

**Recreation Commission Minutes
for meeting of July
July 14, 2010**

Meeting called to order at 6:38 PM.

In Attendance: Leona Stevens (Chair), Pat Buckley, Kristin Savage, Wendy Moley, Ed Aziz (arrived at 7:05), Dan Poliquin (BOS Rep),

Excused: Bill Coye (Vice-Chair), Sue Sherman, Tom Alberti (Alt.), and Carli Malette

MINUTE APPROVAL

The minutes for the May meeting were reviewed, and the following amendments were suggested:

- Re: #9: The safe has been purchased but was being altered for installation. Should be in for use shortly;
- Re: #10: The recycle bins were requested for PARC. The Town Manager stated he would work to get them out at the facility. They have not been provided as of yet; and,
- Re:#14: Should not just say "Lightning," should read, "For each instance of thunder and/or lightning, the field should be cleared immediately and remain cleared until thirty (30) minutes from the last thunder clap/lightning strike that occurred. As discussed, this is the little league rule (as stated in its rule book) and the rule that all coaches are told to follow.

Motion was made by Kristin Savage to approve minutes as amended. 2nd by Pat Buckley. Motion passes 4-0-0.

The minutes from the June meeting were reviewed. Motion was made by Pat Buckley to approve minutes as written. 2nd by Leona Stevens. Motion passes 3-0-1. Abstention by Wendy Moley.

RECREATION DIRECTOR REPORT

The Director was not present and submitted a report to the Rec Comm Chair. (See below)

One team left for end of the season festivities Coach Marino Minor B Baseball, moved trophies to Ingalls Terrace for them. Checked records and we have been doing trophies for Minor League and U10 Softball as far back as I could go which was 5 years. Thank you to Kristen for stepping up and taking Scatter T Ball over during the time I was out. Great job, enjoyed by all who played. Thank you to Wendy for all she did with baseball this year especially when I was out. Pat and Bill for running softball and baseball thank you.

Friends of Rec reported that they were no longer going to do the umpire money for rec. this puts us in a real bind as the auditors recommended that we run the money through the friends as they are a sub committee of type of the commission and support recreational programming. We have no way to get cash from the town which is how the umps need to be paid. I will be asking to speak to the Friends to see if they will reconsider.

Over the July 4th holiday someone shut off the water at the Old County Road fields. The fields went without water Saturday, Sunday and Monday until Andy Jones was out there Monday night and turned them back on. Concerns were also expressed on the circles around the sprinklers which is nothing more than were the water puddles around the head, all heads were tested and are working fine. Danny and the highway guys are keeping a very close eye on the fields as I also am. Flag is down until there is an event out there. Danny is checking on the flag pole.

Senior events picking up, full schedule for the fall medical updates, entertainers, crafts, trips along with much more.

Dennise put the full year calendar up on the web before she went out on sick leave.

Summer rec schedule full of many exciting activities daily. Foote's canoe trip met with some resistance that was expressed to Sean. I cancelled the trip in week one and have put it back in in week 6 for the older children only. I want the trip to work and I think if we introduce it a little slower and people see what the campers get out of it we can bring the whole group another year. The weather has been very difficult, the staff has done a great job, wild fires on Mt Major and the extreme heat cancelled that trip for the older campers.

During the storm on Monday the children were walked to Town Hall as it was the closest safe area for the children, something we have done in the past if a storm comes in fast like this one did. Sean has a full accounting of the entire situation. Three of Plaistow's World War II veterans came to visit the rec kids in week one it went over very well, cards the campers made them are hanging in the lobby of Town Hall. Joannie Marsillia the School Resource Officer has been working with us in the summer program 2 to 2 ½ days a week. She is working on peer outreach, educating campers on social issues and that police can help you. This has been a great partnership so far.

We are in good shape with our budget for 2010. I am working on 2011 now. Some areas I will be looking to increase are baseball/softball league fees, summer recreation program, concerts on the green, senior activities, miscellaneous town events. Areas I will be looking at cutting are summer rec transportation and umpires. I be working on this next week and going over it with Sean then I will send it out. If you have any ideas please send them to me.

I am still on 30 hours a week not back full time as of yet (remainder deleted by below secretary).

Know I must have missed something, it has been extremely busy since I got back still catching up trying to take care of most important first along with day to day situations.

Budget updates are on the shelf outside my office.

Tennis court will have to wait until fall, spoke to Danny about this already and when Sean and I sit down that is on the list, working on golf to start September 13th and run for five weeks, just waiting to confirm with instructors. After that I will move the clubs to Town Hall where they are accessible and also safe.

Draft of yearly schedule and budget sheets on shelf for you.

DISCUSSION ON DIRECTOR'S REPORT

Concerns stated that there are questions to many of the items in the Director's report and that a meaningful discussion can not occur without the Recreation Director present. The July meeting is the third consecutive meeting that the Director has not been at, and as a result the Commission's progress and input is diminished. Stressed that it is extremely important for the Director to be present at the next meeting and all future meetings as well.

- Summer Recreation
 - July 12th incident/inclement weather policy
 - concerns still be expressed by parents that our now learning about the events and timeline of the movement of the children during the storm;
 - concerns that it took too long to move the kids from Ingalls to Town Hall and that there were several notices of impending weather that should have been heeded;
 - Rec Director should be responsible for checking the weather in the morning and monitoring same throughout the day;

 - that if the Summer Rec Director is not present at the field then the Rec Director should be present;

-that the Rec Director needs to be accessible on her phone at all times while summer rec or other programs are in session and if the Rec Director can not be, clear instruction needs to be given as to who should be contacted in the event of an emergency; and,
A handbook should be prepared to be accessible to summer rec staff that includes policies, protocols and other necessary information to assist the staff should an incident arise when they can not contact the Rec Director.

- Moving Summer Recreation to PARC

Discussion ensued about the current situations occurring at Ingalls;

-Driving in and out for drop-off is chaotic and dangerous. The drop off at PARC could be organized very easily and would be much safer;

-The space is too small to maneuver and fears of a child getting injured or worse as a result;

-That there is no shelter that the kids can go into should we ever have a fast-moving storm (at PARC they could be brought into the concession building in case of an emergency);

-there is no bubbler at PARC but there is a hose and there is also clean running water and sinks inside the building with potable water;

-there are single sex bathrooms accessible at PARC which would include changing area as opposed to the port-a-potty at Ingalls;

-there is no playground at PARC, but the playground at Ingalls is unusable in its current state due to a bee infestation;

-on a hot day the sprinklers could be turned on and utilized for the kids enjoyment and cooling off, plus additional events could be spread out allowing the kids more room for activities;

-shelter at Ingalls consists of a large tent; this could be moved to PARC. One additional (or several smaller pop-up) tent(s) may be needed;

-the only thing missing at PARC would be seating but the tables from Ingalls could be moved to PARC – several Commission members volunteered their vehicles and time to move same;

-buses are already used for transportation to and from library, this would not be an added issue.

The residents of town are disappointed that PARC is not being utilized for the summer rec program. Further, the summer rec staff would prefer to see the program at PARC.

Thus, the general consensus is that there is no reason prohibiting PARC from being used now for summer rec and the Commission strongly suggests that the program be moved to PARC as soon as possible and that the Town Manager and Rec Director be notified immediately.

Motion by Pat Buckley to highly recommend moving the summer rec program to PARC for the second half of the 2010 summer program for the enjoyment of the kids and staff, but more importantly for health and safety reasons (as detailed above). 2nd by Leona Stevens. Motion passes 5-0-0.

- Bee issue - apparently the playground at Ingalls is sectioned off and can not be used due to a bee infestation for which an exterminator was called on Monday. The type of bee and status were unknown and no Commission member had any further information to share. Further inquiries will be made to the Rec Director.
- Exit interviews and scheduling same – Kristin Savage reminded the Commission that it was discussed that the Commission would interview the outgoing summer rec staff AFTER the summer recreation program was complete. The Commission discussed that this should include CIT's as well. The purpose of the exit interviews will be to get staff input into the likes and dislikes of the program and any ideas they may have for improving the program. The interviews will be conducted with only summer rec staff and commission members present and will be

scheduled for the week of August 9-13. This is also the first step in the hiring process for next year for any staff who wish to return. Kristin Savage will contact the summer rec staff to schedule same.

- The Commission was presented with a handout of “Concerns From The Plaistow Recreation Staff.” This was prepared by summer rec staff and asked to be presented to the Commission earlier in the day. After reading the handout, it was determined that it would be delivered to the Town Manager and Rec Director for their review and input.

- Budget Discussion – Rec Director should review the Commission minutes of June to ensure that the ideas discussed then are incorporated into the budget for 2011. Also it was discussed if there were other areas to consider cuts, such as summer concerts as opposed to those proposed in Director’s report.

- Other pending issues to be discussed with Director:
 - farmers market – understanding is that research needs to be done now in preparation for grants that would be written in Nov/Dec and submitted in January. Waiting until January will be too late and only delay the market idea for another year;
 - golf -- whereabouts of clubs, regardless of tentative program start date in mid-Sept. - they could be being used in the 6 weeks between now and then. The clubs need to be returned to the town (possession) immediately;
 - PARC: flag: light status or will the flag be taken down daily;
 - PARC: grass / sprinklers - continued follow up on how to protect and maintain;
 - PARC : vandalism -- ideas to curb it;
 - donated sign by Eagle Scouts -- status -- what is needed to finish & accounting of funds spent. Understanding that M. Fowler has been waiting for a map from Director and rules. Commission will forward a map and discussed ruled to be included. Pat Buckley will follow this up so this can be completed in a timely fashion;
 - unclear as to why tennis courts are not complete as it was previously reported that they were scheduled to be done by June 21st;
 - is there an end of summer concert this year as done last year to kick-off the school year – if so, it is not on calendar, if not, why;
 - concern that calendar has MANY senior activities on it but few youth activities, and that new ideas should be added for youth programming;
 - why is Dawn Weston Scholarship Spaghetti Dinner on the Town Rec calendar? Is this a Town sponsored event; and,
 - canoe trip – why was it cancelled and why is it added back in to summer rec calendar? Maybe this should be removed as a summer rec event and be a separate youth event for kids that the town organizes. Also, should be open to all kids and their parents can either give them permission to attend or not. Parents could chaperone. If it remains strictly a summer rec event, then counselors/CITs who are not comfortable with the water should be allowed to opt-out of going with no repercussions.

FRIENDS OF PLAISTOW RECREATION REPORT

Friends of Rec reported a profitable season. Stated that the Fall Festival will occur on September 25th. That a donation of equipment was declined as it would be better served being donated directly to the Town. Friends will begin meeting with vendors and provide all spec information for installation to the Town of the donated playscape. Friends will go so far as to choose vendor but will not sign a final contract or authorize payment on a playscape until the ground is substantially completed at PARC for the playscape installation. Friends hopes to have the playscape installed for April/May 2011.

MASTER PLAN

All Commission members were given a copy of the current Town Master Plan concerning recreation and asked to review it for update purposes. Sue Sherman, Leona Stevens and Kristin Savage met with Tim Moore and Leigh Komornick to begin the update. All Commission members received a copy of the notes from that meeting and were asked to review those as well and give any input that can be used to assist in the updating/rewriting of that chapter and to consider outside the scope of current recreation. There is no time-line for completion but the sub-committee would like to move that forward.

POLICIES

Kristin Savage has the notes from previous meeting and will begin working on the policies as discussed to be reviewed at the September meeting with the hope to have them complete in time for the November meeting.

OTHER BUSINESS

Dan Poliquin reported that the donation of first aid equipment by the Fire Department was complete and that kits were at Ingalls and PARC. THANK YOU PLAISTOW FD!

Next meeting: September 8th, 2010...enjoy August!!

Meeting adjourned at 8:46 PM.

Respectfully Submitted,
Kristin Savage, (Acting Secretary)

Note: Wendy Moley will act as Secretary for the next two meetings.

Approved as above on September 8, 2010