

## New Boston Recreation Commission

**Subject:** Commissioners' Meeting  
**Date:** April 8, 2009  
**Location:** White Buildings

### Attendees:

**Commissioners:** Lee Brown, Kim Borges, Ken Hamel, David Hulick, Jen Martin  
**Staff:** Mike Sindoni, Mary Barone  
**Guests:** None

\* = *absent*

### Discussion

- RSA Chapter 35B Public Parks & Recreation Commission Regulation  
Defines how the commission should be structured. The commission can make contracts, own land, or enter into joint ventures. It defines the decision-making process. Lee recommends that everyone familiarize themselves with the document.
- RSA Chapter 91A Right to Know Law  
Lee distributed copies of a summary and an explanation of the law as it has been updated. Lee asked the Town Administrator for clarification about executive session rules.
- Background checks  
Create a policy. We want to avoid perception of invasion of privacy. State review only for \$10. A multi-state search by the FBI with finger-printing costs and additional \$25. The state review meets the minimum standard of the DCYF (Division for Children, Youth & Families). Lee spoke with the Chief and the Town Administrator. Who should be covered? Employees, commissioners, instructors, volunteers like coaches who have direct involvement with children. Exceptions would be volunteers for general activities like referees and concession stand workers who do not supervise children. The recreation department would be covered by the town policy, which is in the process of being drafted. How should exceptions be handled? The state police would check the records and report issues to DCYF, which would then conduct their own search (focused on family abuse issues). DCYF would contact the town administrator. Can we set standard for the administrator to follow? Different towns handle this issue differently. There are no standards. Do we set a standard that disqualifies for any flag? We have had no difficulties in the past. The state uses a 7 year limit on reporting except for sexual standards. The group agreed that a flag on the report was grounds for disqualification. Lee will draft a proposal for review. The first year cost would be around \$800. The finger-printing would be done by the Chief.
- Fitness Survey Results: Rick Matthews does not expect to need the White Buildings next year, but this is not a commitment. Graphs summarizing the survey results were presented. There will be an article in the *New Boston Bulletin* explaining the department's intentions. It will note that the commission wants to structure the project so that taxpayers will not be supporting it. 162 were in favor of it and 28 were opposed. Mary put the results into a database. She can post the results on the website. The link for on-line survey completion will be left active. Lee has not yet gotten a response from Shirley Sullivan about the realtor building. Mary got a call from a fitness equipment supplier who also works on fitness center design. Mary will keep his name and number on file.
- Job Descriptions: Administrator position
  - Job title: David proposed using a "specialist" – "manager" – "director" sequence. A position that is primarily administrative without management functions would be a "specialist". Someone with greater duties would be a "manager". He thinks Mary's position falls into the

"manager" category. Mary questioned whether her position should be "recreation manager" or "assistant director".

- Website management
- Marketing & program advertising
- Clerical & service program assistance
- Administrative Position
  - Mike handed out a copy of the town's recreation budget, which totals \$89,000, of which \$74,000 is salaries. Mary's position upgrade is approved in the new budget on a pro-rated basis. The town's funding from the state is uncertain. What items could be cut if necessary? The school might get some stimulus money that would relieve pressure on the town. Ken thinks we should move ahead with the expansion of Mary's hours. David proposes moving forward with the expansion of Mary's hours and address a revenue shortfall if and when that develops. Lee wants to make it clear that Mary's hours could be at risk if we add her hours now. Mary acknowledges the possibility of this eventuality and only asks that she get adequate notice to make healthcare arrangements. A motion was made to have the Recreation Manager moved to a full-time position with the recreation department as of May 1, 2009 as approved in the town budget. The motion was seconded by Ken and it was approved by unanimous vote.
  - Implementation
  - Funding options
  - Fall-back positions
- Department Efficiency Efforts
  - Clerical: Lee proposes that we use after school counselors for occasional clerical tasks when they have time.
  - Using Friends of Recreation: Mary should not be obligated to work at the summer concerts. We should use volunteers whenever possible. The same applies for Mike. An expanded Friends base would relieve some pressure.
  - Outsource material pick-up: Can this be done by volunteers?
  - On-line seasonal & senior brochures: Reduce paper mailing, but don't eliminate the paper senior newsletter.
  - Office hours and set-up: Can we reduce office hours so as to improve office efficiency? Mike was asked to make a proposal for a change.
- Other Business:
  - Kim's proposal to work on Quickbooks reporting & training. A motion was made to accept Kim's April 7 proposal to provide professional Quickbooks support. Lee seconded the motion, and it was approved unanimously with Kim abstaining.
  - The grandstand is coming along well. Most of the remaining work will be completed professionally. The building inspector made some change requests.
  - Lee will prepare a project review for the next meeting.
- Next meeting: May 11 at 6:30pm at the White Buildings.

***David Hulick, Secretary***