



APPROVED

Barrington, NH Recreation Commission Minutes

December 21st, 2020

Present: Doug Langdon, Dale Sylvia, Steve Graves, Hildi Ahee Alex McCormack-Kuhman, and Sarah Bailey. Jim Noble called into the meeting via Microsoft Teams.

Guests:

Select Board Liaison: Not in attendance

Absent:

Call To Order: Dale Sylvia called the meeting to order at 6:07PM, Steve Seconded, vote unanimous.

Old Business: Doug motioned to approve the November 16th minutes, Dale seconded, vote unanimous

New Business:

Dale took the opening moments to welcome Hildi Ahee to the recreation commission.

Revolving Fund Report: Jessie provided the commission an update on the revolving fund current balance after the month of November.

Beginning balance - \$551,926.90

Ending balance - \$532,431.87

Jessie and Doug informed Hildi of the differences between the revolving fund and operating budget and how they are utilized in the department. Jessie also explained how the commission has taken all line items other than employee wages, benefits and earned time buyout from the operating budget and covering them through the revolving fund for this budget year. This agreement will be reviewed for the 2021 year.

Jessie informed the commission that the revolving fund ending balance is lower than projected due to cancellations in our before and after school program due to COVID-19 in the schools. Due to these shutdowns we have suspended payments for some families affected by this if they cannot attend the program.

Program Report: Jessie reviewed the program participation report for November. Numbers are far lower than years past due to cancellations of Zumba, Yoga, Pilates, and Rumpus Room due to COVID-19. Our Kid's Day Off camps have also been cancelled due low enrollment. Sarah explained to Hildi what these programs normally consist of and the demographics they serve in the community. Sarah also spoke to our staffing situation and how we will need to acquire more before and after school staff in order to increase numbers in the spring as we have planned.

Doug inquired about the youth programs and drop-in programs such as rumpus room and if they are formally reviewed to adjust costs and scope of the programs. Jessie responded stating there isn't a formal review process for programs on whether they will be discontinued. Jessie stated she will traditionally give programs around two years to gain steam before assessing cancellation. Jessie shared

she will be creating policies to review programs on a fixed schedule. Sarah updated the commission on our staffing needs for our other drop-in programs and how we are still searching for an Evening and Weekend supervisor.

Jessie gave the commission an update on the 2021 operating budget. She shared that the Select board was very appreciative of the rec commission offering to move all line items other than employee wages, benefits, and earned time buyout to the revolving fund for this budget season. Jessie made clear this was a one-year agreement only and it will be reviewed in 2021. Jessie informed the commission we currently have a remaining \$130 in the Dues and Fees line item. Upon speaking with Connor to determine how these funds could be allocated, we plan to use this money to join the Barrington chamber of commerce.

Jessie let the commission know of the positions that will soon be vacant in the office. These positions include the Maintenance position, evening/weekend supervisor and the ASK site supervisor. Jessie said that she has been working with Jim Towle on finding a replacement for the maintenance position. Doug asked if we have a job listing for the maintenance position and description ready to be posted - Jessie confirmed we do. Jessie shared we currently are not advertising for the Evening/Weekend Supervisor as we do not have an adequate number of active programs to fill the positions contracted hours. The ASK Site Supervisor position is also open – our current supervisor will serve her last day at the program on Wednesday, December 23rd, but will perform her scheduled program hours until December 31st. Jessie stated filling this position is very time sensitive as we will need a replacement when the program commences on January 4th.

Jessie informed the commission of our suggested updates to our Rectrac platform by Vermont Systems. Our current version of the platform is outdated, and we have encountered multiple issues in the past 6 months. Jessie and Sarah have been conducting research on different systems to replace our current platform as well as inquiring the costs of updating our current Rectrac system. When Jessie and Sarah previously contacted Vermont Systems regarding an update, they provided a very large quote that would not be in our departments best interest to pursue. Upon speaking with Vermont Systems on December 21st, a new quote, far lower than the previous, was provided to the department. Jessie and Sarah have also explored two systems utilized by other local recreation departments: Recdesk and Civic Rec. Upon the inspection of all three systems and their functionality, Jessie believes an Update to our current Rectrac system would best serve the needs of the department. Jessie and the commission reviewed the new quotes provided by Vermont Systems. The quote provided consists of a one-time \$4600 cost for the migration of the system along with a \$680 optional charge to add SMS capabilities. Dale inquired about our current annual cost for the Rectrac software. Sarah confirmed this annual cost has always been around \$4600, but made it clear the \$4600 quote provided by Vermont Systems would be additional to this annual fee.

Jessie shared we have started thinking about summer camp and how we will present our plans to the commission. Jessie let them know that with two new summer camp options in town, one at the Journey Church and the other at Barrington Village School, we may not have as extensive of a waitlist as years past. Once we have our plans set in stone, we will present to the commission

Sarah updated the commission on the New Hampshire Empower Youth Grant. Sarah has worked with Connor and Amy to appropriately accept these funds.

Alex gave an update on the November programming including youth floor hockey and lacrosse, which wrapped up on December 5th. Our final week was scheduled for December 12th but due to COVID cases at the elementary school we needed to cancel. Alex and the commission discussed drop in programs, men's basketball in particular, and how we are ensuring contract tracing and proper mask use. Alex will be increasing the policing of sign ins and mask wearing during the program. Alex informed the commission that our youth basketball registration is now open. The start date for this program is set for January 4th.

Jessie discussed the Redemption rd. lot and shared the departments thoughts on how we would utilize the land if we choose to pursue it. Jessie mentioned coordinating with the library to create a joint building in this space. Jessie ensured this is the very early stages of this project and wanted to get the commission thinking about the project before our January commission meeting. This is a topic that we will revisit in our January and February commission meetings. Doug shared his current opinions on the project and feels that a collaboration with the library would be detrimental to the recreation department. This opinion is based upon the understanding of the lengthy process the library has been through in attempting to approve constructing a new building. Jessie informed the commission we would need to put out a Warrant Article for this project. Sarah also compared this project to the construction of other local recreation departments in the scope of cost. Hildi inquired on the current library building situation, which Jessie confirmed was put on hold due to COVID 19. Jessie explained her reasoning behind wanting to partner with the library on the project and the perks associated with it. Steve feels the construction of a new building should be avoided and we should continue pursuing an addition on to the current building. He suggests still pursuing the land to secure space for new fields, pavilions, etc. but keeping our current office building, to avoid a massive construction cost. Dale proposed having one extra meeting in January to speak on this topic specifically. The commission has agreed to schedule a work session for January 15th at 9AM.

Jessie shared a new policy document regarding the revolving fund bills submission. The new policy states that two commission members must come to the recreation offices between 12PM Tuesday and 12PM Thursday to sign bills. This will ensure we have acquired those signatures before the Thursday deadline in which they must be submitted to the town offices. If two signatures are not acquired by Thursday at noon, the director will submit the bills without the commission s signature to meet that deadline. Steve and Hildi inquired about having commission members sign bills electronically. Hildi and Doug both shared platforms they have utilized in the past for virtual signatures. Jessie stated she was not opposed to this idea as long as we can find a secure platform to utilize. Jim mentioned that he recalls a conversation with Connor, where he stated that bills could not be signed electronically. Jessie and the commission have agreed to inquire about this with Connor. Jessie stated she will attempt to create each commission member a town email account to send all important documents to, regardless if they will sign bills electronically or not.

Jessie revisited the formal revolving fund employee review which was discussed at the August commission meeting. Jessie has utilized the form found in the town employee handbook, which she feels is adequate to apply to our own department. This employee review will be completed for the Program Coordinator, Evening & Weekend Supervisor, Before and After School Care Site Supervisors, Maintenance positions. Steve inquired on whether there is documentation on how employees could report negative behavior to individuals higher than the Director. Jessie confirmed that all employees are prompted to report such behaviors to either a commission member or the town administrator.

Non-Public For Reputation: Dale made a motion to go non-public, Doug seconded the motion, vote unanimous.

Dale made a motion to exit non-public, Steve seconded, vote unanimous.

Dale made a motion to seal the non-public minutes based on reputation, Doug seconded, Vote unanimous.

Jessie asked the commission if we want to move our commission meetings to virtual meetings. The commission and rec department agreed that it is up to the individual if they would prefer to virtually join the meeting or be in person.

Dale Motioned to end the meeting at 8:13 PM, Doug seconded, Vote unanimous.

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