

# **NORTH MANCHESTER PARK AND RECREATION BOARD**

July 29, 2015

## **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 Mel Sautter (16), Mandy Fierstos (18) and Maurine Reed (19). Also present were Jennifer Hotchkiss (Director), Linda Miller (Assistant Director), Pat Brown (Site Scapes) and Dave Schoeff (Town Manager).

### **CALL TO ORDER**

Vice-President Mel Sautter called the meeting to order at 6:04 p.m.

### **VISITOR COMMENTS**

There were none.

### **MINUTES**

Minutes from the June 24, 2015 Regular Meeting were presented for approval. Motion for approval as presented (MF/MR) was passed by a voice vote of members present. Due to lack of quorum, the minutes from the May 20, 2015 Executive Session will be presented for approval at the August meeting.

### **BUILDING UPDATE**

The Building Update Report was included in the Director's Report. (Copy attached).

### **MAINTENANCE REPORT**

The Maintenance Report was reviewed. (Copy attached).

### **DIRECTOR REPORT**

The Director Report was reviewed and discussed. (Copy attached). Jennifer spoke to the board about making a decision to either cancel or continue the KIFF (Keeping Indoor Fitness Fun) After-School Program for the 2015-16 school year. We lost our funding for this program in 2014. At that time, the board felt we should finish out the current school year. Jennifer noted that the attendance in the program was small and varied daily from 0-4 kids. The cost to pay the instructor is \$22.50 per day which would be 4.5 children attending each day. In addition, we provide snacks and drinks. Jennifer feels our small town cannot sustain two such programs, as Manchester Elementary School also offers an after school program. After a lengthy discussion, it was the consensus of the board that we discontinue our program.

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

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

The July Claims and Allowance Docket in the amount of \$51,537.03 was reviewed. Motion to approve the July Claims and Allowance Docket in the amount of \$51,537.03 (MR/MF) was passed by a voice vote of members present.

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

The July Claims Summary, June Revenue Report and June Utility Comparison Report were reviewed.

### **UNFINISHED BUSINESS**

#### **Maintenance Building Update**

The Maintenance Building Update was included in the Director's Report. (Copy attached).

**SPLASH Board Update**

Jennifer reported that the SPLASH Board is currently busy selling raffle tickets for the upcoming FunFest Duck Race.

**NEW BUSINESS**

**Master Plan**

Jennifer informed the board that the Town has found funding for the Parks & Recreation Department's 5-Year (2016-2020) Master Plan. Pat Brown of Site Scapes reviewed the Master Plan process and overall project schedule with the board. He also went over a draft of the Public Survey. If anyone has changes they think need to be made, please get with Jennifer in the next day or so. Pat will report back to the board at the September 26th Park Board Meeting.

**COMMENTS AND QUESTIONS**

**ADJOURNMENT**

Meeting was adjourned at 6:50 p.m.

APPROVED \_\_\_\_\_

\_\_\_\_\_  
Brady Burgess, President

\_\_\_\_\_  
Mel Sautter, Vice President

\_\_\_\_\_  
Mandy Fierstos, Member

\_\_\_\_\_  
Maurine Reed, Member

\_\_\_\_\_  
Tim McLaughlin, Member