

MOULTONBOROUGH RECREATION DEPARTMENT

ADVISORY BOARD

Mission Statement

The mission of the Advisory Board to the Moultonborough Recreation Department is to provide the public a standard of excellence in programs and services in a cooperative spirit that encourages participation in recreation, sport and leisure activities, while carefully promoting and utilizing recreational resources and facilities available in the community.

Purpose

The principal function of the Advisory Board is to serve as a communication bridge between the Recreation Director, the Board of Selectmen and the Community and to promote programs and services to encourage support from our community through input and participation.

DRAFT MINUTES

September 12, 2011

Present: Al Hume, Carla Taylor, Chris Shipp, Harry Blood, Michael Branley, Carla Taylor, Community

Members: Allan, Nancy. Excused with Notice: Morgen Gillis

- I. CALL TO ORDER: Al called the Meeting to Order at 7:00 p.m.
- II. PLEDGE OF ALLEGIANCE
- III. REVIEW/APPROVE MINUTES: Carla made the motion to approve the minutes, Celeste seconded the Motion. Approved.
- IV. NEW BUSINESS
 - a) RSA Right to Know Law: Al read the law and reminded all that we need to get the minutes up within 5 business days. July Minutes did not get done in time. Celeste was informed she can post her draft notes if need be until regular Draft is finished.
 - b) Al would like to have the Board send a letter of condolence to Mel Borrin's family. Celeste will draft. Al will get signed by all.
 - c) Presentation by Michael Branley: Mike started by handing out an Afterschool and Athletics survey. (All documents are on file at the MRD.) He is making his major presentation Thursday and wants to touch on major points to the RAB tonight. He then handed out a flow chart draft titled Current Picture. The salaries listed are projected by Kay Parinelli assuming they fill all positions. They are effective after Harry retires and no benefits were calculated into picture. He then handed out the "Summary of Inefficiencies" and proceeded to review them with the Board. The first inefficiency deals with the fact that the Town only has one field so it can never get critical rest and

eventually will need another rebuild. "Rest" could be a season or a year. Donna added that it usually means a year. After soccer, for example, you'd seed and aerate and rest for a year. Al asked if this process gets done now and Donna replied that it doesn't get "rest" but still does get seeded and aerated. The Town generally does it and sometimes volunteers do. Harry stated that MA has a contract for the work. Mike explained that Harry has more fields so he can rotate use. Carla asked if Mike had considered the school facilities in #1 and Mike clarified that he did not and some listed inefficiencies exist for both and some for only MA or MRD.

#2 Inefficiency deals with Gym space. This one primarily impacts MRD because they can't offer some programs but also affects the school because they have to share space. Mike's first Recommendation is to have one scheduler for all Moultonborough facilities who does all and can see the big picture. Al asked if he was recommending that one side take over and Mike explained that, no, it's not a takeover and the Scheduler should have a stake in both programs. This person could find the best fit for each program, be more flexible in filling in gaps for schedule changes and be more efficient than under current negotiations that take place between two departments.

#3 Inefficiency deals with the AD and Assistant Recreation Director: both undertake some mundane tasks that could be done by a lower paid staffer. Both of these jobs could be made significantly smaller with someone else handling website and chaperoning. See Summary for complete list.

#4 Inefficiency deals with the need for better coordination for skill building without losing the recreation department's philosophy of fun. Mike's recommendation is to combine the Athletic Director and Assistant Recreation Director Positions. He believes it would save the Town approximately \$40,000.00 in salary and \$20,000 in benefits. With Harry retiring there are three options. The Town can hire another AD, pay a teacher a stipend to take the position or use Mike's recommendation. He believes it is more desirable than hiring a teacher so the person in the position can focus only on sports and hiring another AD doesn't get an administrator away from the mundane tasks previously discussed. If the job is too big

to be shared between the school and recreation department then the Town needs to lessen expectations on the AD and not make him or her go to every game and then it will be workable. If not then the Town should hire another Athletic Director.

Recommendation #3 is to hire a 20 hour per week office clerk to answer phones, maintain website, etc...

Recommendation #4 is to shift away the facility maintenance and preparation responsibilities to someone else whether it's the Town's DPW or contracted out. Mike estimates it would cost \$7,500 based on what Harry says he does in prep work.

Recommendation #5 adds seasonal game assistants. The cost would be roughly the same for three people in total (one per season) or one for the entire year. Mike believes it will be a benefit regardless.

Inefficiency #5: The only example Mike found of anything even bordering on a duplication of services is that MCS and MRD both provide after school programs. He could not find any room for a merger.

Mike then handed out his proposal. The Salary savings is not significant. It would be approximately \$16,000 plus cutting out another person worth about 20,000 so savings would be \$36,000. But under this proposal he stated that there would be more consistency, accountability, and better cohesion. While he is aware it wouldn't be easy it would be worth it for the efficiency.

Mike then asked if anyone had any questions and Chris asked if he had experience with _____ (?) Mike replied that he did not but is in graduate school for management. Chris then questioned if the town and school don't agree with the new Director's decisions couldn't one potentially fire the person and we could end up with two. Mike agrees that the potential is there and ended his presentation.

Community Member Nancy stated that she noticed nothing about Tecumseh but Harry said that door wasn't closed so asked if that is still in the plans. Mike explained that he only used what is currently in use. He's not charged with trying to find fields or buildings. Al then asked Harry and Donna to comment. Harry started by agreeing the scheduling piece makes sense but [the new Sport and Athletic Director position] might be a lot for one person. The person has to have an understanding of recreation, middle and high school level sports. Harry has an understanding through 25 years of experience of working with Donna and someone new may not. He has a real concern where the state of sports is now and you really need supervision for practices and games. At the Volleyball game from Friday night for instance, between games 2 and 3, another coach had a problem with fan sportsmanship so Harry had to speak to the student body and what happens if there's no administrator there to deal with unruly fans. What if a Referee says a fan has to leave the event? Who steps in? Police generally are not at games because details are too expensive. Someone separate from the contest has to manage fans/protect officials and players. Officials' organizations also have some expectations. In Football, for example, the officials expect water and candy and a police escort after games. While he doesn't agree with it he needs to provide it just the same. Sports in general have created these expectations, not Moultonborough but it's still out there. These aspects are all part of an administrative task for sports these days. The proposed game managers may need to have more responsibility. Right now one person can't cover all sports. Even today there were 5 games in 5 sports. Today's manager drove everywhere to greet and check on people plus Harry assisted the manager while coaching his own Soccer team. The MRD is easier to manage since it's all in town so one person would work for them. And if Tecumseh could come on line somehow the scheduler would be able to use it. Al added that it's going to be tough to replace Harry. Harry reiterated that there's just a lot to do for one person. For sports in general it'd be different from how Donna runs it so would need to be figured out. It would have a different look depending on which side the person comes from, whether it's from MA or the Town. Also, overseeing of coaches' education isn't really touched upon in any of the recommendations. It's ongoing and the NHIAA just added concussion training. First Aid & CPR must be maintained and if the coaches don't do it they can't coach and someone needs to

check. You can't just show up and coach organized sports. Mike then stepped in to clarify that the coach education would still be under the SAU's supervision. The MA Principal would not interfere in the MRD and vice versa.

Carla then questioned how did Mike foresee bridging the gap between the two philosophies and Mike responded that one person can keep both philosophies and the MA Principal and MRD need to make sure it is maintained. He thinks that one person overseeing both would result in a gradual shift towards more competition and a better transition.

Donna then commented that the proposal has some possibilities but her biggest concern is the loss of the Assistant RD position. In this plan no one can step in in her absence and that needs to be tweaked in the configuration. Also, the Assistant RD chaperones all events so she's not sure how they could take place. Mike suggested cross training other assistants in the Department. Donna then continued her comment by stating that Volunteers filling coaching positions works but after school parent volunteering doesn't work. She believes the proposal is worth looking at but is a ton of responsibility on one person. She wouldn't want person to burn out within five months. In agreeing with Harry's earlier point she added that the new hire would need to know how to deal with parents, know kindergarten to varsity level issues, sportsmanship, and coach training. She's not sure the shifting is worth the savings and if the fix would make it better. It's important to keep attracting people for staffing positions and not burn them out. There are also a lot of non-sport demands being made on MRD that aspect needs to be included. Donna then commended Mike on his thoroughness and lack of bias. Harry agreed.

Al then voiced his concern that Mike has done a lot of work and the proposal seems viable if the School Board and SelectBoard agree but what if they tweak it and cherry pick from the recommendations. He believes they should accept or reject only. Mike stated that was a good point and to build on that stated that aspects of these positions are not set in stone. Mike wants to get a go ahead from the two boards and then will move forward on plan and job descriptions. However, there are a couple things worth looking into, such as maintenance and scheduling, that could be cherry picked. He reiterated that the Scheduler should have a stake in both sides. Carla then commended Mike on an outstanding job and further stated that the current model

will break down next year because Harry will be gone so he should take into consideration that you're not just replacing people. Harry agreed and added that any time a person takes over a job they'll get hammered for the first year. Mike followed up on that point by adding that in terms of implementing the proposal the best way would be to have a shadow type mentoring with Harry this year and to have a two year commitment for the person because the first year will be tough.

V. OLD BUSINESS

a.) Pep Rally: Donna explained that they couldn't pull it together with Kait leaving and that the Parent meeting is a bit of overkill so may do a parent handbook. Carla stated that she was disappointed because of all the time spent on the Code of Conduct and it needs to have meat behind it and RAB was on board for rally and we skipped our August meeting to help. It doesn't seem like we're the bridge to the community for the RD yet. Donna reiterated that things happened so quickly with losing Kait that they just couldn't do it correctly for this soccer season. The MRD will still work with RAB on everything else. She did note Carla's disappointment and will try to work with RAB to do it better. Carla offered to have the RAB help develop it. Celeste brought up that she believes it's important for the parents to hear the Rules in person each year. Harry added that his delivery is the same and mundane. His message is: until you make contact your child doesn't play. He then suggested the MRD mails out a letter well in advance with registration forms and the Code of Conduct. Donna explained that they have different rules and she is not going to kick out kids at RD level. Donna added that they will have one signed for every kid. The initial idea for a parent meeting was for a clarification for parents of what RD provides and what they don't and to voice their expectations. The MRD is working on a better delivery. Chris believes parents shouldn't have to go every season and Carla clarified that MRD does it once a year. Chris and Carla then debated whether the issue was with delivery or behavior. Chris believes it sounds like the Code is out there. Carla stated that when you hear it all in a room with other parents then the parents are reminders to each other at each event as opposed to just mailing a whole bunch of papers and it helps to teach respect and sportsmanship. Al then ended the discussion by asking for it to be included under next month's old business.

b.) Multi-child discount and registration fee waiver for coaches: Donna stated that head coaches do not have to pay for their children.

- VI. RECREATION DEPARTMENT REPORT: Donna handed it out.
- VII. CITIZEN INPUT: None
- VIII. NEXT MEETING DATE AND AGENDA: As the next scheduled meeting date falls on Columbus Day the Board decided to meet on October 17th.
- IX. ADJOURNMENT: With no further business AI adjourned the meeting at 8:25 p.m.

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