about preparing the weed whacker and lawnmower for the winter. Hanzalik suggested running gas stabilizer through the system before storing. Chris Lord is still working on getting the four-wheeler back. An invoice will be needed for payment for any maintenance done on it and also the weed whacker.

The water has been shut off at North Shore by Ryan Lower.

There are more than 90 kids signed up for soccer. More players are still coming which has caused some issues for the coaches. There will be two teams going to the Putney Tournament.

The before school care provider is leaving in two weeks for a new position elsewhere. Sam will fill in for her until a replacement is found. li

Sam would like to add a line item in the budget for safety equipment to include an AED and rescue board.

The yard sale made \$100 in vendor fees. This amount will be deposited into the general fund.

Sam will be bringing a bounce house to Old Home Day this Saturday – 9/29. She'd also like to participate at the FOCS/FOCL event – Trunk or Treat on 10/27 and also a potential Potluck/Trivia Night event for adults on 11/2.

The heating system in in at the cottage and Osterman has picked up their tanks. The Board of Selectmen did a walk through at Ware's Grove to make a list of items to be placed on the Capital Maintenance Plan.

Hanzalik gave an update on the North Shore roof. Craig Finnell is ready to replace the roof but Hanzalik will get two other quotes prior to that.

Budget Discussion: Parks & Rec is on the Board of Selectmen schedule for October 17th. There are several items to be investigated previous to that meeting – revolving fund budget and new programs, potential new line items (safety equipment, cottage utilities, maintenance wages, marketing) & new amounts to be added to existing line items (background checks, training/recertification).

Joe will discuss the purchase of a truck with Chris Lord. A tow package would be needed.

The email service is not currently working on the website. Shippee will look into this with the current website maintenance provider. We will discuss with the BOS what they will be doing for the town website.

There was discussion about having the same uniform for all Ware's Grove staff including director, lifeguards & shack snack employees.

Sam will continue discussion with Bulldog Design about a new P&R logo and also research alternatives to the Shopkeep program currently used for credit card processing and recording all financial transactions.

The Ware's Grove water system will be winterized by Ryan Lower after the October 15th closing date.

The commission will help the BOS prioritize the list of items on the Capital Maintenance List that relate to Parks & Rec buildings and property.

The fencing which has been purchased needs to be put up around the cottage. Jeff Scott volunteered to help with this.

A budget meeting will be held on Wednesday, October 10th at 6:30 pm.

Selectboard representative report: Van Cor reported on the continuing issue of the electric line easement violation at North Shore. The abutter has been asked to remove the electric line and has replied in the negative. The town will be pursuing this issue.

Norm is also continuing work on the director job description and the commission duties and responsibilities.

Commission members were given a copy of a performance review form to fill out for the director and discuss in non-public session at our next meeting.

There was more discussion about a truck purchase. Hanzalik will work with Chris Lord on it.

Norm will send us a winterization list. He also went on a tour of Camp Spofford with the new director.

They discussed the possibility of having their lifeguards work for us when they are not on duty at the camp.

Sam will follow up.

Public Input 2: Darlene Smith suggested that the lifeguard chairs need to be replaced and removed from the water at the end of the season. Sam will be looking into purchasing new lightweight types. Also had questions about the yoga instructor and what the town made. Sam replied that he paid \$10 to the town per session. The program is free to the public.

Upcoming meetings: Wednesday, October 10th, 6:30 pm – budget session
 Tuesday, October 30th, 6:00 pm
 Tuesday, November 27th, 6:00 pm
 Tuesday, December 18th, 6:00 pm

Adjournment

With no other business to conduct, a motion was made by Hanzaliks to adjourn at 8:00 pm. Auger seconded the motion, which carried unanimously.

Fran Shippee
Secretary