

## **NORTH MANCHESTER PARK AND RECREATION BOARD**

October 4, 2021

### **MINUTES**

The North Manchester Parks & Recreation Board met in regular session at the Strauss-Peabody Aquatic and Fitness Center Conference Room. Members present: President Mel Sautter (24), Jack Vineyard (25), Rick Espeset (22), Becky Kreps (22) and Bobbi Lautzenheiser (23). Also present were Jennifer Hotchkiss (Director) and Linda Miller (Assistant Director).

#### **CALL TO ORDER**

Mel Sautter called the meeting to order at 6:00 p.m.

#### **VISITOR COMMENTS**

There were none.

#### **MINUTES**

Minutes from the August 25, 2021 Regular Meeting were presented for approval. Motion for approval (BL/BK) 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**

There was nothing new to report.

#### **TREASURER'S REPORT AND BILL PAYMENTS**

##### **Claims and Allowance Docket**

The September Claims and Allowance Docket in the amount of \$53,428.70 was reviewed. Motion to approve the September Claims and Allowance Docket in the amount of \$53,428.70 (JV/BL) was passed by a voice vote of members present.

##### **Monthly Park and Recreation Financial Reports**

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

#### **UNFINISHED BUSINESS**

##### **Splash**

There was nothing new to report at this time.

##### **Dog Park**

Jennifer will be meeting with Snep Signs and Johnson Engraving on Thursday, to get the sign process going so she can start seeking donations. The sign will include various sizes of bones for donor categories. Town Council would like to see around \$10,000 raised.

##### **Tenth Anniversary**

Jennifer informed the board that for the 10<sup>th</sup> Anniversary celebration, memberships purchased in December will be discounted an additional 10%. She also plans to order some giveaway items.

##### **Ogan's Landing Canoe Launch**

Jennifer informed the board that Gaunt & Sons will not be installing the new canoe launch until spring of 2022, when they begin sidewalks and other curbing projects. She also reported that Town Council has decided to proceed with building a large pavilion at Ogan's Landing. Both Jennifer and Mel are on the planning committee for this project.

## **NEW BUSINESS**

### **TLC – Town Life Center**

Jennifer informed the board that Ann Myers, who has managed the Town Life Center for the past 11 years, is retiring at the end of the year. Jennifer met with Adam and Carrie to discuss the feasibility of taking over those responsibilities.

### **Aquatics Position**

Jennifer presented a job description for a new full-time Aquatics Coordinator and discussed the responsibilities of the position. After a lengthy discussion, motion to approve the job description and hiring of a full-time Aquatics Coordinator at \$17.00 an hour based on 40 hours per week (BK/JV) was passed by a voice vote of members present. After further discussion and amendment, motion was adopted to approve the job description and hiring of a full-time Aquatics Coordinator at a yearly salary of \$35,000 plus benefits (JV/BL) was passed by a voice vote of members present.

## **COMMENTS AND QUESTIONS**

There were none.

## **ADJOURNMENT**

Meeting was adjourned at 6:55 p.m.

APPROVED \_\_\_\_\_

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Mel Sautter, President

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Jack Vineyard, Vice-President

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Becky Kreps, Member

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Bobbi Lautzenheiser, Member

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Rick Espeset, Member