

Barrington, NH Recreation Commission Meeting Minute  
November 4, 2019

**Present:** Lisa Allis, Dale Silvia, Doug Langdon, Steve Graves, Tara Barker, Jessica Tennis, Sarah Bailey

**Guests:** Garth Svenson, Dave Garvey, Ethan Ash & Brian Hughes

**Absent:** Jim Noble

**Call To Order:** Lisa Allis CTO – 6:01pm

**Administrative Note:**

**New Business:**

**Town Center Update:** Garth Svenson, Dave Garvey, Ethan Ash

Dave discussed the history of the village center. Keller Williams (KW) Commercial has 6 parcels listed in the area of discussion. The package is geared toward town center. They have had many discussions with various developers. Dave specified that the plans are only a proposal and nothing is set in stone. Dave provided a new map that showed the different parcels. Henderson parcel, Garth Parcel, Front Parcel LLC, Small Parcel: Parking, Rondy Parcel, Credit Union Parcel.

This is a mixed use project. The plan includes mixed retail, an indoor sports facility (80,000sqft, for profit), a park, town space, a restaurant, some type of market, apartments and a live, work, play building with retail space on the first floor, and residential units on the second floor. The Holy Rosery Credit Union (HRCU) has two parcels. The second parcel has been toured by the Recreation Department and the Commission. The plans also include a senior living community, office space and a boulevard atmosphere in the middle. KW is hoping to meet with Connor this week. All of the parcels are zoned as "village center" which is mixed use. KW looked at the history and tried to combine all desires of the town in their development plan.

KW asked what we are looking for as a department/ Commissions. Dale asked how much space was available. There is about 8,000sq ft near the indoor sports facility.

Tara explained the Rec department's ideas for the second parcel by the HRCU. The Department would like to have pavilions for rentals or community space surrounding an amphitheater, bathrooms and storage of some kind. Doug asked about the possibility of sports facilities. Steve said he didn't think the area would be conducive for courts or fields. Tennis courts were discussed. Doug asked about where in the pavilion fits into the strategic plan. The strategic plan calls for more outdoor facilities, which could include the pavilion. Tara mentioned getting a master plan for outdoor facilities. Dale asked if the area would be conducive for a splash pad. Splash pad size was questioned, and it was determined that the size of it could vary.

Dale asked for the current building area. KW guessed 12-15,000sqft.

Steve asked for a timeline of the development plans and how long the Rec Department would have to determine what they want to see.

Development timeline is roughly:

1. Residential and HRCU
2. Senior Living
3. Sports facility (ASAP)
4. More apartments
5. Stay work play

Best case scenario would be three to four year build out. If the market sustains, four years is realistic, but if the market declines it will be closer to eight years. The parcel that the Department is looking at is the closer end of the timeline. KW said seacoast is only utilizing 60% of entertainment market, so an amphitheater would help tap into the underutilized 40%. The Rec department space would be part of phase one and the road would be the developer's responsibility. Moving forward KW said best case, it would take 120 days to finalized plan, four to six months to get approval from town and be able to break ground at the end of summer. General concept approval would start the project, and then specific phase approval as development happens.

Septic has not been decided: town vs individual. Community water supply is anticipated.

Sports complex is not committed by a letter of intent. Hoping for rec building (community space) to break ground in a year. Lisa anticipated a warrant article to be able to build a rec building, Tara did not think a warrant article would be required.

Dale asked what was being offered to the Department. KW said nothing is being offered at this point, it is strictly a concept. KW wants to know the Department's plans, so they can be included into the concept. Once the concept is complete KW can move forward with a letter of intent so the town knows what could be coming. Everything is on the table as far as ownership of land and building costs. Doug asked for a guess of price, KW said they could not speak on behalf of HRCU. KW said for the 6.5 acres along 125 is roughly just under 1mil, but the land by Credit Union could be less. KW said HRCU board loves the idea of amphitheater. KW has proposed another that HRCU have another user in their building space.

Dale asked for timeline for our intent. KW said about a month. Once the Department gives intent the 120 day timeline begins.

The residential area will be all single family or duplexes. There will be about 48 units.

The conceptualized community space is a 7800sqft footprint but can be altered to meet department/town needs. KW reiterated that they are here to show us the big picture and find out what the Department is looking for. Tara mentioned a potential recreation area behind the indoor sports facility, KW brought up the restrictions of well radius.

Garth explained that all the land parcels are being bundled together and with the intent to sell to a developer. Dale asked if the developer's vision would align with all of the visions of people involved now. Garth and Dave said the developers would be in line with the town vision, while getting the project completed.

Dale asked if developer would be looking to build and lease to the Department or sell the land to the Rec Department and they build the building. Dave said all options are on the table, the Department can decide which direction they want to go.

Tara asked what recreational space KW was envisioning. Dave said that by making the area a community center we are aiming to serve everyone from local community to the greater seacoast area. Steve asked about the development of parking, Dave said it would be included in development.

Steve asked if the sports complex would plan to develop the outdoor space around the building, Dave said they are strictly an indoor space.

Dale asked if there was another opportunity for us to talk to KW before they make a letter of intent.

Rec Commission/ Department has until Christmas to get plans to KW.

KW Left the meeting.

Tara said there are other opportunities to improve Barrington, by getting more involved in the plan.

Dale asked if we think it would be better to own the land and build or have the developers build and lease space. Doug said it is too soon to tell. Steve wants the Rec Dept. to come up with a plan to bring to the Commission. Tara asked to hear the ideas of the Commission. According to the Strategic Plan, the community said top priority is water front/ splash pad. Doug said office space won't fit on the phase one timeline. Steve agreed that office space isn't feasible in the next 30-60 days. Tara explained that KW is looking to have another business in the bottom of the HRCU. Doug asked what if the Library passes, Tara asked what if it doesn't. Jessie said the wondering what happens if the library passes has been happening for many years and that we shouldn't wait on it any more. Lisa said the Library space could be utilized for other programming if it did pass and we have gotten ourselves in trouble waiting for the library in the past. Jessie proposed leaving "rec area" (7,800sqft footprint) on the proposed plan as green space, keeping current gym and field for summer camp, and having the hub be attached to HRCU. Tara explained a department she has previously worked for that was like this possibility and said having split space is doable. Tara expressed that we could be on the timeline if we tap into the HRCU building for our office space. Tara said we should ask HRCU to fund the space, sponsorship title for Concert series, but Rec Dept would hold control. Steve doesn't want to make a decision that ties our money to any commercial entity in the development. Tara said the amphitheater would allow us to tie the strategic plans to the new development. Steve said we need to focus in. Tara said we need to focus by making our mark and we do that by building the amphitheater. Dale said we should try to get everything in phase one because boards change, and we need to act while we can. Jessie said we need to, as a Commission and Department, make sure we are asking for the same thing. Tara felt Brian was very supportive of us telling him what we need, and he will try to make it happen in regard to lease, rent, own. Tara said if this is the way we go she would ask them to give us the property, we will put the amphitheater and ask them for a 99-year lease. Steve said he would rather buy the property and have them build the structure. Doug said what's the point of buying land if we don't know what's going on it. Dale proposed work sessions to determine what we want. Steve said he would think about the possibilities and come up with some ideas too. Doug said to use the Strategic Plan to guide our development plans. Jessie said that if we have a free-standing rec building, we wouldn't need offices in the Credit union. Doug proposed we have a short list of suggestions based on the strategic plan by the

18<sup>th</sup> and on that day we plan a work session from there. Tara felt we shouldn't wait that long. The date for the work session was set for Tuesday, November 12 at 3:00pm. Tara told the Commission that the Department will send our documents to them by November 8.

#### **Old Business:**

#### **Administrative Assistant Update:**

Tara asked if everyone received her email regarding the position. Commissioners affirmed. Tara explained the 3 options outlined in the email.

Option A: 25 hours at grade 13 (\$15.59-\$19.17)

Option B: 34 hours at grade 13 WITH health benefits (roughly \$12,500)

Option C (Compromise): 33 hours at grade 13 (\$15.59-\$19.17) NO health benefits

Jessie explained that Connor doesn't agree that 34 hours is the best way to get quality candidates. The Department feels that the next best way to get a quality, long term candidate is to hire at 33 hours without health benefits. This option allows for flexibility to accommodate future growth while maintaining the same candidate if the needs of the department increase significantly in the next few years. What the Department doesn't want to do is hire someone at 25 hours and have the need for 10 more hours in the next year or so and have the AA leave because of the significant change, which would force the Department to start the hiring process over. Tara explained that we are trying to minimize our financial impact while maintaining quality employees. Jessie explained with the addition of the Program Coordinator there are now two people to increase programming and growth is inevitable. Dale asked if going under the threshold for benefits would reduce the quality of candidates. Lisa pointed out that we can't go to the select board before the Department and Commission are on the same page. Tara is meeting with Connor about the KW meeting tomorrow (11/5/19). Tara said that we can't follow the timeline of the select board because there are too many moving parts. Lisa said we won't get the money from the select board until we can prove the need and show how all the money will be spent. Tara explained that we need to justify the now, in regard to the growth of the department, and the need for more hours for the AA.

Doug said that Connor made valid comments on the Admin document, and that we need more concrete, qualitative data to prove the need for the expansion of the AA position. Tara explained that the position is heavily program based, and that programs are the reason the department was created. We still have operational costs that should be funded by the operating budget, but everything we do is centered around providing programs for the residents of the Barrington area. Jessie said that the bottom line is the programming, with the addition of new programs since the creation of the AA is significant. Lisa said in order to meet the town's financial policy we need an AA with more hours. Dale asked for a breakdown of administrative duties vs program duties. Tara said we started that on the justification. Tara explained that even administrative duties centered around programming are viewed as programming need and should be taken out of the revolving fund. Dale said to assign an hours amount to the Administrative tasks, but they are mostly program based. Dale said that we may be at a loss.

MOU states that the AA should be covered in the operating budget, but Tara fears that they will cut something else if that is used as a justification.

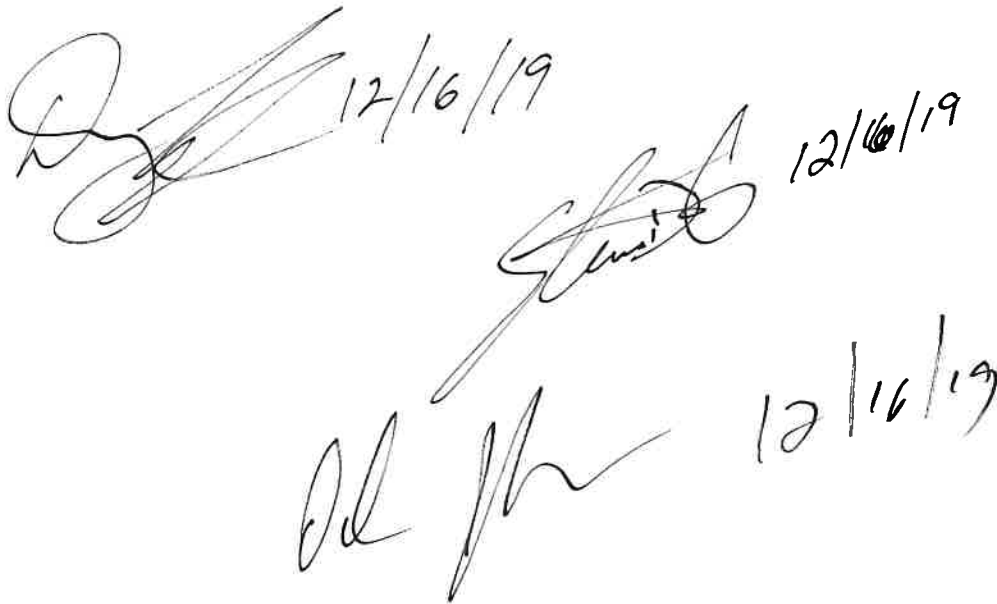
Dale brought up that we would be asking for their support in the town center development. Dale pointed out that we may just have to pay for it out of the revolving fund. Dale asked if the department felt it was a winnable fight. They responded no, but it was still a fight worth fighting so that it isn't the precedent that everything is expected to come out of the revolving fund.

Steve asked if there was a way to go into the payment data to find the Delta between when the position was established to now. Dale said we should say something simple like strategic plan implementation 15 hours per week, to meet the wants and needs of the community. Steve said to find the office hours delta. Doug said we should put in qualitative data: Jessie working on program enrollment increase document. Look at it as if we were making the buying decisions. We need extra hours because it has grown in specific ways since the MOU. Steve said we should not specify work load but generalize the increase in the work load. Office management needs to shift to the AA so Director and Assistant Director can focus on program development. Based on increase programming there is more traffic in the office. Look at it as 8 extra hours from the AA to allow us to better complete the jobs of the Director, Assistant Director, and Program Coordinator. Steve said to look at it as if we all of the sudden were given a full time AA what could happen. Dale said that we should look at the whole 33 rather than only focusing on the 8 extra hours. Doug said the increased pay grade and hours would attract better candidates.

Dale said to look at other AA not rec focused that we can pull to pad Administrative hours.

Tara requested three additional hours to work from home this week in order to meet the tight deadlines required by the Recreation Commission. Steve asked how many hours she needed. Tara requested three hours for this week and to reassess next week.. Lisa clarified that no money tasks are taken home. Lisa said she was okay with three hours. Tara will have fulfilled the three hours by Thursday night. Doug motioned to approve three extra at home hours for Tara this week. Seconded by Steve. No Opposition.

Lisa motioned to adjourn at 8:16, Steve seconded.

Three handwritten signatures are present, each followed by the date 12/16/19. The signatures are written in cursive and are somewhat stylized. The first signature is at the top left, the second is in the middle, and the third is at the bottom left.