

# **Plaistow Recreation Commission**

## **Meeting Minutes November 13, 2010**

Meeting called to order at: 11:00am

In attendance: Tom Alberti, Kristin Savage, Leona Stevens, Carli Malette, Pat Buckley, John Sherman, Sue Sherman, Wendy Moley, Ed Aziz – (Bill Coye arrived at 12:30), (Ed Aziz left at 1:05, Tom Alberti left at 1:55)

### **General Discussions:**

- Need to start sending Documents as Doc not Docx
- Minutes from October meeting only printed 2 pages so we were unable to approve them.
- Policies – we decided to only show them to the town manager and inform the BOS - Rec Com need be in agreement. TM and BOS only need to know about as a courtesy to both.

### **Changes to Policies:**

- Scatterball will now say 3 or 4 as long as they are 4 by Sept 30<sup>th</sup>.
- Take out line that says: “This ensures that players have the proper fundamentals to move up a division”
- In the sentence - In a rare circumstance with the League President’s and “the Town Recreational Director’s approval” Carli discusses why she needs to know when a child is playing down and it is recommended from LGC that she know. Have it say the “League President and the Approval and Knowledge of the Recreation Director”.
- Trophies – Baseball - Only leave in “Trophies/awards are provided for all teams whose participants are U10 and below in age. Minor A and Major League are focusing on more competitive play and preparing these players for Babe Ruth Baseball and Middle School Level of Play.
- Trophies – Softball - Softball trophies are the same and going back to original wording. “Trophies/awards are provided for those teams that players are players are U10 and below. U12 and above we are preparing for the Middle School level of play and will not be eligible for trophies.
- Wording changes –
  - Any requests for a team will be accepted, but not guaranteed. To –“Any requests for a team will be considered, but not guaranteed.”
  - Both Baseball and Softball need Child’s Birthday changed to “Child’s Age”.

### **Summer Recreation enrollment Policy changes:**

“As scheduled” – added in sentence “may apply to be a CIT (non-paid position), if accepted, regular attendance expected as scheduled.” by Carli – CIT’s need schedules.

“Student’s 16 years of age” added in “Students 16 years of age or entering their junior year in High School may apply to be a counselor or higher position within the program.” Change is good.

**Baseball Age** Wendy needs to check age for Baseball age of May 1<sup>st</sup>.

**Grammatical Errors** Some changes were grammatical and we are accepting.

Vote on policies as amended:

Sue recommends, Patrick 2<sup>nd</sup> vote 8 – 0 – 0

**Lightning policy** If you see lightning, clear the field immediately. Carli will add that to the Policy. Should be on Town Policy – used by all sports – signs should be posted at every field. Sue notes that umpires are in charge of games. We are only responsible for scheduled events not at play scape for everyday use. Coaches need to enforce – we will continue discussion at next meeting.

**Different headers** for all these policies– different people are writing them – and Carli is going to have a Policy book. They will all try to look the same.

**Communication** Leona states communication is horrible for us - “TODAY IS THE START OF THE NEW”.

“Let’s move forward in a positive way”. Carli talks about getting sick and how she is now on the road to recovery. She states: Rec dir does all the day to day things then she answers to Sean.

**Hiring of Summer Staff** It is noted that major adjustments need to be done in hiring and staffing summer recreation.

**Golf** Golf Grant has meet it’s commitment. Carli states April vacation is the start of Golf.

**Increase Budget** – we discuss that we want to increase the Budget with Dan Poliquin’s acceptance, to hire a more substantial summer Rec Director.

**Communication** – call – email – Carli states she is going to do a weekly update to commission – and Sean. We need to know if Carli is going to be out for Rec Com meetings. We mentioned monthly reports, Carli wants to do weekly.

**Missing meetings** – Carli has in 9 years only missed one, until May and June she was out on disability – July she was there, we had no meeting in August, Sept she was there and in October the bus broke down. Sue recommends that Carli pick different days for events so they don't fall on meeting days. It will not happen again, Carli said.

**Scheduling of Fields for Baseball** Wendy is going to do the scheduling of baseball fields.

**Summer Recreation Application** Sue wants to revamp the application process for Summer rec – Carli asks her to have a draft letter and we can advertise before Thanksgiving. Sue will meet with Carli before hand so they can work on it. Leona mentions that Stateline Pet has a great application. Carli and Sue will work on that and have one done for next meeting. December 8<sup>th</sup>

**Meeting with Town Manager** Sue talks about our impromptu meeting with the TM and how we were able to get some points across. Leona, Carli, and Sean are to work on the Budget together. Kristin wants to start in June and July so whomever is chair needs to request for a copy of the Budget for June to be able to do it, it is noted that we can use last years draft.

**Ice Rink** –lots of discussion.

- Carli – Questionable. Sean told Danny and Carli to do it. Areas are not level. No place to put it. Danny and Carli did research. Can not put it on grass or irrigation. We would need to re-seed and re-sod.
- Ed – does not agree that grass will die. Danny will not put rink on grass. Carli - talks about how bad it is for the grass and how much maintance that is required. Plowing, shoveling, ½ inch of water everyday.
- Snap rink was brought up. Hope for the bigger one – grades are bad. Danny was very concerned and Danny was 100% not putting it on grass unless Sean said to do it. Danny does not have manpower to maintain to rinks. What about Smith field?
- Ed feels it's an excuse that we don't want to do it. What about putting it next to play scape? What about the tennis courts? Best place is gravel.
- Ed skated on a 30 x 70 - Ed needs a list of materials to get prices– have two rinks – freeze easier – we need to start soon.
- Do one 30 x 70 this year. Or 40 x 80 wood, plastic sheeting , water.
- Kristin mentions using conservation land at 148 Main Street. Carli is to mention to Sean.
- Carli is to check on Ingalls, we think it would be ok for multipurpose field, not touch baseball diamonds. Not going to affect irrigation. It would help if we had written research.

- John pulls out map. Shows us some property that may or may not be able to put a skating rink.
- We recommend that we do it on multi purpose field at PARC. If doing this it needs to be done and built by 1<sup>st</sup> of December. Carli is going to go to Sean and tell him that we want to move forward and a lot of it can be donated by Home Depot. This week. Can it fit in the Budget? 40x80. Ed will be getting a price. Carli will let us know if it fits into Budget.

Ed Aziz is leaving at 1:05

**CIP and Master Plan** – Sue and Leona handed out goals and we were supposed to hand in and send our comments in.

**Recreation Work List/Director Want list** Resurrect the work to do Rec. Work list. Leona to send out and we are to respond.

**CIP** – We want to know what Warrant article for CIP for \$20,000 for needed equipment, what equipment, what is money for? What is the money for?

**Ingalls Tennis Courts** Commission does not want horseshoe pits. Volley Ball ½ tennis gone. If we pull all out what are we going to do? Skate board park. ½ park, ½ volley ball.

Motion made by Kristin, Wendy 2<sup>nd</sup> to Rip up tennis courts at Ingalls Terrace to put in a skate park and a volley ball court. This is to be done with \$20,000 Warrant article. It is mentioned to put some intent in the Warrant article that it's going to be used for a skateboard park and volley ball court and benches and some more things.

John recommends that we could put a small ice skating rink in where volleyball is.

Jim Dever will pull back fence, Danny will rip up tennis courts. Is there money to rip up tennis courts? Carli says no money, she will ask Danny if he can rip up now.

**Picnic Tables** Why are some picnic tables in budget and some are in warrant article? Carli says – what ever is in budget is for summer rec to have the ability to move to PARC – Carli also wants two for Ingalls . Kristin suggestions that she puts them all in the budget. Light aluminum picnic tables were moved into storage. Discussion is had to have benches that people purchased moved out of PARC for winter. No decision was made.

**Shelter** Carli states that Sean wants her to find money to encumber for shelter at Parc. 60x40

**Carli states:**

- We will have **yellow padding** for the spring.
- Putting a **post with a string** at PARC so cars don't park on grass will be put at PARC
- **Revenues-**
  1. baseball is coming in. Football gets billed for 2 fields and concession. \$790 got moved was in wrong place last year.
  2. Last page should say positive \$375. \$500 in \$125 out.
  3. Once on computers this will all be done. Once they balance for October the \$500 should show up.
  4. We can't tell from paper work how we are doing, once on computers it will be fine.

**Sign sales** What are we doing to **promote sign sales**? Can Leona send out letters? Who's letterhead? We want to pursue –have a letter drafted. We need a cover letter to go with signage form. Who's name is on the letter? Carlene's name is decided. Carli and Leona are going to write a letter and attach a form. And send it out.

Tom is leaving 1:55.

**Plaistow Recreation Flyer** : Motion for bringing back Plaistow Recreation flyer with a two year commitment to Craig's program at no cost to the town. Sue 2<sup>nd</sup> 6-0-0 1 abstain. Kristin has concerns – We'd be losing sponsors to do this flyer. Kristin feels like we are losing money on this. Maybe we should have discussed it first. Leona is making motion to not have Craig move forward with the newsletter. Sue is 2<sup>nd</sup> it. 6-0-0 1 abstain

**Build Up For Play Scape** Carli says build up for Play Scape will take place so it's ready for the December delivery date of the Play Scape.

**Farmer's Market** Farmers Market – Grant money starts in January. Late December it will be on web for rules and information. Sue – If we don't get grant money, does it mean we don't get framers market? Carli said no, we will do it anyway, we're looking to have it at the town hall. She says she's going through all steps for starting Farmer's Market. We will only have grown stuff, no dairy. Kristin says we should start process now. John Sherman thinks we should start at Town Green and eventually move to PARC.

### **Baseball and Softball Signups**

Next signup is January 10<sup>th</sup> 5-7 baseball and softball signups.  
 Today : 23 minor A and Mjor  
 22 minor B  
 Softball, miscellaneous numbers  
 Bill to stop in on January 10<sup>th</sup> at signups. .

**Christmas Family** Rec Com to take a family, they want gift cards, ages 13, 16.

**Food left overs** – to go to food pantry – Carli will take

**Basketball registrations** 80 kids total.

Pat has equipment – should it be donated? He will use in program and it will be donated now. Yes – write letter. Pat says it is donated now, with a follow up letter.

**Hitting Tunnel** Bill Coye – LL wants to buy one, it has to be presented to BOS. Carli has three prices for Bill.

**Internal Audit.** We are not allowed to touch money. Internal controls. Carli must be there, she's the only one that can receive the money.

**Employee handbook** – is it started? Carli has a five page booklet, Sue wants an easy to read, easy to follow pamphlet for the kids to read. Job description, policies put it into too. Employ handbook and a Policy book. Draft by January meeting.

**Eagle Scout sign.** Who paid what? When is the thing going to be done? Carli sent it over to Mark a month ago. Carli will talk to Martha. It needs to be done by April. Mark was going to do a map and basic rules.

**Bowling** for the seniors. Starting in January.

Looking into **Water Pads.**

**Flag** at PARC – Turning upside down. What are we doing with it? Flag is up right now. New latch on and it would be hard to damage so should be fine.

**Coloring contest** Carli donates time to put together prizes for this.

Next Meeting is Wednesday, December 8, 2010  
Meeting adjourned at 2:40pm  
Submitted by Wendy Moley (acting Secretary)