

Barrington Recreation Commission

Monthly Meeting Minutes

Monday, April 16, 2018

PRESENT: Tara Barker, Dennis Haug, Jill Hilfiker, Steve Graves, Tracy Hardekopf and Lisa Allis

The meeting was called to order at 6:04 p.m.

Jim Noble is unable to attend tonight due to illness.

Meeting minutes will be tabled to the next meeting due to Jim Noble's absence.

Program Report – See attached –

Fitness has 114 participants and is doing great. We offer Zumba, Yoga and Pilates. We also offered a session of Barre that did not take off this time but we will try again. It may struggle because Joy of Dance offers Barre classes and they are great. One class of Fit Family Fun was offered.

Rumpus Room – Offered Tuesday and Friday 10:45 to Noon October through January and 10:45 to 1:00 p.m. February through April. There are 82 participants.

T-Ball has 64 participants

Annual Egg Hunt – Partnered with the Library this year for the first time. 500 participants, big jump in numbers due to the partnership. Went very well but there are some day of logistics that we will work with the Library to streamline for next year. We offered story time and then an egg hunt for each different age group.

Kids Day Off in March – 26 participants for the school scheduled day off – must pre-register to attend.

Before/After care for September 2017 through June 2018 has a total of 159 participants. The elementary program is before and after and the middle school program is just after. Registration for 2018-2019 was done in February. The Elementary program filled in five hours. The Middle school still has some openings.

Curling – program ended due to ice melt. Had 10 registered participants but more attended the program. Ryan will attend the program next year to capture all participants.

Adult volleyball 28 has participants, Adult basketball offered Wednesday night and Sunday morning has 81 participants, pickle ball offered Wednesday from 6:30 – 9:00 p.m. has 41 participants, added a Tuesday time slot for it due to demand.

Adult Softball – Jessie is following up with the BYA to possibly partner with them and run a fund raiser program.

Granite State Growler Tour – Offered in March – 25 participants with 15 on the wait list. We will be offering this tour quarterly and they have offered to make it exclusive to the Barrington Rec. Tara is working on a date for June that will be limited to two buses. The buses belong to Granite State Growler.

Granite State Track and Field – Barrington is offering the program but it just lost \$18,000 in state funding. Barrington will still offer two track meets with Exeter and Hampton at Philips Exeter Academy if Granite State has to cancel. The change will not affect the participants.

Summer Camp – we have lined up 3 directors and the Arts/Crafts supervisor is lined up. We will be sending out staff letters for training and CPR. We have scaled back on some items to save on the budget but it is nothing that will affect the success of the program.

Tara requested that each supervisory staff member turn in at least one program proposal a month to see if we can get some new programs up and running by September. Tara also notified them to start attending trainings that are forwarded to them by her and is encouraging them to attend even if they are behind with office work. There are also State and National webinars offered.

Yard Sale – Tara spoke to the Library on partnering and is looking to proceed for Spring of 2019.

A woman contacted Tara on her personal social media in January or February and then again last night regarding offering a cooking class. If it is a good match we will try to fit it in at the school. It will be a class for kids and adults. The woman was upset that she wasn't responded to timely, though she reached out personally the first two times. Tracy suggested that we could also maybe partner with Frisbee Hospital or Wentworth Douglass Hospital to work with their nutrition department.

Financial Review – See attached Revolving Fund Report

There are no updates on the operating budget yet but Tara should receive them from the Town Finance office within a few days.

The March beginning Revolving Fund balance is \$750,885.08 with an ending balance of \$793,634.05. The 4th quarter 2017 bill has not been received from the Finance office yet. Tara's last e-mail inquiry was responded to that it was being worked on. Part of the problem is that new software was installed. We do need to get back on track with receiving bills quarterly. 4th quarter 2017 is estimated to be around \$80,000.00 and 1st quarter 2018 is estimated to be between \$75,000.00 and \$77,000.00 – it now includes the expense for the maintenance position salary.

It was suggested to add a line stating that 65% of the revolving fund is allotted to earmarked items in the Building Blocks Program. Jill motioned to add the footnote, Dennis seconded the motion and it was voted on unanimously.

Steve motioned to accept the finance report for March and going forward to have the footnote added. Jill seconded the motion and it was voted on unanimously.

Steve requested that bills to be signed be available at our Monday meetings going forward. Tara will work with Stacy to make that happen when possible.

Marie Harris sent a letter to Lisa regarding the meeting between the Library Foundation and the Recreation Commission – see attached.

Tara has been following up with the plans on the well, septic, and storage sheds. If the field is changed it will affect the ground level and we will lose some of the space. Tracy Bisson e-mailed that she will be meeting with the architect. Question was raised on where the Recreation access will be – Tara will follow up. Jill asked about the \$50,000.00 donation requested. The professional opinion is that legally we are unable to make a donation from the Revolving Fund. John Scruton agrees with this opinion. We

will also need to budget for the build out of the space for Recreation. Discussed the remodel of the current library being part of the bond that goes to the voters. Tracy suggested a possible use for the upstairs space would be to have a Children's Museum like Dover has. Steve feels that office space for the Recreation Department needs to be addressed first. Before anything happens or any money is spent we need an agreement from the Select Board that the space is for Recreation use. Dennis suggested that maybe putting it in the MOU that if the space is reclaimed that the Recreation Department be refunded for funds spent. Tara feels that Town Meeting Minutes are the place for this type of agreement.

Jill made a motion for Lisa to let Marie Harris know that legally, we are unable to make a donation from the revolving fund. Steve seconded the motion and it was voted on unanimously.

Needs Assessment/Strategic Plan – Meetings are scheduled for May 8th and 9th but a lot of the town department heads cannot attend. Tara is verifying with GreenPlay if they can be here a day early. Tracy suggested having Zoom meetings with the department heads. Tara will follow up. We received the first GreenPlay bill that will be processed tomorrow. It is due May 1st and is for \$3,388.00.

New Business – Lynne and the insurance company are reviewing to verify that our background check policy is adequate and are looking for continuity in all departments. We will be using the State Police for State checks and still use our current provider for the remainder. It was brought up that there is a new State requirement for all Child Care providers be fingerprinted. We are not a licensed child care provider – our programs are considered recreation programs.

Vermont Systems – our in-house software to run the recreation department – Notified us that we have to upgrade the version we have. ETS, our credit card processor, may not have a platform after May 31st. The Vermont Systems upgrade is part of our contract so will not cost us anything but we may lose ETS capabilities when the upgrade happens. Tara will research a change in processors to keep the upgrade seamless.

We still need two alternate members for the Recreation Commission.

Meeting schedule – see attached – We will not meet in July. Budget season is starting early so Tara will try to have it available in June.

Fishing Derby is May 5th. We have Waste Management as a \$500 sponsor, TurboCam as a \$200 sponsor which is new.

Preschool Prom is May 19th.

Playground Bids – See attached

We received four bids. Tara did a comparison so we could compare apples to apples. Play value needs to be a consideration in the decision. Discussion was held on all of the bids. Dennis suggested that we should communicate out the plan for the playground and how compliance dictates the number of structures we can install. Discussion was held on a possible plaque dedicating the playground to the volunteers who installed the original playground in 1997. We could have a ribbon cutting and dedication when the new playground opens. Tara will look into how sound the Calef Building is to see if we can save it as a shade structure for the birthday party area. The groundwork includes putting in drainage and will run between \$10,000.00 and \$15,000.00. There is additional groundwork that Peter Cook says will need to be done before installation. Work on ADA compliance with possible paving of the

road and putting in drainage around it to catch the water before it goes onto the playground. The embankment will be changed but will be wheelchair accessible. Peter is comfortable that it can be done before the installation. June 1st was Tara's original goal but the ultimate date is June 23, 2018. Delivery is 3-4 weeks from order and install takes 3-5 days.

Steve motioned to accept the Ultiplay bid for our new playground with adding more swings and removing the Cozy Cocoon. Jill seconded the motion and it was voted on unanimously. Ultiplay was chosen due to the cost, play value, look and number of ADA accessible structures.

Jill motioned that we allow Tara to spend up to but no more than \$5,000.00 to add more swings. Steve seconded the motion and it was voted on unanimously.

We will keep the fence with the names on it and the bricks with names on them. Tara likes the divide between age appropriate areas because it helps during summer camp to ensure that toddlers can still use their area. Shade structures in addition to the equipment would run around \$75,000.00. Suggested to use paper and yellow birch trees because they would use the water and create natural shade structures. There is a 5-year growth though.

We will meet with the Select Board on Monday, April 23, 2018 to present the plan for the playground. Jill will not be available for that meeting.

The next meeting is Monday, May 21, 2018 at 6:00 p.m.

The meeting was found in good order and was adjourned at 8:46 p.m.