

**TOWN OF CHESTERFIELD, NH**  
**PARKS & RECREATION COMMISSION**

**MEETING MINUTES**

**APRIL 30, 2019**

Commission Members Present: Fran Shippee, Sue Parker, Sarah Castro, Samantha Hill (Director), Norman Vancor (Selectboard Representative)

Members of the Public Present: John Koopman, Jeff Scott

1. The meeting was called to order by Fran Shippee at 6:32 pm.
2. Minutes Approval – The minutes of January 31, 2019, February 26, 2019 and March 26, 2019 were approved with a few minor spelling/grammar corrections. Fran Shippee made a motion to accept all minutes as corrected. Motion was seconded by Sara Castro and all present voted unanimously to accept these minutes as corrected.
3. Input from the public – Jeff Scott volunteered to take care of the buckets, posts and ropes for parking at Ware’s Grove
4. New Business –
  - a. Director’s Report – Samantha Hill has all of the snack shack positions filled as well as 7/14 lifeguards and 4/8 counselors. The ATV is now at the beach. The North Shore roof is completed. She has received 37 camper forms and 4 CIT forms to date. She has received approval from the Fire Chief to allow up to 90 campers/staff in the rec building. Yoga will continue with Ari on Saturdays & Sundays. Reminder that the beach clean-up will be on Saturday, May 11 from 9-2 pm with a rain date of Sunday, May 12. Sam suggested having a yard sale at Ware’s Grove on a busy Saturday this summer in conjunction with the Farmer’s Market.
  - b. New POS system – staff will need to be trained on this and items will be added to the menu as well. Norman Vancor informed the commission that this was discussed at the last select board meeting and that this program will be up and running in time for beach opening.
  - c. Classes/Lessons - Discussion ensued regarding the need for a rule/policy across the board for fee vs free (with tips) and paid vendor vs. non paid vendor contract. Consensus was that 2 rules are needed and Sam will work on this.
  - d. Partitions for snack shack – these have arrived and will be installed by a professional once John has cleaned and painted. Chris Lord will get back to Sam regarding toilet paper holders and paper towel holders if they are needed with the new partitions.
  - e. Tennis Court Inspection – Fran Shippee spoke with the inspector and he indicated that there were a few cracks which could be filled temporarily so that we could go through another season. We will need to add this item into next year’s budget. The inspector will speak to Chris Lord about getting these cracks filled.
  - f. \$4000 Donation – this is earmarked for the beautification of Ware’s Grove. Some ideas proposed for its use were:
    - i. Sign with the new logo and a solar light
    - ii. Solar light for the flagpole

- iii. State park issued gate for the entrance
- iv. Sign with rules for posting
- v. Note: Hours are 9-5 for lifeguards, 9-9 for beaches. Websites to be updated with this info
- g. Potential New Commission Members – Bev Bernard, Robin Turnbaugh – to go before the Select Board
- h. After School Program – this is a potential program to be added and coordinated with the library and is for 6<sup>th</sup>-8<sup>th</sup> graders. The plan is to invite the library to our next meeting to develop a plan for implementation. Program would start in October when the beach closes. Samantha will design this.
- i. Rules of Procedure – These will be devised, written up and implemented. Norman Vancor will provide rules of the Conservation Commission that could be used as a template for the Park & Rec Commission.
- j. Donations – we are currently working on a trust fund for donations.
- k. Selectmen's Report –
  - i. BOS authorized Samantha to sell/dispose of items (through September) deemed to be of no further use. This includes rec room equipment that is old/broken or no longer useful. The money received from this will go to Park & Rec Activities Expendible Trust Fund which can be used at any time.
  - ii. The ramp for the gazebo will be taken away. Erin Scaggs husband will contract a new ramp to go over a large swail.
  - iii. Erosion Drainage Project – town is now getting bids for plantings for bioretention areas.
  - iv. Needed – a discussion ensued about the age limit for children allowed on the beach without adult supervision. Sue Parker made a motion to increase the age from 12 to 15 for children allowed on town beaches without adult supervision. Motion was seconded by Fran Shippee. Motion passed with a unanimous vote. This will be posted on social media site, town website and Chesterfield Happenings.
  - v. Ware's Grove will open May 25<sup>th</sup>. North Shore Beach may not open on that date as we are waiting on DES permits.
- l. Performance Review – Samantha Hill
- m. Reminders
  - i. Saturday, May 11<sup>th</sup>(rain date of May 12<sup>th</sup>) 9-2 Beach Clean-up
  - ii. Fran Shippee to check with Signworks about a sign for Ware's Grove
  - iii. Items for future discussion: Charging at the main gate for Ware's Grove, duties & responsibilities of Park & Rec Commission and Director
  - iv. Check with Hammshaw about new picnic benches
  - v. Old Home Days – September 21, 2019
  - vi. Senior Lunch has reserved Ware's Grove for July 10, 2019

5. Meeting Adjourned at 9:00 pm.

Respectfully Submitted,

Sue Parker, Secretary