



APPROVED

Barrington, NH Recreation Commission Minutes  
January 13, 2020

**Present:** Jim Noble, Dale Sylvia, Doug Langdon, Tara Barker, Jessica Tennis, Sarah Bailey

**Guests:** Tracy Hardekopf

**Absent:** Lisa Allis, Steve Graves

**Call To Order:** 6:07 pm Dale Sylvia

**Administrative Note:**

**Past Minutes**

December 2019: Dale Sylvia motioned to table the approval of the past minutes until next meeting when there is a quorum of people who were at that meeting.

**December Program Update**

Fitness Classes for Fall Session two have begun, basketball is in full swing, aftercare numbers have increased, and the waitlist is clear except morning care, which the department is still working to move through. There were 460 participants in December.

**Revolving Fund Report**

Ending: \$589,199.88

Starting: \$746,691.37

3<sup>rd</sup> Quarter Bill: \$181,944.01

The department anticipates a 4<sup>th</sup> quarter bill around \$100,000 which is about equivalent to the Q4 bill for 2018.

Doug asked when the increased before/after school revenue will begin. Tara said that deposits will be accepted as soon as tomorrow. Doug asked if those deposits would be revenue in January and if the revenue for Q1 will be increased compared to 2019 because of it. Tara said no, because the timing is shifted. Tara said that the revenue from KAP, MAP & ASK should have shown in 2019 Q1 and will also show in Q1 of 2020.

**Before & Afterschool Program Updates:**

Registration packets will be distributed tomorrow, January 14 with the letter from the Commission explaining the transition to the lottery. Packets will be accepted until February 3 at 4:00pm. The lottery will take place on February 17 with a snow date of February 19. Jessie went over the registration packet with the commission. Dale asked if kids will be entered into the lottery real time with multiple children households. Tara explained that Vermont Systems will account for that. Doug asked for updates on the electronic lottery system, Tara has had multiple meetings with Vermont Systems to work through the Online Lottery System. Tracy suggested we make it clear in the registration packet that households should not be present on the day of the lottery drawing. Jim asked how many registration packets the department anticipated. Tara said we made 300 packets, about 220 spots available.



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### **Old Business:**

#### **Administrative Assistant**

Erin O'Dea accepted the offer and will start January 27 at 9:30am. She has worked for the Town of York Recreation Department for three years. She has handled finance, deposits and has a good understanding of recreation departments. References were all positive. Hours will remain Monday through Friday 8:00am – 1:00pm; summer camp hours Monday through Friday 7:00am – 12:00pm.

### **New Business:**

#### **Office Space**

The Department is exploring the possibility of expanding off the front of the building. Rick Walker, John Huckins and Tara have been looking at the possibilities. The expansion would run parallel to the gym. The addition would include offices for the Director, Assistant Director, Program Coordinator and a registration area for the Administrative Assistant. Tara is looking to talk to a fire protection engineer to assess the need for sprinklers. That recommendation came from the fire chief. He said to budget 1,500 – 2,000 dollars for that report. Doug asked who would develop the RFQ, Tara said herself and Connor. Doug asked if the Fire Protection Engineer would be included in the RFQ. Dale said he didn't think that should be included.

The department won't know if the library is vacating until March 12. Tara said the department could have the RFQ written for possible renovations and the addition. Tracy said we should have the two options ready but wait until after the vote to put out the RFQ for potential Library renovations. Tara asked the Commission what they would prefer if the department gets the Library Space. Dale said he would be open with either option but thinks the two projects should be separate RFQs. Tracy asked if the department wanted the addition regardless of the Library Vote. Tara explained that the addition is a stronger long-term solution. Dale mentioned the possibility of reaching the percent threshold of renovations to require the whole building to be brought up to code. Tracy recommended a space needs assessment. Tara mentioned that the department has looked into a temporary mobile office unit for summer camp staff.

Tracy asked if the well has been tested. Tara said that Connor delegated that task to Paul. Tracy said it is important to make that a priority and follow up to check if it has been done.

Dale asked why we are hiring the fire engineer before we have a concept for the addition. Tara said we could go to the select board meeting and ask for their support on the project. Dale said he would recommend we do that before spending money on the fire engineer.

Tracy suggested that we dig into the data from the library to use data that shows the expansion of the town and use it as justification for the expansion of the department.

Tara believes that it is possible to have the addition completed by the end of August. Dale asked if we move forward with the addition if it could get the library space taken away. Doug, Jim and Tracy all agreed that their understanding was that the Library space is the departments if the new library passes.

Jim said he is in favor of the addition and creating two RFQs.

Doug said he believes one RFQ would be the best plane of action. Allowing the contractors to bid on different phases of the potential projects.

Tracy said that including both in the same RFQ could deter some bids because the Library may or may not pass. Dale asked if having one RFQ vs. two would differ in cost. Tara said no.

Dale recommended that we put out one RFQ for the front addition and hold off on the Fire Engineer until we get the support of the select board.

Pending support from the Select board on January 27<sup>th</sup> the department will hire a Fire Engineer. Dale said we should have a conceptual idea to bring to the meeting.

Dale made a **motion to approve** an RFQ for the addition on the front of the building and up to \$2,000 for a fire engineer pending support from the Select board for space. Doug seconded. The motion passed unanimously.

Tracy reiterated her recommendation for a Space needs assessment.

Tracy said that the Select Board is seeking members.

Dale started a discussion about prioritizing the spending and approval of the revolving fund. Tara said the department wants to redo the gym floor and walls this year.

Doug mentioned the two meetings per month. Dale suggested that we move to two meetings every other month. The topic was tabled until next month.

Tracy suggested hiring someone to help focus and prioritize the spending of the revolving fund with a timeline. Tracy said she has hired Sally Reeves with Connect the Dots for under \$5,000 to develop a strategic plan in the past.

Jim motion to adjourn the meeting at 7:30, Doug Seconded.



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Three handwritten signatures in black ink, likely representing the approval of the motion.