

NORTH MANCHESTER PARK AND RECREATION BOARD

February 26, 2020

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 (21) and Bobbi Lautzenheiser (23). Also present were Jennifer Hotchkiss (Director), Linda Miller (Assistant Director) and Adam Penrod (Town Manager).

CALL TO ORDER

Jack Vineyard called the meeting to order at 4:30 p.m.

VISITOR COMMENTS

There were none.

MINUTES

Minutes from the January 29, 2020 Regular Meeting were presented for approval. Motion for approval as presented (RE/BL) was passed by a voice vote of members present.

MAINTENANCE REPORT

The Maintenance Report was reviewed. (Copy attached)

DIRECTOR REPORT

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

MRA REPORT

Jack had nothing new to report for the MRA Board. They will be meeting this evening.

TREASURER'S REPORT AND BILL PAYMENTS

Claims and Allowance Docket

The February Claims and Allowance Docket in the amount of \$61,601.57 was reviewed. Motion to approve the February Claims and Allowance Docket in the amount of \$61,601.57 (BL/RE) was passed by a voice vote of members present.

Monthly Park and Recreation Financial Reports

The February Claims Summary, Utility Comparison Report and January Revenue Report were reviewed.

UNFINISHED BUSINESS

Splash

No update was available.

Job Description

Jennifer informed the board that they found a small change that needs to be made to the Assistant Park Facilities Manager job description. It currently states that position reports to the Director, and it should be Park Facilities Manager. Motion made to approve the change to the Assistant Park Facilities Manager job description, stating that position will report to the Park Facilities Manager instead of the Director (BL/RE) was passed by a voice vote of members present.

NEW BUSINESS

Master Plan Projects

At last month’s meeting, Mel brought up questions about what projects we wanted to work on for the coming year. Jennifer made copies of the Action Plan which was included in the 5-year Master Plan effective in 2016. She crossed out the Maple Park projects since that is now gone and highlighted in gray the three items that have been completed, which are built the new maintenance building, renovated the basketball court at Town life Center and hired a full-time maintenance laborer. She stated that there are several projects that can be completed at Frantz Park, including putting in a parking area, sidewalks, building a pavilion (there is no shade and a concrete slab is already there), updating the sign and getting the park ADA compliant. Warvel Park needs grill stations and the Scout Hall building needs renovated. Jennifer stated that originally, projects were prioritized by year, but that could be changed. She encouraged board members to take the plan home to prioritize and/or add projects. They will discuss and share at the next meeting.

COMMENTS AND QUESTIONS

There were none.

ADJOURNMENT

Meeting was adjourned at 5:01 p.m.

APPROVED _____

Mel Sautter, President

Jack Vineyard, Vice-President

Becky Kreps, Member

Bobbi Lautzenheiser, Member

Rick Espeset, Member