

New Boston Recreation Commission

Subject: Commissioners' Meeting
Date: February 4, 2009
Location: White Buildings

Attendees:

Commissioners: Lee Brown, Kim Borges, Ken Hamel, David Hulick

Staff: Mike Sindoni, Mary Barone

Guests: Jen Martin

* = *absent*

Discussion

- Department Organization:
David prepared a broad view of responsibilities (see Responsibility Outline and Process Criteria, below). Evaluate department operation and set priorities for the use of the additional staff hours, should that measure be passed at town meeting in March. David discussed his points. He offered his view of departmental responsibilities and a set of process criteria the director and assistant director can use to evaluate their performance and determine what skill sets are needed and what training is required. Lee emphasized that organizational planning is necessary to ensure that the department can continue to grow. Mike commented that these steps could be complementary to the drafting / revision of job descriptions. Mary's review of her tasks last year started the job description process. Mike said the department is more than willing and able to lead the recreation department in pursuit of its objectives. Lee wants to move toward agreement on priorities. Financial controls is one of the priorities. Ken wants to hear Mike's and Mary's proposal for job descriptions and priorities. [The commissioners will review them at the next meeting.](#)

Responsibility Outline:

1. Commissioners: Consulting, Review / Set Goals, Review processes, Review budgets, Sounding Board
2. Department
 - a. Director: Executive Function, Strategic Big Picture, Financial Analysis, Create budgets, Some detail work, Take time to think
 - b. Assistant: Process oriented, Detail efficiency, Financial bookkeeping, Take time to improve
3. Selectmen/Finance: Review budgets, Review high level

Review Process Criteria:

1. Financial: Budgets/Planning, Analysis, Accuracy
2. Customers: Satisfaction, Safety, Programming
3. Employee: Development, Leadership, Direction
4. Process: How we do stuff, Improvements, Benchmarking

- Recreation Center:
This will require a lot of preparation to be ready to go in 2 years. Lee distributed an article fitness centers in a down economy. Benchmarking of fitness centers is needed. The Apple Barn may no longer be an option. The survey needs to go out to the town in February.
- White Buildings:
Mike spoke with Rick Matthews. The timeframe for taking over the White Building(s) was discussed. He does not yet have the numbers he needs to make the final determination. He expects to be in a position to make a decision in April. Mike talked with Burton about using the Grange for part of the afterschool program if the school takes over one of the buildings. Burton was in agreement, provided that we use it for "soft" programming to keep the noise level down.
- Friends of Recreation:
Leslie Nixon has not yet researched the question. Lee reminded her that we have the by-laws that define how the group can be dissolved. Three of the original signers still live in town. Do we want to resurrect Friends as a fundraising group as opposed to dissolving it? The consensus was that we should dissolve the

old organization and create a new organization from scratch. Can we use Friends to promote more volunteer involvement? This would take pressure off Mike and Mary for dances, concession stand, etc. Kim proposes getting the group together before deciding what it is, exactly, that we want them to do. Lee proposes setting a fundraising goal of \$5,000 to fix up the infield and the concession stand. Kim wants us to create a limited, specific priority list. High on the list is finishing the grandstand and the Nyquist memorial. This approach met with general approval. Mike and Mary will come up with a list of tasks & projects we could assign to the Friends group.

- Programming Updates:
Mike reported that there will be a kid's dance Friday night, followed by Winter Carnival Saturday. The lip sync is Saturday night. Finishing up the summer field trip planning. A new cheerleading program for ages 5 to 8 is in the works. The coaches are experienced. Comedy night will be on March 21st.
- Footbridge:
Lee got a call from Burton soliciting a \$5,000 donation toward the footbridge. This generated lively discussion. In 2008, Rec cleaned up the stump dump and improved the police department shooting range. Furthermore, Rec is still focused on the grandstand. The consensus of the commissioners was to respond that we have supported town improvements in the past, and will continue to do so in the future, but we have to complete the grandstand first and cannot allocate \$5,000 toward the footbridge at this time.
- Meeting dates:
 - Tuesday, March 10
 - Tuesday, April 7
 - Tuesday, May 5
 - Meetings will start at 7:00pm in the White Buildings
- Jen is willing to become a commissioner.
- New Business: Mary noted that meetings are posted on the website, but should be posted in 2 public places in at least 2 places in town. Mike or Mary will make arrangements to put a paper posting at town hall. There was discussion about the process followed to increase Mary's work hours. Lee reviewed the steps taken to find an acceptable solution.
- Executive Session

David Hulick, Secretary