

NB Recreation Commission Meeting
Thursday, March 24, 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:

Dan MacDonald, NB Fire Chief

- A. Call to Order, approve meeting minutes for February 24, 2022 – minutes approved unanimously
- B. Appointments
 - Dan MacDonald, NB Fire Chief, white building generator discussion
 - Chris, Mike and Chief MacDonald did a walk-through last week which enabled an updated quote to be obtained
 - Generator was previously up on Ridgeview Lane. It had a mouse-chewed wire issue which has since been repaired. It has been maintained twice per year during use. It was replaced with a new one. Should have another 10 years of life, minimum.
 - Emergency Management willing to contribute \$500-\$750 towards the project in exchange for being able to occasionally use a white building for department training.
 - Community value: Additional protection for emergency shelter use. Could use buildings as a heating/cooling shelter. Possible room use for emergency management. Allows for continuity of services for after-school program and Camp Coolio.
 - Completely 'hands-off' system.
 - Will do a weekly 15-20-minute test run. Time can be done at our choice.
 - Will need to check gas level in tanks every 3 months.
 - Chief MacDonald is willing to project manage.
 - Randy Loring, SAU 19 Facilities Director, sees no issue with the project. Scott Gross, SAU19 Business Administrator, will also need to review the project before it goes before the school board for approval.
 - Recommend obtaining a service contract to come by and check it out twice per year (spring/fall). Spring ~ \$150 and Fall ~ \$250. K-Pro Generators (All other town generators are switching to service by this company.)

- Full installation will take approximately 6-8 weeks once full approval has been received from all parties:
 - Electrician – fully automatic transfer switch. Will need to run conduit the entire length of the buildings. Estimate of \$4270.50 includes all work.
 - Advanced Gas Company – propane bottles on the other side of the trailer. Buried line from tanks to the generator. 2 one-hundred gallon tanks. (One 250lb tank would be more expensive) Would run 36-72 hours, depending on load. \$2,811.80 total cost
 - Generator person – thorough check of the device as well as installation at the site. Leveled, non-concrete, pad to sit upon. \$1344.00
- \$8,426.30 Total project cost
- Commissioners unanimously voted to move the project to the Facility Maintenance Schedule. **Sheri** to add.

C. Old Business

- Department logo change
 - Jen Brown concept ideas – did not submit any. **Sheri** to check.
 - Katie Hawkes submission
 - Sports-heavy design. Need to incorporate other aspects of how we reach the community. Ideas: music notes, gazebo, river, verbiage from the side of the bus. **Sheri** to send Katie bus verbiage and copy of old logo.
 - To be reviewed again at the April meeting
- Volunteer brochure discussion
 - To be reviewed again at the April meeting.
 - Down to 1 ½ pages from 2
 - Remove Table of Contents
 - Types of Volunteers – keep
 - Want to know more, contact us for more information! – add
 - Front cover – change to “Volunteer Opportunities”
 - Try as a tri-fold brochure?
- White Buildings windows
 - Reviewed exterior drawings submitted by Roger Dignard
 - Commissioners would like to know the distance from ground to the bottom sill
 - Windows are 3’x6’ and will have a reflective coating to eliminate solar heating.
 - Will need to paint inside the building once the windows have been installed
 - Roger Dignard will submit a quote for the cost of the actual windows, not including installation.
 - Commissioners voted unanimously to approve the proposed design.
- School Sign discussion
 - TBD
- Volunteer Requirements

- List of responsibilities and expectations for all volunteers and additional responsibilities and expectations for volunteers that work directly with children.
- Liability guidelines for different types of volunteers

D. Financial QuickBooks report, as of 2/28/22 Shared by Sheri

- Profit and Loss Report
 - More profit coming in because more programs are running
 - Up \$14,000 compared to last year
- Donations Report - \$16,099.90. Holding monies for sold bricks to be put towards replacing gazebo roof. Will also increase with spring fundraising from baseball/softball.
- Accounts Receivable Report \$47,999.66 – mostly due to Camp Coolio sign-ups that have yet to be paid off. 50% due on April 1, balance on June 1 unless a payment plan has been established.
- 2021 Full Reconciliation Report is pending auditors' approval from 2/14/22 meeting
- Town Budget passed on 3/8/22
- At the April Meeting, Commissioners would like to reexamine the Facility Maintenance Schedule

E. Programming/Events

- Registration Updates:
 - Baseball currently have 4 teams (2 Rookie, 2 Minors), last year 3 teams
 - Softball currently have 5 teams (6U, 2-8U, 10U, 12U), last year 4 teams
 - T-Ball currently have 31 enrolled, last year 27
 - Camp Coolio
 - Filled the program at 35 kids per week in one day. All weeks have 5-15 kids on waiting list.
 - Weeks 1, 3, and 4 will stay at 35 kids per week due to staffing. All other weeks to go to 40 kids
 - Field trips have been scheduled and busses reserved
- Easter Event – Saturday, April 9 @ 11:00-Noon (arrive at 10:30am)
 - Sheri, Helen, Dan, and Chris will attend
 - 2-3 separate age groups, depending on number of kids
 - Bonnet judges: Jen Brown, Helen, and?
- Basketball Survey Results were shared
 - Fairly positive responses
 - Some comments regarding to masking concerns
 - Concerns regarding suggested skills and drills recommendations for new coaches – Mike had offered, but was not taken up on the resource.
 - Create a slide/PPT training
- Gymnastics
 - **Sheri** will create an ad for Director position
 - Look to begin program in the fall
 - **Sheri** will check with Laura Bernard about an Indeed account to post opening
 - **Sheri** will post on social media
- Preschool Programming
 - Moved to April meeting

F. Facility/Grounds

- Skating rink
- Old Coach playground- broken space window
- Ballfield Maintenance Quote from Justin Santos
 - Same maintenance treatments and schedule as last year
 - \$2,759.00 (up about \$800 from last year due to cost of materials)
 - Field #1 (near concession stand) needs new field mix
 - Needs to be excavated out and then refilled
 - Justin can do for about \$1,500 (labor and supply)
 - Mike will contact Justin for a formal quote
 - Could be done prior to the season beginning
 - Has not been done in recent memory
 - Commissioners voted unanimously to spend up to \$2,000.00 – will need to come back to the board for re-approval if more

F. Other Business

- Mike out April 7-13
- Sheri out April 11
- Town-Wide Yard Sale June 4th
 - To benefit skating rink
- Duck Race June 5th
- Awaiting a quote on paving parking lot for White Buildings

G. Possible Request for Non-Public per RSA 91-A: 3, II, (a) (b) (c)

H. **Next Meeting will be April 20 @ 6:00 pm in person at the Recreation Department Office. (Can Zoom in if needed, just let Sheri know ahead of time for a link.)**

Meeting adjourned at 8:10p.m.

Respectfully submitted,

Lynn Wawrzyniak