

NB Recreation Commission Meeting
Wednesday, August 17, 2022
6:00 p.m. at the Recreation Department Office (OR via Zoom if needed)

Staff in attendance:

Mike Sindoni and Sheri Moloney

Commissioners in attendance:

Chris Hall, Helen Fanning, Dan O'Brien, Katie Hawkes and Lynn Wawrzyniak

Commissioners absent:

none

Visitors:

Jen Brown, Paul Branscombe

- A. Call to Order, approve meeting minutes for June 22, 2022 – edited minutes approved unanimously
- B. Appointments - none
- C. Old Business
 - Department Goals for 2022
 - Recreation Commission to do Mike's annual evaluation rather than the town administrator.
 - Mike will do Sheri's annual evaluation.
 - Mike will share an 'Employee Input Form' with the commissioners
 - Move all annual evaluations to the fall of each year
 - 9/2 employee should meet with supervisor
 - 9/9 completed evaluations to Paul Branscombe
 - Chris asked Mike to share some department goals for the next year.
 - Commissioners will meet on Thurs 8/18 @7:30pm via Zoom to complete Mike's evaluation.
 - Department Logo update (Katie, Helen, Jen)
 - Team is planning to meet soon
 - Brick Order Update
 - Put an ordering ad in both Nov. and Dec. NB Beacon issue
 - Will need to see where we are
 - \$5,700 to go towards the gazebo roof so far
 - Need to add signage to the town common and blitz with promotion through the fall
 - Volunteer Brochure and requirements to be reviewed at the September meeting
- B. Financial QuickBooks report, as of 7/31/22 Shared by Sheri
 - Profit and Loss Report
 - Profit for the year so far is at \$47,000
 - Accounts Receivable
 - \$1,600 outstanding (\$600 for fall softball and \$310 for bricks ordered)
 - Working with one family that is behind on payments for Camp Coolio

- Basketball Report 2019-2020 season vs. 2021-2022 season
 - There was no 2020-2021 season due to COVID
 - Expenses and profit have been consistent ~ \$4,500 profit each year
 - Registration fees have not changed.
- Baseball (and T-Ball)/Softball Report
 - Baseball \$1,300 which will cover league dues which are paid in September
 - Softball is at -\$215 after league dues have been paid
 - Neither program is generating income for the department

D. Programming/Events

- Camp Coolio Review
 - Ended on August 5th
 - Financial report will be shared at the September meeting
 - End of program survey has been distributed to families and staff, will be shared at the September meeting
 - Field trips were a hit!
- After School Program Staffing and Enrollment
 - Begins on August 31st.
 - Bobby will be director, Sarah as assistant.
 - Fully staffed with counselors
 - Enrollment is 32. Waiting on confirmation for one more to make 33. 6 of which are off of the 'wait list.'
 - Staff meeting on August 29 to set up the rooms
- Basketball
 - Fees – Mike recommends maintaining \$95 (K-2 are \$65)
 - No need for new uniforms this year
 - League play- Currently play in 2 leagues: Merrimack Basketball League for recreation and the Manchester Suburban League for travel level.
 - Do not currently have a basketball director. Mike has been covering meetings for both leagues.
 - Mike recommends that we participate only in the Merrimack Basketball League for recreation-level play only.
 - The Recreation Department does not sponsor travel-level league play for other sports.
 - Having a recreation-level only league would open up gym time for more practices/games.
 - Merrimack Basketball League has 19 towns in the league. Play will have players of all skill levels since many (17 - NB & Bow) of the towns do not participate in travel-level teams.
 - Commissioners voted unanimously to discontinue participation in Manchester Suburban League.
- RU OK? Program - Paul Branscombe
 - This is a call-in or call-to-you program for citizens that may be shut-in, without family support, or live alone.
 - Is this a Recreation Department-type program? Not really appropriate for a private volunteer, town hall, or police department.
 - Volunteers need to be vetted and covered under the town's Primex insurance

- 260 'Seniors' currently on the Recreation Department newsletter list. Could put in newsletter to see who is interested in signing up. Sheri can also put in an email blast and on social media.
- Mike and Sheri's concerns:
 - Calling 30-40 people each week will eat into a lot of time. During COVID they called 40 people each week, taking anywhere from 5 to 20 minutes per call. The program would run M-F, with options for a check-in phone call anywhere from 1 to 5 times per week, based on need/risk.
 - Training for volunteers. What if the person on the other end says they are not okay? What kind of training?
 - How to vet volunteers? HIPPA agreement? Client confidentiality?
 - Recreation office is a public office and is not a place for confidential conversations.
 - How is the program funded?
- Commissioners are okay with investigating interest in the program.
- Goffstown Food Pantry transportation via Recreation Department bus to begin 9/7. Notice was placed in the Beacon. Have not yet received any requests yet.
- Survey Monkey Membership
 - Can only get 40 responses with a free membership. Cost would be \$25/month paid by the year.
 - Baseball/softball results – received 48 responses. Can't see/tell which ones were not viewed. Sheri will redo via Google forms.
 - Sheri will use Google forms in the future.
 - Is there another town department that could use a Survey Monkey membership? Mike will ask around to see if the cost could be shared among departments.
- Bike Clinic
 - 20 kids signed up with 6 consistent coaches.
 - Good feedback from families
 - Was able to level kids into smaller groups
 - Want to be able to give no-shows a call to see if they want to cancel and open up a spot for someone on the wait list.
 - Fee was \$40 for 6 weeks. Might want to increase fee next year.
 - S&W donated water bottles to the participants this year

E. Facility/Grounds

- Update Facility Maintenance schedule
- Town Hall drainage update
 - Town Hall work will begin next week. Was approved via warrant article.
 - 2 issues: 1) water coming from Cemetery Road eroding Meeting House - culvert 2) a broken pipe/clogged basin. An engineer will be coming to survey the issues.
- Mike will order ice rink liner in September
- Two new rims for the main hoops in the NBCS gym have been purchased and given to the school for installation
- School Sign – **Mike** will:

- get some information from the building inspector and planning board regarding permits.
 - follow up with Dan McDonald about the emergency grant process.
 - ask Goffstown Recreation about their new sign.
 - inform school board.
 - White Buildings
 - window project – windows have been installed and trim is up in building one. Should be finished by the end of the week. Begin building two next week.
 - Paving - completed
 - fire alarm panel needs 2nd phone line. Mike will check with the fire department for recommendation.
- B. Other Business
- Office closed September 2nd and 5th for Labor Day
 - Mike out September 6th
- E. Possible Request for Non-Public per RSA 91-A: 3, II, (a) (b) (c)

Next Meeting will be Monday, September 26 @ 6:00 pm in person at the Recreation Department Office. (Can Zoom for the meeting if needed, please let Sheri know ahead of time for a link.)

Meeting adjourned at 8:00p.m.
Respectfully submitted,
Lynn Wawrzyniak