

Barrington Recreation Commission

Monthly Meeting Minutes

Monday, June 18, 2018

PRESENT: Tara Barker, Dennis Haug, Jim Noble, Steve Graves, Jill Hilfiker and Lisa Allis

Guest: Dale Sylvia, Doug Langdon

The meeting was called to order at 6:01 p.m.

Dale Sylvia and Doug Langdon are attending due to interest in being our two alternates for the Recreation Commission. Dale was voted in by the commission the last meeting and we will vote on Doug at the end of this meeting.

Meeting minutes for 2/12/18, 3/12/18 and 3/19/18 approved and signed. Jill motioned to accept these minutes as written, Steve seconded the motion and it was voted on unanimously. Meeting minutes for 5/21/2018 were signed and approved. Dennis motioned to accept the minutes as written, Steve seconded the motion and it was voted on unanimously. The draft of the minutes is kept at the recreation department, the Town Hall and is put up on the website. Stacy will put the final copy up within the next day or two.

Steve asked when the payment for Recreation apparel is due. Tara will verify with Jessie and let the board know. Another order will be placed for those who missed this order and the new commissioners.

The program report will be tabled until the next meeting.

Financial Report – see attached. The May Revolving fund beginning balance was \$837,549.41 and the ending balance was \$766,332.56. \$142,519.21 was withdrawn for the 2017 4<sup>th</sup> quarter 2017 bill of \$72,267.83 and the 1<sup>st</sup> quarter 2018 bill of \$69,251.38. Tara has added the future expenses through 2030 to show that funds are spoken for to the tune of \$589,750.00. Some of the items on the list may change based on the needs assessment and strategic plan being done in 2018. The 2018 column cut off when the report printed so Tara will print a new one and send it out. A new server is on the list as \$4,000.00 but Tara believes it will cost more than has been budgeted. The new server, needs assessment and strategic plan, playground and playground maintenance plan are already committed to. Resurfacing the gym floor is on the docket for the fall of 2019 at this time. Tara will research flooring prices and timing between summer camp and fall programming and have the information when we are ready to go out to bid. The playground will be completed this week. Tara will make the corrections to the report for the next meeting. Dennis motioned that we will not accept the report at this time, Steve seconded the motion and it was voted on unanimously.

Department transportation may need to be moved further up on the list of items due to new federal laws that have been put in place already. The law is that no 14 or 15-year-old employee may ride on a school bus without seat belts. RSA 265 Section 107. Jim pulled up the RSA and feels that there may be an exception that covers recreation. Tara will research the information and e-mail the commission. Recreation professionals are already starting to talk to State Representatives, to write letters and even sending a group to D.C. this year regarding the new law. We do need to follow the rules for this year so the 21 employees affected will stay behind on the 2018 field trips. Tara is talking with the Nottingham

Recreation Department to have those employees transported to the end of year field trip since it is a whole camp trip to White Lake. We will need one more van for this trip to get everyone there. We currently use Dale transportation for all of our trips. A private company is costlier.

The question on whether the quarterly bill should be signed off on by the recreation commission before the transfer is completed was taken to John Scruton. Tara received an answer today that going forward the quarterly bill will be processed the same as all other invoices. Jill requested that we ask for the detailed backup with the quarterly bill, including salaries and benefits break downs so that we are sure of what we are signing off on. Tara will do a trial run with Vermont Systems expense module to help keep track of all of the expenses.

The Vermont Systems and ETS update was supposed to be an easy process and be completed by the end of May. The update brought the system down and left the department unable to accept credit card payments. As of today we are able to accept credit cards again so will start taking payments tomorrow. The update failed due to server and software issues. Our current server is 7 years old. Our IT company wants us to upgrade and keep up with the times. Tara would like to have a new server purchased within a month but John Scruton would like to wait until the fall because the town may change IT companies. Tara has worked well with Seacoast Computers and would like them to install a new server. The town is considering a change in companies due to a dip in customer service since Seacoast Computer lost one of their employees. Tara will get a quote on the server and talk with John Scruton for recommendations.

The playground installation started today. It was a long hot day. Tara is meeting with the crew after this meeting. The installation will be completed by Thursday but the structures cannot be played on until Monday. The school maintenance department is getting a quote on the timbers to surround the playground. The Calef's Store was successfully moved with a few bee stings and an emergency room visit – one of the highway employees is allergic to bees. The fire truck was also moved. Tara and Peter will look at it next week to see what we can do with it. The bricks and stones are staying where they are. One of the gold name plates came off, Deb is polishing it and will replace it. Deb has a planer and is using it to touch up the slats from the old fencing to be reused in the new playground. She wants to stain them to match the color of the town trail signs. A decision has not been made yet on the placement of the fence but the pictures were also saved to be used in the new playground. Stacy and Tara are working on a press release to let the community know that the playground is closed. The police department is already aware and we are surrounding it with caution tape.

The Needs Assessment and Strategic Plan focus group information was e-mailed. Jill asked that they clarify the first sentences to include more than town staff. The focus groups went well, though it was a long day. The meeting with the department heads showed that the other departments are not clear on what the Recreation Staff does.

We have not heard anything on the new Library update this month.

Tara brought up the need for a Secretary for the Recreation Commission to take minutes and have them typed up and in place within five days of the meetings. The discussion will be tabled until the next meeting.

#### New Business:

At the last department head meeting John Scruton let everyone know that the Select Board has decided to move forward with hiring two interns to work in the Deputy Town Administrator position for the summer and fall and then will choose one of them to fill the position until John Scruton's retirement.

John Scruton said that he does not agree with this decision and there is nowhere to seat them. He mentioned putting a table in the Recreation office or Library. Tara told John Scruton that if an intern was in the Recreation office, that she would have him/her learn the Recreation operation. The Select Board is looking for candidates with a Master's degree or PHD.

Budget season starts next month. The next meeting on July 16, 2018 will be solely for budget information. Tara will send a copy of the revised budget draft one week prior to the meeting. Not much is changing from last year and Tara does not foresee a lot of change coming from the Select Board.

Dale asked if the Recreation Commission feels that there is a conflict of interest in him being on the commission and on the ABC. There was some discussion resulting on the fact that we do not think so but will take it to the BOS on Monday.

Jill and Tara have a joint endeavor with essential oils. Money that Jill makes is tied to what Tara does. Jill asked if the Recreation Commission sees a conflict there. Discussion came to the resolution that there is not conflict since there are more people on the commission and Jill can be recused from voting if need be.

Doug Langdon has applied to be an alternate on the Recreation Commission. Doug has participated in our programs for years and was a member of the ABC and School Board. Tara believes that Doug would bring a different perspective to the group and would be a good addition. Jill motioned to accept Doug as an alternate on the commission, Dennis seconded the motion and it was voted on unanimously. We are on the agenda for the Select Board meeting on Monday at 6:30 at the ECLC building to have Dale and Doug approved for the commission.

The next meeting is Monday, July 16, 2018 at 6:00 p.m.

The meeting was found in good order and was adjourned at 7:36 p.m.