

Barrington Recreation Commission

Monthly Meeting Minutes

Monday, March 19, 2018

PRESENT: Tara Barker, Jessie Tennis, Jill Hilfiker, Jim Noble, Steve Graves and Lisa Allis

Guests Present: Dennis Haug and Adam Bossi, with Dave Peterson and Cindy Heath on a conference call

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

Meeting to start the kickoff for the Needs assessment with GreenPlay. Started with introductions on those present and on the telephone.

Reviewed agenda – see attached

We are gearing up to gather information which starts with the project vision – straight from the RFP – see attached. Need to list critical success factors. Community outreach – develop a strategy on how to reach the hard to reach groups, such as the senior population and the non-social media group, and people without children. We did just host a beer tour and 75% of the attendees were new to our programs.

Level of services performance measures – program facilities analysis, potential partnerships – groups, churches, snow mobile group, Major Waldron range, American Legion, Waste Management, Nippo Lake Golf Course etc. – are groups to reach out to. Groups not related to town recreations, private and or quasi-private groups.

Gap Analysis – Dave at Design Concepts will look at areas of town without recreation opportunities easily accessible and what is acceptable as accessibility.

Feasibility & Implementation

7 year strategic plan

The RFP talked about prioritized timeline to follow which is the key thing that Tara and the Recreation Commission will use for the goals.

Adam Bossi is our day to day contact, Cindy Heath is handling community engagement and Dave Peterson is doing the site work, Chris at the survey company (RRC) will handle data analytics.

Need to compile a list of groups to talk to and keep informed and ultimately obtain approval from. The Recreation Commission and the Select Board are to be kept in the loop and the Recreation Commission is authorized to make the decisions. The final plan will be presented to the Select Board. The Planning Board and Conservation Commission should also be involved.

Contracting/billing/monthly progress – the first of the month GreenPlay will pull together a progress report to keep everyone informed as to where the project is at. It will be a simple document listing accomplishments over the prior 30 days and goals for the next 30 days. Their office manager sends the

invoices around the 10th of the month. Jim requested a sample progress report and sample invoice from GreenPlay.

This is an 8 month project. Tara is supplying the background information requested by GreenPlay – park sites, staffing levels, program inventory list, etc. They will also need a comprehensive look at key demographic factors such as population, # of households, ethnicities, etc.

Current trends in Southern New Hampshire are beer tours, curling program, outdoor activities – nature based, hiking, fishing, kayaking, hunting, Nature's Steppingstones, Timbernook, snow mobiling, ATV riding, ice fishing

Current Sports Leagues – Men's basketball, Pickle ball, need a softball league for adults and disc golf. The Barrington Youth Association handles youth baseball and softball programs.

Public outreach/Community engagement and survey – nothing has been done for this in the past few years.

Work on teenage/middle school age group programming

There are no known divides or special boundaries used in breaking up the town into sections.

Raised the possibility of providing a welcome packet at the Town Hall for new residents. The Town Common is our town newsletter that is distributed electronically to the e-mail addresses on file.

Adam and Cindy will come in to town for two full days for the Community Engagement for an introduction to the good, the bad and the ugly. They will see the sites in town and plan a series of meetings 60-90 minutes long to obtain information. We will send invitations on who they should talk to and will need R.S.V.P.'s. Do not segregate the groups – many conversations come through mingling groups. After the meetings there will be a public meeting with the Recreation Commission for a down and dirty recap of what was heard. GreenPlay will distill the information down to the key ideas and will share the notes with Chris to pull together a survey. There will be two surveys done – the same questions but one will be a random hard copy mailing of 1000-1500 households. The second will be an online survey open to all. The sets of responses are kept separate; there is usually a 10% response rate for mailings. The online survey will go out a few weeks after the mailing. There is a place to stop multiple submissions for the online survey. The two surveys are generally consistent in answers.

A good number of people for the focus groups is 8-15 people. We need to set the date for community and staff engagement 4-6 weeks from now on a Wednesday or Thursday. The surveys take 6-8 weeks soup to nuts for the process, 2 weeks to prepare, 2 weeks mailer, 2 weeks or longer online. May 8th & 9th would be the first choice for the focus groups and May 15th & 16th will be the second choice. Adam will confirm the dates with Cindy and Dave.

Tara will e-mail the Master Planning Keys to Success and the Guidelines to Hosting Focus Groups to the Recreation Commission.

Lisa, Tara and Jessie opened the playground bids today:

NE Playground \$149,500

Kompan \$144,962

Miracle \$149,646

Ultiplay \$142,431

Tara will compile a comparison of all of the plans. There is a 6-8 week lead time to order the equipment.

The next meeting is Monday, April 16, 2017 at 6:00 p.m.

The meeting was found in good order and was adjourned at 8:00 p.m.