

ND Parks and Recreation Commission

Draft Minutes

September 30, 2015, 7:00PM

New Durham Library

Call to order 7:03PM

Present: Kristyn Bernier, Jennifer Nyman, Patti Luckern, Nichole Hunter

Excused absence: Dot Veisel

Recreation Director's report: Daycare license is current through 2016 and Nichole will be fully certified to run the program.

Soccer: The referee personnel files are missing, and Nichole will need to either look through the finance office files for them or have employees redo the forms. Nichole was advised not to spend her time looking for files that were lost by the finance office.

Concession stand hours are being filled and there have been no issues thus far. The teams are also playing Farmington and Wolfeboro in addition to league games.

Basketball clinic is being discussed with Dan Place, and basketball registrations are ready to go out.

Nichole is starting a Pre-K craft program and having educational teen hours once per week. This will be in addition to her 28 hours per week.

Nichole is looking at adding a hiking program in the spring and also cross country skiing and snowshoeing. She is also looking at fundraising ideas such as a t-shirt design and a ND night at the Weirs next summer.

With regard to the Senior Citizen Christmas dinner, if it is being held, the group discussed having Bingo for the seniors following the meal and having prizes for the attendees as the Recreation Department involvement.

PO's:

Jennifer Nyman made the motion to expend \$620.01 for the school backpack program, seconded by Doug Perkins. Motion passed unanimously.

Jennifer Nyman made the motion to expend \$720.00 for t-shirts for soccer, seconded by Doug Perkins. Motion passed unanimously.

The manifest for the July 1 through August 31 transfer had been provided and reviewed. The amount requested for the transfer from revolving fund to general fund was \$10,133.79. Kristyn Bernier made the motion to made the transfer in the amount of \$10,133.79, seconded by Patti Luckern. Motion passed unanimously. All commissioners present signed the transfer request.

Nichole wanted to thank the Highway Department for their assistance with the soccer season and for helping her move things out of the school and to the concession stand. Kristyn stated that she would like a thank you letter drafted to be sent to the local newspapers and to be read at a BOS meeting. Nichole will draft and email to the group.

Nichole was reminded that coaches receive a \$10.00 discount for each team they coach for athletic seasons. The amount is deducted from their fee.

Budget:

Kristyn reviewed the budget numbers which will be discussed with the interim TA on Oct. 1. Nichole's program numbers were also reviewed as attachments to the budget. Kristyn drafted a justification to attach as well for the Budget Committee and BOS.

PO Process:

The process for PO's has changed. The finance officer is asking only for receipts. The group advised Nichole that to keep it cleaner, she is to attach the receipt to a PO as has been the practice, with the signatures or the meeting minutes date, as well as the account from which the expenditure comes. This will make for easier research and consistency, as well as keeping it cleaner than loose receipts. There has been no written policy change from the finance office, therefore the practice we have been suing will continue. If the group signs off on the PO's, then there should be no need to sign off on

multiple sheets from the finance office. The new method duplicates effort unnecessarily. The practice of receiving the printouts and transfer requests at least 5 days before scheduled meetings so commissioners can review before signing will continue.

The chain of command for recreation employees is as follows: All part time staff report to Nichole. Nichole reports to the Commission. Any issues from the TA or BOS go through the Commission. The Commission completes evaluations, handles any disciplinary issues, requests raises and deals with staff issues.

Kristyn will be resubmitting the request for Nichole's wage adjustment again since it was not granted for reasons unclear to the Commission. The policy was to make adjustments according to evaluations, and Nichole's evaluation warranted an increase. Kristyn will request this from Carter and inquire whether or not an additional evaluation will be required, and if so, the due date.

The craft fair is set for November 21. The registrations are out, and the event has been advertised in the newsletter, on Facebook and will be in the papers. Nichole has emailed last year's artisans, and Kristyn will be reaching out to her list of artisans as well.

The summer enrichment program will be held again next summer, and Nichole will begin planning in March and April so as to advertise.

The audit report was discussed generally with issues to be discussed in nonpublic. Only one staff member was questioned, and some of the issues raised are no longer pertinent. Condition 1 with regard to monies going directly to town hall has been addressed. Conditions 2-4 are in regard to the daycare. There is a formal policy for delinquent accounts, however since the director was not asked, the auditor had inaccurate information. The receivables are reported to the finance officer specifically with the deposits. The sustainability of the program is not under the auspices of the town and is handled by decision of the commission. Therefore, issues 2-4 are non-issues.

Kristyn Bernier made the motion to compensate Nichole Hunter for the educational programs for the Teens and Pre-K through revolving fund at a rate of \$100.00 per week, in addition to her recreation hours, and thus ending the \$225.00 weekly stipend which she received by contract for the daycare. This stipend will continue through April, when Nichole Hunter will then go back to planning for and running the daycare for the summer enrichment program. Seconded by Jennifer Nyman. Motion passed unanimously. (This stipend will begin the first paycheck in October.)

Jennifer Nyman made the motion to accept the May 27, 2015 minutes as written, with Patti Luckern seconding the motion. Motion passed unanimously.

Jennifer Nyman made the motion to accept the minutes of the August 12, 2015 meeting as written, seconded by Kristyn Bernier. Motion passed unanimously.

Non-public minutes on separate document.

Motion to adjourn at 9:25PM by Kristyn Bernier and seconded by Doug Perkins. Motion unanimous.

Respectfully submitted,

Kristyn Bernier, Chair