

**Recreation Commission Meeting Minutes**

**February 13, 2023**

**Barrington Town Gym at 5:30pm**



**APPROVED**

Present: Doug Langdon, Dale Sylvia, Dave Johnson, Scott Ramsey, Matt Mooers, Jessica Tennis, Sarah Bailey

Guests: Brian Collopy

Selectboard Liaison: Not in attendance

Call to Order: Dale called the meeting to order at 5:33

Old Business:

Approval of past minutes: Doug motioned to approve the January 8<sup>th</sup> minutes. Scott seconded, vote unanimous.

New Business:

Program Report: There were a total of 489 participants in the month of January.

Revolving Fund Report:

Beginning Balance: \$452,382.86

Ending Balance: \$493,102.41

Jessie informed the Commission that the Department will be rolling out a sponsorship program to help bring in additional revenue. The Commission requested the totals be included in the Quarterly Bill Projections. Jessie explained that the Department is not sure how much traction the Sponsorships will gain, so predicting how much will be difficult at first, but the Department will try to include it as accurately as possible in financial projections.

The commission discussed the details Department's new sponsorship program. Dale asked if the program needed to be approved by the town. Jessie explained that the Department had taken sponsorships for community events and other programs in the past, so it is just a formalized expansion of an established system.

Doug asked if there was an update on the energy audit for the exterior gym wall. Jessie said there had been no update, but the new facility manager for the town has started and been very present at the Rec. She anticipates the audit to be on the docket as soon as possible. The Commission asked what the school was doing and if there would be any issues. Jessie said the only thing that could be a question is the mowing of our field.

Brian Collopy applied to join the Commission. His application was presented. The Commission discussed the structure and future of the Board. Jessie let the Commission know that Steve will be moving down to an alternate member at the end of this term in March. Doug let the Commission know that he will be stepping away at the end his term in March. Matt will be moving to a full time member in March and Brian hopes to be a full time member as well. Jessie said she would reach out to Town Hall about timeline and requirements of swearing in new members and moving people from alternates to full members. Dale

motioned to approve Brian Collopy's application and recommend his appointment to the Select Board and have him sworn in as a full member at the earliest opportunity.

Jessie explained that the Department has formalized a Vision Statement, Mission Statement, and Core Values to help solidify the goals and direction of the Department. They will be used throughout staff trainings as well as in program execution. The idea came from the Northern New England Conference and Burlington Mass's Rec Department.

Jessie mentioned putting on a referee course as a way to engage more teens in the community. Doug recommended reaching out the NHIAA to see if there are any resources they may have to collaborate with the Department.

Jessie presented the Department's new brochure. The goal is to send it to everyone in town so more people understand the variety of programs offered for the whole community. The Commission discussed distribution plans.

Jessie informed the Commission that the Department is looking at switching recreation software. The department spent about \$13,000 on credit card processing fees in 2022. There is no way to pass off fees to the users in the Department's current software. The Department is looking into three different software companies and traveling to some other departments to see them in action.

Jessie explained the College Scholarships to the new Commissioners. Jessie presented the 2023 application. Scott recommended finding the date for the baccalaureate and award ceremonies so the applicants can be chosen before senior ceremonies. The commission in support of the application.

Jessie explained the new School Aged Coordinator position. The Department has identified a need for leadership development within current programs, staff and the community as a whole. In order for the Department to successfully address the need and continue to grow established programs as well as create new ones, there needs to be an additional staff member in the Office. The new position will assist with the day to day, planning and execution of camps, before and after care, as well as the establishment of the teen leadership program, and on-site staff training. This will allow the Assistant Director to focus more on marketing, budgeting, software, and future planning for the Department.

Summer camp registration for full camp resident registration opens tomorrow, February 14. Dale asked if the Department anticipated any issues. Jessie and Sarah explained that there was no pressure on registration last year and there are more spaces this year, so there is no anticipated trouble.

The link to sign up for Before and After Care registration will go live on the Department's webpage on March 11 at 10am.

Dale motioned to adjourn at 6:50, David seconded, vote unanimous.

Scott Ray  
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[Signature]  
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