

NORTH MANCHESTER PARK AND RECREATION BOARD

October 30, 2019

MINUTES

The North Manchester Parks & Recreation Board met in regular session at the Strauss-Peabody Aquatic and Fitness Center Conference Room. Members present: Vice-President Jack Vineyard (21), Rick Espeset (20), Becky Kreps (22) and Bobbi Lautzenheiser (23). Also present were Jennifer Hotchkiss (Director) and Linda Miller (Assistant Director).

CALL TO ORDER

Jack Vineyard called the meeting to order at 6:01 p.m.

VISITOR COMMENTS

There were none.

MINUTES

Minutes from the September 25, 2019 Regular Meeting were presented for approval. Motion for approval as presented was approved by consensus.

MAINTENANCE REPORT

The Maintenance Report was reviewed. (Copy attached)

DIRECTOR REPORT

The Director's Report was reviewed. (Copy attached).

MRA REPORT

Jack gave a verbal report, highlighting that the MRA Board has finished the revision of by-laws, sent out a second survey to 27 coaches with only 10 responding back, discussed the possibility of moving the season start date to May, collecting final quotes for crowning two fields and working on locating the sources of water leaks in the underground system (bill was over \$1,000).

TREASURER'S REPORT AND BILL PAYMENTS

Claims and Allowance Docket

The October Claims and Allowance Docket in the amount of \$51,596.66 was reviewed. Motion to approve the October Claims and Allowance Docket in the amount of \$51,596.66 (RE/BK) was passed by a voice vote of members present.

Monthly Park and Recreation Financial Reports

The October Claims Summary, Utility Comparison Report, September Expense Report and September Revenue Report were reviewed.

UNFINISHED BUSINESS

Splash

Jennifer spoke with Mel this morning and he will be trying to set up a meeting between Dan and Weebe Naragon, Steve Hammer and the Park Board to come up with a brochure to distribute to local financial planners so that individuals may give IRA contributions to the Splash Fund.

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NEW BUSINESS

Job Description

Jennifer reported that since we now have a full-time position open which was created when Marie left, and learning that Denise will be retiring in a year and a half, she decided it would be best to create a new position and job description for an Assistant Park Facilities Manager. This person will train and work alongside Denise for the next year and half with the intent of taking over when she retires. Jennifer noted that the Park Board has always approved the job descriptions. She also reported that we are not in a hurry to fill the position right now, but want to make sure we take our time and hire the right person. She also informed the board that she discussed this decision with Adam Penrod and Carrie Mugford. After some discussion, the board recommended that Jennifer have Matt Mize, Town Attorney look over the job description and give his recommendations. This item was tabled until the November meeting.

COMMENTS AND QUESTIONS

There were none.

ADJOURNMENT

Meeting was adjourned at 6:26 p.m.

APPROVED _____

Mel Sautter, President

Jack Vineyard, Vice President

Becky Kreps, Member

Bobbi Lautzenheiser, Member

Rick Espeset, Member