

# **NORTH MANCHESTER PARK AND RECREATION BOARD**

October 28, 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), Mandy Fierstos (16), Tim McLaughlin (School Board) and Maurine Reed (19). Also present were Jennifer Hotchkiss (Director), Linda Miller (Assistant Director), Dave Schoeff (Town Manager) and Pat Brown (SiteScapes, Inc.).

### **CALL TO ORDER**

President Brady Burgess called the meeting to order at 6:04 p.m.

### **VISITOR COMMENTS**

There were none.

### **MINUTES**

Minutes from the September 30, 2015 Regular Meeting were presented for approval. Motion for approval as presented (TM/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 October Claims and Allowance Docket in the amount of \$33,231.57 was reviewed. Motion to approve the September Claims and Allowance Docket in the amount of \$33,231.57 (MS/TM) was passed by a voice vote of members present.

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

The October Claims Summary, September Revenue Report, Utility Comparison Report and September P & L Statement were reviewed. Linda informed the board that the financial reports now look different. We have started separating Strauss-Peabody Aquatic & Fitness Center from the Parks & Recreation Department and this time next year we will have a general idea of what it costs to operate Strauss-Peabody Aquatic & Fitness Center on an annual basis.

### **UNFINISHED BUSINESS**

#### **Maintenance Building Update**

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

**NEW BUSINESS**

**Master Plan Update**

Pat Brown of SiteScapes, Inc. informed the board that he and Jennifer had met to develop a priority list. Jennifer then went through the list and marked each item as a high or low priority. He also mentioned that Jennifer and Denise have gotten a good start on the 10-year Maintenance Plan, which consists of a 5-year Preventative Plan and a 5-year Capital Plan.

**COMMENTS AND QUESTIONS**

There were none.

**ADJOURNMENT**

Meeting was adjourned at 6:51 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