

# **NORTH MANCHESTER PARK AND RECREATION BOARD**

August 26, 2015

## **MINUTES**

The North Manchester Parks & Recreation Board met in regular session at the Strauss-Peabody Aquatic and Fitness Center Conference Room. Members present: President Brady Burgess (18), Vice-President Mel Sautter (16), Tim McLaughlin (School Board) and Maurine Reed (19). Also present were Jennifer Hotchkiss (Director), Linda Miller (Assistant Director), Carrie Mugford (Town Clerk), Donna Boomershine (Community Member), Dennis Sites (Community Member), Pat Brown (Site Scapes) and Dave Schoeff (Town Manager).

### **CALL TO ORDER**

President Brady Burgess called the meeting to order at 6:00 p.m.

### **VISITOR COMMENTS**

There were none.

### **MINUTES**

Minutes from the July 29, 2015 Regular Meeting were presented for approval. Motion for approval as presented (MS/MR) was passed by a voice vote of members present. Minutes from the May 20, 2015 Executive Session were presented for approval. Motion for approval as presented (MS/MR) was passed by a voice vote of members present.

### **BUILDING UPDATE**

The Building Update Report was included in the Director's Report. (Copy attached).

### **MAINTENANCE REPORT**

The Maintenance Report was reviewed. (Copy attached).

### **DIRECTOR REPORT**

The Director Report was reviewed and discussed. (Copy attached).

### **TREASURER'S REPORT AND BILL PAYMENTS**

#### **Claims and Allowance Docket**

The August Claims and Allowance Docket in the amount of \$43,097.38 was reviewed. Motion to approve the August Claims and Allowance Docket in the amount of \$43,097.38 (MS/TM) was passed by a voice vote of members present.

### **Monthly Park and Recreation Financial Reports**

The August Claims Summary, July Revenue Report, Utility Comparison Report and July P & L Statement were reviewed.

### **UNFINISHED BUSINESS**

#### **Maintenance Building Update**

The Maintenance Building Update was included in the Director's Report. (Copy attached).

**NEW BUSINESS**

**Master Plan Update and First Public Input Meeting**

Pat Brown of Site Scapes gave a Master Plan update. Forty-one surveys have been received so far and we continue to accept them until the next Park Board Meeting on September 30, 2015. He went over the results which were summarized in the 2015 Public Survey Response Overview. The board expressed concern that only 41 surveys had been returned and discussed additional ways to get them distributed. Those in attendance were also given a form consisting of a list of questions for open discussion which followed. Pat stated the next step will be meeting with Jennifer to go over the surveys in more detail and coming up with a list to be prioritized into two categories, high and low. The goal is to turn the draft in to the DNR before the end of the year. Pat also noted that we will advertise public input at every Park Board meeting over the next 2-3 months.

**COMMENTS AND QUESTIONS**

There were none.

**ADJOURNMENT**

Meeting was adjourned at 7:09 p.m.

APPROVED \_\_\_\_\_

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Brady Burgess, President

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Mel Sautter, Vice President

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Mandy Fierstos, Member

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Maurine Reed, Member

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Tim McLaughlin, Member