

New Durham Recreation Commission
April 21, 2011
Draft Minutes
6:30 PM New Durham School

Present:

Kristyn Bernier
Sheri Joy
Dot Viesel
Jennifer Nyman
Kellie Chase
Laura McCarthy

Absent:

Marcia Berry
Al Kohler
Sherri Brulotte

Also Present:

Leon Smith (New Durham Highway Department)

Meeting called to order at 6:30PM

Public Input:

Leon Smith of the New Durham Highway Department came to the Commission to address future ball field needs and how the Highway Department can assist the Commission. The group clarified the maintenance role of the department with regard to mowing, fertilizing, trimming and watering the fields. The group also discussed the wish list items of warning tracks for the Majors and Babe Ruth fields, sodding the infield of the Majors field. Future irrigation of all of the fields, loaming and re-seeding, and the potential of in-field mix for the Majors field. The infield mix is cost prohibitive at this time, however it is something to look toward in coming years. Other issues addressed were run-off issues from the fields and making the grassy area at the back of the Majors field a parking area. The group thanked the highway crew for their efforts with many projects over the last couple of years and their continued efforts at working with the Rec Dept. A possible work day was discussed to address some projects that might require helping hands (walking path, dugouts, etc.).

Creative Kids Club:

Laura McCarthy advised the Commission that the majority of clients are current with their invoices, and that the majority of outstanding bills are from families that are no longer attending the program.

Laura advised that she had requested the wrong printer from the group, and that the printer she needs must be an all-in-one printer. The Commission authorized Laura to use the allotted funding already approved to purchase a laser printer/copier and ink cartridges to meet the needs of the program. The cost is not to exceed \$500.00.

Dot Viesel talked about the new contract, plans for mandatory parent meetings to discuss new policy changes, and including the new principal in our plans. Dot and Sherri Brulotte have been working hard with Laura to streamline contract issues, billing and program policies.

Laura advised that she needs to hire a billing person, and Kristyn reminded her that we need a current job description of responsibilities. Laura was asked to compile this description, combining duties that the town financial officer requires and what the program requires.

Recreation Director:

Kellie Chase advised that she would be resigning from her position. When asked for a reason, she advised that while she loves the programming, interaction with the community and the autonomy she has, she is having a difficult time with the athletic programs. Specifically, Chase cited the difficulty handling coaching personnel and parent/coach issues. This takes up a considerable amount of time, and the conflicts with two specific teams this season have been stressful. Kellie stated that the administrative duties of the athletics are not an issue but rather mediating those personnel issues given the part-time status of the position.

Chase also cited that she is never able to leave work at work, since she is fielding calls at all hours for various issues. The group spoke with Kellie regarding setting limits and prioritizing what is an emergency after hours as opposed to a call that can be returned on the next work day.

After lengthy discussion, the group came to consensus with Kellie as to what the major stressors were for her. Kellie advised that she needed assistance with handling personnel issues and the conflicts with coaches and parents. The group agreed to take that role on. The group also agreed that even though Kellie had requested a phone stipend so as to only have one cell phone, she needed to be able to separate her work time from personal time.

Kellie Chase withdrew her intent to resign. The group emphasized that Kellie needed to have boundaries and set up specific times where she would be in the office to field

administrative questions from parents and coaches. The group advised that if the issue was not an emergency, people will fall into the understanding that she would get back to them on her next working day, and that the majority of these issues were not requiring of immediate responses. The reminder was made that the position is 28 hours per week and not a full time position, and that it was imperative to work within that allotted time.

Kristyn Bernier made a motion to discontinue a phone stipend and allow Kellie to purchase an unlimited track phone with no contractual commitment from Walmart with a plan in the amount of \$40.00 per month. Jennifer Nyman seconded the motion. The motion passed unanimously.

Baseball inventory continues to be an issue, and the consensus was that the team bags will no longer be left with coaches throughout the year. Inventory was not done with Minor Boys and Major Boys baseball equipment, and now items are missing. All equipment bags will be turned in at the end of the season for inventory, and the decision to allow use for non-rec baseball endeavors will be decided at the time of request. Kellie was asked to make certain that the Majors' Boys equipment was inventoried.

Kellie was asked to obtain a full and current accounting of both rec accounts (general and revolving), to include itemized expenditures and receivables. This documentation will be obtained through the town's financial officer.

Discussion of the cost to replace the 4 concession stand doors and the attached shed door occurred. Steve Mosher has given an estimate of \$2200.00 for the doors, locks and labor. Kellie was asked to provide a written itemized bill to the group. Given the need for this project to be completed, the group consensus was to vote for the expenditure in order to expedite the process.

Kristyn Bernier made a motion to expend \$2200.00 for the replacement of concession stand doors & locks (labor included). Jennie Nyman seconded the motion. Motion passed unanimously.

Meeting adjourned at 10:30PM