



APPROVED

Barrington, NH Recreation Commission Minutes

July 13th, 2020

Present: Doug Langdon, Jim Noble, Steve Graves, Dale Sylvia, Jessica Tennis, Alex McCormack-Kuhman, and Sarah Bailey

Guests:

Absent:

Call To Order: Dale Sylvia called the meeting to order at 5:44 PM, Jim seconded

Old Business:

New Business:

Revolving Fund Overview: Jessie informed the commission on the revolving fund status for the month of June, along with the anticipated quarterly bills through the 2020 year.

Program Report: Jessie explained to the recreation commission there were no programs run in the month of June

The commission took time to review past minutes and vote on their approval from meetings on June 9th, 15th and 18th

Dale made a motion to approve the June 18th meeting minutes, Steve seconded, vote unanimous

Dale motioned to approve and seal the June 9th and 15th meeting minutes, Steve Seconded, vote unanimous

Recruitment of new Recreation Commission Members: Jessie wanted to reiterate that recruiting new recreation Commission members is a top priority and asked for suggestions

Doug believed we should send out newsletters and further advertise for the position

The commission believed recruitment by word of mouth is the best tactic at this moment

Dumpster MOU: The commission reviewed the new MOU for the Dumpster and discussed their suggested edits.

Jessie will update the MOU and the commission will reexamine during the next meeting

Addition Update: Jessie shared the final floor plan of the addition with the Commission and highlighted two interior changes made regarding the registration desk, and seasonal staff area.

Jessie informed the commission that she has received written clarification from Beverly, which was approved by Chief Walker, that only one fire separation is required to maximize the gyms occupancy to 299. Evan, the architect for Careno, still believed that two fire separations were necessary to reach this level of occupancy; he will be contacting Beverly for more clarification.

Jessie believes due to programing needs, the department must get the fire separation built during the month of September. We are still on schedule for the project to begin September 19th.

Steve expressed his interest in getting local press involved when the addition approaches completion in December. He believes this coverage will inform the community about this great new town facility that has no impact on taxpayer dollars.

Jessie informed the commission that in order to maintain social distancing when employees return to the office in August, we have purchased two new laptops for the department. These laptops were not a cost for the department as they were bought using COVID-19 state funding.

Summer Camp Location Update: Jessie expressed that seeking to use the schools to host our summer camp is unnecessary at this point. Based upon our proposed Corrective Action Plan, the gym walls will be updated by the end of August 2021, which will allow for 299 individuals in our gym for summer camp. With this ruling there is no immediate need for the space at BES for summer camp.

Fall Programming: Jessie informed the commission of her upcoming meeting with the school board on July 14th, where they will be assessing the feasibility for fall programming at their facilities.

Jessie expressed her concern with staffing for our fall programs, specifically AM care. Jessie has reached out to Connor asking to temporarily make the administrative assistant a full-time position to compensate for low staffing while Jessie is out on maternity leave.

MOU & Bylaw review:

The commission reviewed the select boards proposed changes to the MOU and Bylaws while also referencing past documents and the 2006 Warren Article.

Jessie and the commission discussed upcoming meeting dates. Dale mentioned that an additional meeting on July 20 may be necessary.

2021 Budget Season: Jessie shared the updated operating budget for the 2021 year

Jessie shared and reviewed the proposed revolving fund budget for 2021

Jessie explained an additional line item was added to revolving fund budget to account for furnishing of the addition when it is complete. This cost will likely fall within the 2020 budget year



Jessie returned to a quick conversation regarding the MOU and Bylaws, where she shared her comparison report on the surrounding town funding sources, which the commission had requested. The report included reports from 11 towns and how their recreation departments and staff positions are funded.

Profit and Loss: Sarah shared the profit and loss statement, which covers programs run from September 1st through August 31st, for both the 2018-19 and 2019-20 years. Both Sarah and the commission shared their concern with the large amount of money lost through our Yoga and Pilates programs. Sarah explained that due to the instructor's current contract, changes to the program cannot be made until September 2021.

Jessie informed the commission that her last scheduled day before maternity leave is September 14th. However, this is best case scenario, and she expects that she could be out sooner than that and expects to be out until late November. Due to this timeline, she requested the August Recreation Commission meeting be moved up a week to August 10th.

Dale motioned to move the meeting from August 17th to August 10th at 5:30pm, Doug seconded, vote unanimous

Steve made a motion to adjourn at 7:29pm, Jim seconded, vote unanimous



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