

Rec Dept. Draft minutes March 7, 2016

New Durham Parks and Recreation
Minutes of Commissioners' Meeting
March 7, 2016 New Durham Public Library 7:00 p.m.

Members present: Kristyn Bernier, chairperson, Doug Perkins, Patti Luckern, Jen Nyman, Dot Veisel.

Others present: Recreation Director Nichole Hunter, recorder Cathy Allyn, TA Scott Kinmond

Call to Order - Chair Kristyn Bernier called the meeting to order at 7:03 p.m.

Public Input - TA Scott Kinmond introduced himself to the group as the new Town Administrator. He indicated he was attending to do what could be done to work together. He said he wanted to come to the meeting and be supportive. Mr. Kinmond said he believed in collaboration to ensure employees are taken care of.

Chair Bernier ran through a quick history of the Commission and the position of Recreation Director, going back to when Russ Perrin worked full-time with 16 hours going to teach physical education at the school at the expense of the Town. She said the program was athletically focused under Mr. Perrin. After another full-time director, the Commission pushed to have a part-time director who would do more programming for all ages. She said Director Hunter has continued that, even though it is a challenge by working only 28 hours. She explained that the Commission took over the Senior Dinner.

Financials -

Transfers: Motion by Chair Bernier to authorize the Town of New Durham Treasurer to transfer \$14,469.17 from the Parks and Recreation Special Revenue Fund to the Town's General Fund for the period September 1, 2015 to November 30, 2015; second by Jen Nyman. The motion carried unanimously.

Motion by Chair Bernier to authorize the Town of New Durham Treasurer to transfer \$3,987.78 from the Parks and Recreation Special Revenue Fund to the Town's General Fund for the period December 1, 2015 to March 8, 2016; second by Dot Veisel. The motion carried unanimously.

The Commissioners signed both letters of transfer.

Expenditures and Revenue: Director Hunter reported that, after the transfers, there would be approximately \$3,300 in the General Fund; and the Revolving Fund, approximately \$5,400. Ms. Veisel asked TA Kinmond if the Commission could receive that kind of information on a monthly basis. Chair Bernier said if the information was released on a set date, the financials could be printed out and Commissioners could be up to date at meetings.

Director Hunter said she had been told there would be no transfer system anymore; instead she would be submitting a manifest and the finance department will cut checks, but nothing would go out until the Commissioners sign off on it. She said she was concerned that some of her purchases were from places, such as WalMart, that did not issue invoices. She said the Finance Officer wanted Rec to have a second credit card on the Revolving Fund and to keep a manifest.

Chair Bernier said she is not around when Town Hall is open to sign a manifest. She elucidated past problems with the finances, saying the Commission was missing six months of payroll, and fourteen months of expenditures were not reconciled. She said there is no policy to outline what is expected. She wondered why a change regarding transfers was necessary.

Mr. Kinmond said the monthly manifest could be timed to come out at the end of the month so Commissioners could go to Town Hall to sign it on the last Saturday of the month when it is open. He added that he would do whatever he could to help the process so all the financial information was up to date.

Chair Bernier said she did not want vendors to be paid late, and if the lack of a signature would hold things up, she did not want that. Director Hunter said the change was spurred by a concern of Rec being overpaid on the Revolving Fund. She said that was never close to happening. Chair Bernier said at one point the Commission carried a balance of \$45,000-\$50,000 when it was saving for a van and other large items. She said the fund has been wiped over the past two years to make it less attractive.

Mr. Kinmond said he liked the monthly system because everyone would know the information was current. He said Finance employee Jen Nadeau would be able to give Director Hunter what she needed.

Chair Bernier said she preferred using the transfers, rather than a manifest, but for things to work, Finance had to generate it and that wasn't happening. She said she did not like a system where people had to show up on a Saturday.

Mr. Kinmond said he did not see why that system wouldn't be workable. He acknowledged breakdowns in communication and added that Director Hunter had been fabulous.

Discussion ensued regarding the Town Administrator's updates and how they are a positive thing. Mr. Kinmond said he would work with Director Hunter on financials.

Ball fields/Walking Path – Chair Bernier stated that the majority of work is handled by landscaper Robert Hamilton and the highway department. Mr. Kinmond recounted that the Department of Public Works took care of the trash at the ball

fields in Moultonborough. Director Hunter said the estimate for this year's trash removal was \$1,200. She said work was needed on the fields this year.

The Commissioners determined that Director Hunter was to follow up with Mr. Hamilton regarding the walking path. If he can do it, others would need to do weekly maintenance.

Baseball/Softball – Chair Bernier requested a complete inventory of baseball and softball equipment. Chair Hunter will execute it with the assistance of David Gray.

Beach – Regarding the beach shed, Director Hunter said all supplies inside of it were organized, but they needed to be cleaned. Chair Bernier said there should be a checklist at every Rec facility.

Discussion turned to the hiring process. Chair Bernier said Rec had always brought back seasonal people without going through the hiring process again. Mr. Kinmond said he would advocate for that. Director Hunter said she had calls out to former employees. Chair Bernier said there was enough money in part-time salaries to go through the shed and get out the water lines.

Approval of Minutes – **Motion by Ms. Nyman to accept the minutes of January 18, 2016, as written; second by Doug Perkins. The motion carried unanimously.**

Programming – Director Hunter ran down a detailed list of almost 20 programs: end of basketball, registration for T-ball, softball, baseball and track and field, lampworking, open gym, gym sessions for extra basketball practice, Bingo, cribbage, Moon and Sky programs with Ken Quigley, Meat Raffle for New Durham Charitable Fund, Book Swap with library, Earth Day town-wide clean-up, possible runners' group, makerspace program, community garden at the ball fields, summer enrichment program, backpack program, and the 5K race in conjunction with Celebrate New Durham Day.

Director Hunter said the Commission spent approximately \$1,500 on the Senior Dinner. Many purchases can be used again. Regarding fundraising with the NDCF, Ms. Veisel will get a Food Pantry vote on the matter, with the idea that all money will stay in one place and be separate.

Appointments/Direction of Rec Dept. – Chair Bernier asked Mr. Kinmond where the Board of Selectmen (BOS) was headed. He said he and Director Hunter had spoken, and that he was employee oriented. He suggested putting together a memo of understanding regarding her so she was not caught in the crosshairs.

Chair Bernier stated the Commission's goal was to take care of its employees, and to have a pulse on what the community is asking for to ensure they get the best product for the money allotted by the BOS/Budget Committee. She said she was

leery of making a change. Mr. Kinmond said Director Hunter was paid from the General Fund so her supervisor should come from the Town with input from the Commission.

Chair Bernier pointed out that that would be redundant, as well as creating an extra step. Mr. Kinmond alluded that tensions might be reduced if he were her supervisor. Chair Bernier said the Commissioners set a bar for Director Hunter and she does what she needs to do without micromanagement. She said the BOS has no idea of what goes on in the Rec Dept.

Mr. Kinmond acknowledged the friction between the two groups and said Director Hunter would benefit if the TA and Rec Dept. had a good relationship. Chair Bernier said Director Hunter keeps a running tally so she can prove what she did and what hours she worked. She said she would expect a professional person to ask an employee what she does. Mr. Kinmond said the groups could move forward if they didn't have these differences.

Ms. Veisel said she has heard selectmen say that kids should be organizing themselves and not have recreation paid for by the Town. She said the program is essential to the community and she did not want to see the Commission crippled.

Mr. Kinmond said the evaluation process should be worked out for Director Hunter's salary. Regarding the evaluation, Chair Bernier said the selectmen should validate an issue if they have one. She deemed it deliberate that nothing regarding their reaction to the evaluation has ever been written down. She said that tells her that the salary issue has nothing to do with the evaluation. She stated she had a dedicated employee who steps up and she did not want to see Director Hunter paying the price when it all comes down to personal issues. She said the Commission backs Director Hunter.

Ms. Veisel said the Commissioners did not want to lose Director Hunter because she doesn't make enough money to support her family. Chair Bernier said the Budget Committee was great this year. She said the Commissioners would support what Mr. Kinmond did, but hoped the BOS would sit down with them. Ms. Veisel added that she hoped they would do something for the best interests of the town.

Mr. Kinmond said he was trying to be a buffer. He said he wanted to figure out Director Hunter's previous evaluation to see if there would be a way to deal with that. He said it would take about six months for the wage and benefit study to be adopted. Chair Bernier said she would ensure Mr. Kinmond saw a copy of the evaluation. Chair Bernier said she would answer any questions. She added that the BOS had to do the right thing for the community. She said she asked what the issues with the evaluation were, but never got a response.

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***Adjournment* – Motion by Chair Bernier at 9:24 p.m. to adjourn; second by Ms. Nyman. The motion carried unanimously.**

Respectfully submitted,

Cathy L. Allyn