

Recreation Commission Meeting Minutes

April 18th, 2022



APPROVED

Present: Dale Sylvia, Doug Langdon, Steve Graves, David Johnson, Jessie Tennis, Scott Ramsey arrived at 6:05pm

Guests:

Selectboard Liaison: Not in attendance

Call to Order: Dale called the meeting to order at 6:00pm

Old Business:

Signing of bills. Review of signature process for Recreation Commission members, as current policy still calls for 2 signatures. Commission members felt it was important to commit to and will revisit in 3 months to see how people have been doing

Approval of past minutes:

The commission approved minutes for the March 28th, 2022, Recreation Commission meeting.

Doug motioned to approve March 24th minutes and Steve seconded, vote unanimous.

New Business:

Revolving Fund Overview:

Beginning Balance: \$487,974.45

Ending Balance: \$518,062.82


The Commission discussed the Revolving Fund projections. Jessie explained that the Shade structures and Wall project have updated costs associated with them and have been edited to reflect those changes. Both projects came in a little lower than anticipated but does not account for the purchase of a scoreboard and installation.

There were 246 participants in the month of February. Lower than normal due to on site Recreation projects taking place and some programs not being able to be offered.

The Department is still looking for employees, specifically leadership staff. The struggle for staff is universal among local Recreation Departments. Jessie asked the Commissioners to send any potential employees to the Department.

The Chamber of Commerce Golf Tournament is scheduled for June 3. We have secured our spot within the tournament and payment has been made. Our team will be made up of 4 Recreation volunteers throughout the 2021-2022 year.

Possibility of hiring a summer intern: This has been a department goal for a few years. Jessie explained that as we evaluate the departments needs and ability to coordinate this, we feel this summer would be a great success. We plan to work with UNH to offer one (1) paid internship for this upcoming summer. They would get stipend pay, depending on the number of weeks they are able to commit to the department. Our goal is to have this person work within a variety of programs, while also supporting with department needs and camp support.


Community Events: The Recreation Department and Library collaborated to offer the annual Egg Hunt event on Saturday, April 9th. There was a great turn out and the staff enjoyed being able to see residents they haven't been able to see in a while, due to covid. The two departments also offered a Teen "Egg-scape" room on Friday, April 8th. This was also a great success with more registrations than originally advertised. There were 23 resident teens who participated in this event, and we hope to consider this program in upcoming years.

Fishing Derby: Scheduled for Saturday, May 21st from 7am-11am at the Christmas Dove Pond.

Summer Camp registration has been completed and our camp is full at this time. The departments focus right now is staffing and program logistics to ensure the department is offering quality, engaging programming.

Before/After Care 2022-2023: Jessie explained that the process has been completed and is in the process of accepting all registration packets and deposits, due to a delay getting back to office after plumbing project. We hope to have this wrapped up within the next week.

Adult Drop-in Programs: Jessie updated the department on an adult drop in survey that went out a few weeks ago. The department is looking at enhancing the Adult Drop-in Programs and offering a variety of programs as often as possible. There will be an Adult Soccer program starting in June, as we have had a lot of residence request this program. Jessie explained that the department may consider an annual membership fee for all Adult Drop-in members. This is still being evaluated, however due to a Recreation employee needing to be on site during the programs as well the purchasing and updating of program supplies, we need to ensure we are covering department costs and program overhead. This new membership would allow people to pay a one (1) time fee which gives them access to all the Adult Drop-In programs. Discussion about possible fob station sign ins for participants may be worth looking into, pending costs, etc.

The Gym wall has been completed and looks fantastic! The total cost of the project was \$128,148.64, which was lower than originally budgeted for. These new costs have been reflected in the Revolving Fund Projections.

Plumbing issue has been resolved and invoice has been submitted to the Town Hall for final payments due to the building being a town facility. Plan to re-do the bathroom floor will be evaluated by the facilities Maintenance and should come out of the town Operating budget.

Park Pavilion: Jessie updated the commission on the pavilion. The next steps are going to be getting a plan in place for fundraising and determining a timeline. At this time, I would think the pavilion would be a 2023 or later goal, based on possibly park updates and timeline. Jessie showed an updated drawing of the pavilion as well as some basic pricing for what we are looking for. This project is anticipated to be roughly \$187,000 in today's market.

The Recreation Department has been working with the Highway and Town Planner to evaluate options for expanding the park on Ramsdell Lane. Jessie has a meeting tomorrow, April 19th to discuss project updates and determine hurdles, funding and timeline. Jessie let the commission know that we will be applying for a grant through LWCF for a 50% match to possibly fund this project. Funds for the match could be made up of in-kind donations from the Rotatory Club for the pavilion, in addition to the funds set aside within the Recreation Revolving Fund. Doug mentioned some concern for utilizing the pavilion donations in this avenue. Discussion took place about possibly raising that park fund balance on an annual basis, to ensure we are adding funds to these larger projects over time.

Shade Structures are still on order, with the department expecting them during May. Jessie reiterated to the installer that they need to be installed by May, due to Summer Camp taking place within that area in June. Both shades are being finished and will be delivered at the same time. They plan to take the structure originally delivered a few months back at the same time. The updated cost for the shade structures is \$40,999, roughly \$5,000 less due to the cancellation of the third, smaller shade.

Score board has been ordered and is scheduled to arrive in July. The total cost of the scoreboard was \$3,886 with Solid Roots handling the installation, costing \$1,220 for a total cost of \$5,106.

Old scoreboard is being offered to SAU and then other towns before being disposed of.

Steve motioned to adjourn at 7:15. Doug seconded. Vote unanimous.

David John 5/16/22
Scott PM 5/16/22
5/16/22

