

Plastow Recreation Commission

Meeting Minutes, September 8th 2010

Meeting called to order at 6:40 PM.

Attendees: Leona Stevens, Sue Sherman, Kristin Savage, Tom Alberti, Patrick Buckley, Bill Coye, Carli Malette, Ed Aziz (arrived 6:51), and Dan Poliquin (arrived 7:06).

Excused: Wendy Moley (will be on indeterminate leave)

Minutes Approval: July Minutes accepted 3-0. No changes made. Abstentions from Tom, Sue, and Bill.

Recreation Director Report

Carli Malette (Recreation Director) reported the following:

- Children made cards that were sent to local Veterans.
- Included a laser tag outing to Lazer Craze.
- Successful canoeing trip for 11 and 12 year olds. Discussed adding 9 and 10 year olds in 2011.

Fundraising: Approximately \$155 was raised for Lions.

- Penny Drive results were "light."
- Bake Sale results were "good."
- Backpack filling results "went well."

Summer Recreation:

Summer Recreation was promptly moved to PARC in light of issues mid-program at Ingalls.

Discussion Points included:

- Lots of ice was used. Questioned if we could get ice delivered next year. It was noted that we will also need coolers to hold the ice. The freezer holds only 32 bags which was not enough space. Discussed getting an ice merchandiser to store bags. Idea to add ice machine/maker was rejected due to sanitary concerns.
- An ice cream delivery was suggested also. Recommendation to offer more popsicles and less ice cream. Questioned whether Richardson's or Hershey's has a delivery service that could be utilized in 2011.
- Burger procurement was discussed. Questioned whether they could be obtained from J&J Butcher or Haverhill Beef for 2011.

Suggestions made for 2011 Improvements:

- Holding a parents meeting in 2011 prior to the start of Summer Rec.
- Holding an open house in 2011 prior to the start of Summer Rec.

Other Recreational Events discussed:

- 3 or 4 town Olympics/Field Day.
- Carnival. Suggested to not have a dunk tank in 2011. Also suggested adding more events for older children.

Discussion moves back to Summer Recreation and ideas around improvement, with specific attention to staff development:

- More Training should be employed.
- CIT's - Require CPR Certification.

Kristin questions how CIT's are selected. Carli responds that almost all are accepted. Kristin asks if they are put on a schedule. Carli responds that they are given days and times that they can work. Sue offers that based on exit interviews, that the CIT's had no firm schedule and that they came and went as pleased.

It is recommended that a better selection process is used for CIT's. Based on exit interviews, it was felt that at least one CIT "didn't work out." It was suggested that the CIT was "not the type of person we want around kids."

- Suggestion to add a formal interview process for CIT's. Bill recommends that the interview process take place on a Saturday so that more people can assist with the process.

Sue makes motion to add formal interview process for CIT's. Kristin seconds. All in favor with abstention from Patrick Buckley.

Additional recommendations include:

- Requiring a written letter of intent, two letters of recommendation, and an interview.
- Process should begin around Christmas Vacation and should be in place by February.

Program Leadership is discussed.

- It is recommended that an Adult be present and/or run the program at all times. Kristin recommends advertising at local colleges (UNH, NECC) for program leadership roles.

Challenges encountered in 2010 at Summer Rec. Ed suggests program is "not as good as we say it is." Sue offers the open question of how can we make it better?

- Staff didn't always know what their jobs/roles were
- Freezer "incident"
- Bee stings

Recommendations:

- Create Summer Rec Handbook
- Job Descriptions
- Policies
- Guidelines
- Hold pre-camp meeting with leadership and staff

Ed states that Home Depot "doesn't want to go back." He also states that no Thank You Letter was sent to them after they held a project, and that the campers were not supervised during the project. It is said that they raved about Sandown's program.

At this point, Leona questions Carli why she isn't present at Summer Recreation. Carli responds that she "is always available." Regarding Carli's absence due to health reasons this summer, Leona discusses that she met with Plaistow Town Manager Sean Fitzgerald to offer the Recreation Commission's help while Carli was unavailable. Leona states, in summation, that "we were told to stay away."

Additional Issues are discussed:

- Leadership concerns
- Staff concerns
- Responsibilities
- Some programming

A formal process for management of the Summer Rec Program is discussed. Suggestions include:

- Disciplinary Process. Coaching, warning, written warning, then termination.
- Utilizing Monkey Surveys to Parents of campers to get feedback.
- Splitting up younger and older kids? Kristin recommends setting up a master list and sticking to it.

Next Steps:

- Issuing Monkey Surveys

- Formal Interviews for CIT positions
- Developing Job Descriptions and a Chain of Command
- Setting up a meeting to discuss future programming - include future counselors.
- Requiring an Adult to hold the Summer Rec Leadership Role and be present at Summer Rec at all times.

Programming for 2011 is already being reviewed and/or booked. Carli states that a mock schedule/calendar has been developed already: Some programming ideas include:

- Trip to Museum Of Science
- A Tour of Fenway Park
- A Trip to Patriot Place

Discussion moves to the location of the Basketball Hoop at PARC. It is suggested to find a better spot, or to move the dumpster.

Plaistow Seniors met at Vic Geary for coffee on 9/8 to talk about needs and ideas:

- Holding a luncheon in November
- Setting up a bowling league, possibly vs other towns
- Transportation and ride options
- Cribbage and Billiards at Vic Geary

PARC

Discussion about finding money in budget to put yellow padding on fences around fields. Joint Loss is mentioned.

Inclement Weather Draft is reviewed.

- Requested that the words "clear field" be added and that for #7, the words "and Thunder" be included.
- Question of who makes the call on weather decisions during Summer Rec. If Camp Director is not there, then who? It is mentioned that in 2010, there was confusion about authority.
- A responsibility "tree" is recommended for decision making.
- Sean makes changes to the draft. Carli will pass along our recommendations to him.

Camper Injury Policy discussed.

- Assistant Director should go with transported camper(s), not the Director.
- Exception if Carli is there or if there are specific circumstances.

Ingalls Terrace discussed.

- Proposal to rip up existing tennis courts is in process.
- Proposal to add a volleyball court and horseshoe pits also in process.
- Quotes are being requested, but there is no timeframe for these things to happen.
- Horseshoe pits are questioned by members due to liability and safety issues - namely the horseshoe spikes that would be in the ground.

Further discussion about PARC.

- On Sept 10th, plan to meet David Hoyt to look at Drainage at the field.
- Also looking at possibilities for additional parking.
- Carli and Sean are submitting a Parks and Rec Land & Water Grant to the State of NH looking for funds to pay for upgrades/needs at PARC, including above items.
- Ed questioned whether or not we've received a copy of the SEC Report that was to have taken place for the buildup required for a Playscape. Requests update, and if it was done.
- Group questions whether application for the Grant would hamper the buildup process.
- Response is "no", that playscape work can being it doesn't affect Grant process.
- With regard to the Buildup, we should figure on 36". No construction plans are currently in place to perform the buildup.

Town Tree Lighting is discussed.

- Date set to have tree lighting on November 28th, at 6:00 PM.
- Lights are needed as well as volunteers to hang them.
- How many lights and volunteers are needed?
- Group recommends reaching out to the Girl Scouts, Boy Scouts, Lions, etc for assistance.
- Members of the Commission also discuss own availability and commitment to assist.
- Tentative date to string up lights is November 7th, at approximately 10:00 AM.

Pumpkin Lighting scheduled for October 29th.

House Decorating Contest idea is discussed for Halloween. No details on dates, who judges, etc currently available.

Vacation Week Children's Activity discussed.

- Thought to provide a 1-day activity to children during Christmas Vacation.
- 1 bus-full of kids.
- Summer Rec staff to manage (older, experienced staff)
- Ratio of staff to children - 1:5

Winter Activities at PARC discussed.

- Outdoor Skating Rink is recommended.
- Hayrides, Snowshoeing, Cross Country Skiing also discussed.
- Would need to have a portable toilet located there if these activities are in place.

Water Pad addition at PARC is discussed. Estimate cost for one Pad is approximately \$10,000. Carli to look into further.

Farmers Market is discussed briefly. Paperwork would be required promptly.

Golf Program is discussed.

- Sets of clubs previously donated still unused, sitting in storage at Ingalls Terrace.
- Program tentatively set for Fall 2010 cancelled due to inactivity.
- Program rescheduled for Spring 2011 at Granite Fields.
- Question is raised if we can "loan" out clubs to children so that they can be put to good use. Carli responds that "town equipment" cannot be loaned out. Commission recommends a returnable deposit. Carli to ask Sean about possibility of this type of program.
- Tom commits to running Spring 2011 Youth Golf Program.

Local Eagle Scout Sign Project at PARC discussed.

- Cost Breakdown is discussed. It's believed that the town paid 1/3rd, the Eagle Scout raised funds for 1/3rd, and that Moynihans Lumber paid for the other 1/3rd. Looking for confirmation.
- Waiting for sign - what is ETA?

Recreation Budget

General Overview provided with specific increases/decreases discussed.

- Some increases discussed include Shirts for Counselors, Telephone service at PARC, Supplies, Laptop addition, Postage, Equipment Maintenance, Summer Rec Costs.
- Tent Rental at PARC estimated to cost \$18,000. Group questions this large fee and recommends building a permanent structure (one-time cost).
- Summer Rec Revenue to be presented to Board in 2 weeks, no firm numbers available at the moment.
- Some decreases in budget include Community Trips, Baseball and Softball Costs, and Senior Programs. Carli notes Senior Programs over budget in 2010 but will be reimbursed with revolving funds.
- Disbursements - only for lacrosse.

Group asks about additional items/needs that could impact budget, including:

- Guard Rails, Posts, Chains (for traffic & safety). Question of where we are and timelines to get these upgrades done.
- Adding Playscape Buildup in Budget. Request Status and Timeline.

Dan Poliquin points out that the Buildup cannot occur until Installation Specifications are provided to the Town. Indicates that this is the holdup. Friends of Recreation (which is donating the Playscape Equipment) will need to give information regarding the Manufacturer, the specific product, and the specifications for the equipment.

Friends of Recreation Update

- Kristin points out that multiple requests have been made to receive a copy of the SEC Report for the Playscape Buildup from the Town. Expresses concern and frustration that this has not yet occurred after repeated requests.
- FOR will re-evaluate the equipment based on move of Summer Rec to PARC. FOR had previously decided to purchase equipment for 2-5 age range. May need to include equipment for older kids now.
- Pat takes ownership of Playscape Initiative as Kristin advises she is stepping down as President of FOR to take a smaller role in the group.
- Group discusses future growth opportunities of Playscape, and needs of a larger Playscape (i.e initial buildup).
- A permanent Pavilion is also discussed, including size and location requirements. Will it be a simple structure, or a true "pavilion."
- Fall Festival to take place on Sept 25th, from 2:00 to 6:00 PM.
- A Dance is tentatively scheduled for March, 2011.
- Baseball and Softball Policies are discussed. Need to have them completed. Kristin to send info to Carli so that a draft is completed by October meeting.

CIP and Master Plan

- Carli says they are working on Goals and a draft. Not sure of date.
- Charts and Figures will be needed. Inclusion of trails is discussed.
- Leona requests that the Master Plan goals be submitted so that they can be discussed at the October Meeting.
- Carli notes that \$20,000 is in plan for Smiths in 2011, and \$50,000 for 2012 for improvements.
- Carli also notes that \$50,000 is in plan for a Skate Park in 2015.
- Suggestion is made to look at land in Plaistow for opportunities.
- Should a Tee Ball Field be included at PARC?
- Suggestion to add crushed stone on edges of grass at PARC.
- John Sherman arrives and shows some land opportunities on a map.
- Website improvement is strongly recommended by group - to include online registrations for programs, and more information about programs.
- Sign Program at PARC is questioned. Carli says town can't solicit. 3 signs are slated to go up shortly. Question is raised about who will continue to solicit from local businesses and organizations.

Next Meeting is Wednesday, October 13th.

Meeting Adjourned approximately 10:40 PM.

Submitted by Tom Alberti (acting Secretary)

