



APPROVED

Barrington, NH Recreation Commission Minutes
December 16, 2019

Present:, Dale Sylvia, Doug Langdon, Steve Graves, Tara Barker, Jessica Tennis, Sarah Bailey

Guests:

Absent: Lisa Allis, Jim Noble

Call To Order: 6:00 pm

Administrative Note:

New Business:

Past Minutes

October 21, 2019: Doug Motioned. Dale Seconded, Vote Unanimous

November 4, 2019: Doug Motioned, Steve Seconded, Vote Unanimous

November 12, 2019: Dale Motioned, Doug Seconded, Vote Unanimous

Program Updated

Jessie presented the updates for October and November. The increased number in October is reflective of Trunk or Treat. Jessie has contacted all families on the waitlist for PM aftercare, and numbers are projected to increase.

Aftercare and Summer Camp registration are coming up.

Revolving Fund:

There are two financial charts. Tara will add two rows comparing the beginning and ending balances of the Revolving Fund. As of November 1, the revolving fund balance was \$710,335.16 the ending balance for November was \$746,691.37. The third quarter bill came in at \$181,944.01.

Tara asked if there were any requests for additional items on the financial report. Dale said he was comfortable with it the way we were. Tara said as the year goes on, we will determine what else needs to be added. Tara said the earmarks may be better as an attachment/ Appendix to the financial report. Doug motioned to approve the financial report with the date correction to 2018, Steve seconded. Vote unanimous.

Aftercare Registration

The department has been looking into a lottery style registration. Jessie has talked to local professionals about a paper lottery. Tara has a meeting with Vermont System tomorrow at 11:00am to discuss and finalize a demo for an electronic lottery system through Vermont Systems. Steve asked if the change in process would be announced earlier than the usual date. Tara said no, the registration will remain the same and will be announced in the beginning of January. Parents will have a month to submit their packets. Steve asked if the Lottery function of Vermont Systems will be an additional cost. Tara said at this point she believes it is included in what we already pay for. Jessie explained that the lottery will be one ticket per family, so parents won't have to worry about one child being selected and the other not.



Doug asked how many packets the department is expecting. 300 Packets are expected, and the data entry will be the same as years past. Dale asked how many families the programs will not have space for. Jessie and Tara said that was not a realistic estimate to make. Jessie said they are anticipated at about 85 children per location. Dale also asked if there were any policies about holding people's money. Tara explained that the deposit money will be placed into a Lottery Suspense Account and people who do not get selected will be rebated their money. Steve reiterated that due to the registration last year it is important to explain why we are doing it in a new way. Dale asked if it would be helpful to have a letter to the community explaining why we selected the lottery system from the Rec Commission. Tara and Jessie said that it would be very helpful. Tara asked that there be a Commissioner at the lottery if the department does a paper lottery. Dale said he could be there, but the commissioners agreed it should not be done in place of a Rec Commission meeting. Jessie asked if a week in advance to blast PR materials and the letter from the commissioners was enough time before registration. The commissioners said yes.

Doug motioned to table the discussion of two meetings per month until the whole commission was present.

The Community Center update was also tabled.

Tara explained that the department wants to hire an Administrative Assistant at 25 hours and explain in the interviews that it is possible but not guaranteed to increase up to 40 hours in the next year. Tara asked if the Department could start advertising that position tomorrow, holding interviews the first week of the year and having a candidate start as soon as possible. All commissioners said they were comfortable with that timeline. Tara asked the commission to extend the temporary hours for staff making up for the Administrative Assistant vacancy. Steve asked if there was documentation of how many hours were being worked for administrative assistant. Tara explained that the hours are being recorded on separate timesheets.

Tara informed the commission that the Department, Sarah, Jessie and Tara will be attending the Northern New England conference on January 7, 8, 9. The office will be fully covered by other employees.

New gym lights

Tara spoke to Connor and the gym lights will be being replaced and the funds will come from the town. The lights are expected to be replaced in the beginning of the new year. Dale asked if the replacement will interrupt the gym schedule. Tara said that they will be installed during non-program time.

Office Space Update

Tara explained that the department has been looking into possible temporary office space. The eaves of the food pantry are not financially viable at this time. The department has been looking at temporary leases on mobile office units that would be hosted on the fields and utilized by the summer camp staff. Tara discussed the possibilities of expanding office space in the building, be it in the back storage room or adding it to the front of the building. Tara got information for a fire engineer that she will be contacting this week. Tara and Jessie looked at the office available for lease in the Allstate building and determined the space would not be an improvement. Tara and Jessie asked the commissioners to keep their eyes out for potential new office spaces.

Dale asked if there was a way for bills to be done on Monday. Tara explained that the bills will be more consistently ready for signatures once the Administrative Assistant position is filled. Dale asked for an email reminder on Mondays so that they can plan for Tuesdays.

Doug asked if we had any updates to when HRCU will be able to meet. Tara said that we should hear from Brian in the first half of January. Tara expects to hear from Keller Williams in the next few weeks with availability for meeting.

Dale mentioned that we need to establish how we are going to be spending the money in the revolving fund. He said that we need to start voting on how to spend the money. Dale said the department should pick specific projects to spend money on. Tara said that the department is working on documents that more concretely lay out what needs to be done and when with priorities including a new gym floor, walls, and a 15 passenger van.

Dale motioned to adjourn at 7:06. Doug Seconded.



