

Town of Plaistow  
Recreation Commission  
Meeting Minutes  
Wednesday October 16, 2019 6:30 pm Town Hall - kitchen

**Called to Order:** 6:35 pm

**In Attendance:** Bill Coye, Kerry Patles, Lisa Petry, Nicole Annaldo, Melissa Marr, Sue Sherman Leah Mackean

**Excused:** Patrick Buckley, Kristin Savage, Jen Gusler, Leona Senter, John Blinn

**Guests:** John Sherman

John Sherman is in attendance. Bill Coye, Chair has granted approval for John to participate in discussions during the meeting.

**Approve Minutes May, August, September 2019**

May 2019 – change spelling of Leah’s last name, correct 1 spelling error

Motion to approve Kerry/Sue Passes 4-0-1

August 2019 – edit spelling of Leah’s last name to capitalize K

Motion to approve Nicole/Melissa Passes 5-0-0

September 2019 – change spelling of Leah’s last name in 2 spots

Motion to approve Kerry/Nicole 5-0-0

Kerry will make corrections and submit to Beth Hossack @ Town Hall for upload as approved minutes to town website on Wednesday 10/17/19.

**Recreation Assistant Job Description**

Bill provides copies of the job description created and approved.

Two (2) ten (10) hour positions have been requested/approved through 12/31/19.

Christina Cruz, former Recreation Director has been selected to take one (1) of the positions.

She began in the new role as Recreation Assistant on Monday October 14, 2019.

Bill will oversee Christina’s assignments and work load at this time. All inquiries/assignment requests should be relayed to Bill.

The second position remains open. Bill will request this be posted publicly to the town website. Commission members are encouraged to share this as we are looking to fill this spot ASAP.

Preliminary information coming out of Bud Comm points to no funding in the 2020 budget for a Recreation Director or an Assistant Summer Director.

The Commission feels strongly that these two positions are needed for our programs to remain successful and grow.

**Discuss Events/Coverage til Year End**

Bill updates Commission on the need for Rec Comm to work on Recreation Department events.

Sue/Kerry updates Commission on a few things that have slipped through the cracks in the absence of a full-time director in place i.e.: bus not scheduled for theatre trip, Bingo & Bagels cancelled without our knowledge/approval by Town Hall staff, advertising and website updates for October activities

\*\* Sue is excused from the meeting at 7 pm to attend a prior commitment\*\*

Kerry reviews dates of remaining activities planned for 2019.

She has created a flier for distribution in Pollard Express which was dropped off Fri 10/11/19. Additionally, she has created events under the Programs tab of the Recreation section of the town website and created posts on the Plaistow Recreation Facebook page for each event in October so far.

Today- Get on Board sign painting night @ Library during our meeting time

Jen Gusler in attendance

Friday October 18, 2019 Kids Night Out @ Library Chair: Kerry Patles

Jenn Dawley of library has graciously offered the library to cover this event staffing wise as we do not have a full-time director at this time

October 1 - 25, 2019 - Coloring Contest Chair: Kerry Patles/Bill Coye

Kerry has created the event on the website and uploaded pages by age group. She has also uploaded them and shared a post on the Recreation Facebook page. Christina will be instructed to purchase, create prizes for the winners. Bill will decide winners with help of Town Hall staff. Winners will be announced at Pumpkin Lighting.

Friday October 25, 2019 - Toddler Trick or Treat Chair: Bill Coye

Kerry has confirmed 11 businesses participating so far by phone calls to follow up on Christina's letter dated 9/15/19.

Kerry has also created the event for registration on the town website as well as advertised it on Facebook page.

Christina will be instructed to follow up on remaining businesses, create map, purchase candy for town hall offices to distribute.

Bill will be in attendance on the day of the event, with Jen Gusler coming over for approx. 30 minutes to assist.

Saturday October 26, 2019 - Pumpkin Lighting Chair: Bill Coye

Per September 11, 2019 Directors Report Christina completed the following:

- Booked 8 games, smoke machine at Grand Rental
- Booked face painter Kids Wishing Well
- Sent press release to Carriage Town News & Tribune/Channel 17
- Halloween Happenings flier was done 9/9
- Reached out to DJ Doc Rox on Facebook
- Ordered porta potty from Pete's Sewer Service
- Scheduled 2 Summer Rec counselors to staff the event
- Lined up Rosemarie Bayek and Tim Moore as registration volunteers
- Reached out to Lisa Petry to solicit high school volunteers

Kerry confirmed 7 games, smoke machine, smoke juice and bubble machine with Grand Rental. She also confirmed face painter, porta potty.

Kerry verified flier never made it to Pollard. She recreated it as the original had a date wrong. She made 600+ copies at her employers' office as town hall staff needed approval from Bill to allow her to use copier but Bill was on vacation.

Flier was delivered to Pollard on Friday 10/11/19.

Lisa confirms she has 2-3 students lined up. They will check in with Bill upon arrival. Kerry will provide letters of volunteer hours after the event.

Judges are needed – Commission recommends inviting Francine Hart BoS Chair, Maxanne Dobson Bud Comm Chair and John Blinn BoS Liason to Rec Comm to be judges. Bill will invite them on behalf of the Commission.

Kerry will assemble a box of supplies needed: sharpies, registration sheets, pens, lighters, tealight candles. She will leave the box at Town Hall for the prizes to be added to for both Pumpkin category and Coloring Contest winners.

Christina will be instructed to verify counselor staff, purchase prizes for the pumpkin categories, cider, donuts, paper products and prizes for the games (may already have been done/cannot access office to verify).

Volunteers are needed to place/light pumpkins, assist at table games.

Friday November 22, 2019 Kids Night Out @ Library Chair: Kerry Patles

1-2 volunteers would be appreciated for this.

Kerry will update Jen @ Library late next week.

Other November events are Senior focused – Sue and Carli Mallette are chairing. If they need assistance, they will reach out to us.

Wednesday December 4, 2019 Wreath Making @ Pollard School Chair: Sue Sherman

Kerry has confirmed Pollard school was booked for 5 – 8 pm.

She has also done a full inventory of existing supplies and provided it to Sue.

Sue will work on an order request and to do list to send to Bill for Christina to work on.

Volunteers will be needed. Kerry, Nicole and Melissa all express interest in volunteering.

Sunday December 8, 2019 Town Tree Lighting Chair: Kerry Patles

Bill will be unable to attend.

Volunteers will be needed.

Kerry will work on an order request and to do list to send to Bill for Christina to work on.

Monday December 23 & Friday December 27, 2019 Vacation Programming Chair: Bill Coye

What have we done previously? Can we reach out to Library and coordinate to execute again?

Volunteers will be needed.

Commission would like to offer this as we have had a great turn out and residents appreciate this service/program, but lack of recreation director may be prohibitive.

Bill will discuss with Christina.

Tuesday December 31, 2019 New Year's Eve Family Event @ PAC Chair: Bill Coye

As of September 11, 2019 meeting Christina stated we were waiting to hear back from Atkinson and Danville about this year's participation.

To date, we have not heard back according to Bill.

Volunteers will be needed.

Commission would like to offer this as we have had great feedback about this program.

The lack of recreation director may be prohibitive.

Bill will be meeting with Francine Hart BoS Chair, Greg Colby Finance Director and Charlie Zilch of SEC on Friday October 18, 2019 Re: 2020 budget and ongoing projects at PARC.

Commission expresses the need for a Recreation Director in the 2020 budget be impressed upon town leadership.

**PARC/Trails**

Bill confirms we have three (3) individual projects being worked on simultaneously at PARC with him serving as coordinator for all projects at this time.

**- Drainage Project -**

Mark Pearson, Town Manager has shared with Bill that six thousand (\$6,000.00) has been earmarked in the 2020 budget for this.

**- Softball Field Project -**

Mark Pearson has stated impact fees will/may be used for this project. There is a portion of impact fees that expires for use in 2020 however they may be able to be encumbered. Discussion ensues regarding fencing, positioning etc. Kerry and John verify they have tentative plans/ideas to share when appropriate. Jim Sierpien, new softball coordinator replacing Kerry will be looped in to all discussions.

**- Mt. Misery Trails Project -**

There may be a question of ownership of some parcels of land by SEC. Bill will locate grant documents and provide necessary documents as needed. John is happy to assist with this project as needed/asked.

**Open**

John has the strategic plan document ready for presentation to BoS. Bill will coordinate when that will occur.

Kerry recommends subcommittees be identified and utilized in 2020.

Next Meeting: Wednesday November 6, 2019 6:30 pm Town Hall

\*adjourned at 8:11 pm.

Respectfully Submitted -

Kerry Patles