

# **NORTH MANCHESTER PARK AND RECREATION BOARD**

December 14, 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 (17), Vice-President Mel Sautter (16), Mandy Fierstos (18), and Maurine Reed (19). Also present were Jennifer Hotchkiss (Director), Linda Miller (Assistant Director), Brad and Mike Van (Van Contracting, Inc.), Pat Brown (SiteScapes, Inc.) and Kalie Niezgodski (Manchester University Intern/Personal Trainer).

### **CALL TO ORDER**

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

### **VISITOR COMMENTS**

Mike Van Sr. of Van Contracting, Inc. informed the board that he and Brad Van were there to discuss the Service Contract and answer any questions the board might have about the mechanical system (Desert Aire). Brady stated that the board had received a copy of Van's report today, but have not had the opportunity to review it. Brad Van passed out a copy of the complete conversation with Craig Burg, Head of Engineering at Desert Aire and stated that an inquiry had been made to Michael Kinder & Sons, the General Contractor who built the pool. They contacted Van, who installed the system, regarding the continuous issues that have occurred over the past four years. Mike Van stated that their report is currently inconclusive, as the compressors are still being tested by Copeland Compressor and that once they determine the source of the problem, they will notify Van. Desert Aire thinks that it's an electrical problem stemming from a power surge or a drop in phase and recommends installing a Phase Protector. Mike Van said that he is not convinced of that. Brady added that problems with the Desert Aire System have occurred and been discussed at every monthly meeting since it was installed in 2011. Mandy asked why we have had continuous problems and questioned if the system is either defective or not adequate for our facility's needs. Van installed the system; however, the engineer directed them to Desert Aire because he previously had a lot of trouble with the other systems. Van had never installed a Desert Aire System before so when they finished installation Desert Aire checked it over and completed the initial startup. Mike Van said that some problems are normally expected, but that ours have been excessive. However, Desert Aire has stood behind them all well. Jennifer said that in the 1 ½ years since she has been Director we have lost compressors twice. The warranty is five years and will be running out soon. It was the consensus of the board that we put pressure on the manufacturer to get some answers. Brady stated that Jennifer needs to meet with the manufacturer and installer to figure something out. The town will not keep paying these large repair bills. Jennifer asked if this problem could also be the cause of some of the other problems with the VFD's and pumps. Brad Van stated that this piece of equipment runs constantly and really needs to be looked at once a month. He said that he recommended that years ago, but it was chopped down to twice a year. Mike Van wants to get the compressor report back before he makes a judgement on it and he expects receiving that report sometime soon – that is if they can even figure out the problem. Mel commented that we have spent over \$17,551 in the last 1 ½ years for the labor on all the problems. Desert Aire needs to take responsibility. Maybe replace the system completely while it is still under warranty. Someone from Van's office will try to schedule a meeting between Desert Aire, Jennifer, Denise and any members of the board who wish to attend. Mel also suggested that Jennifer contact Duke Energy to place a monitor on our meter.

### **MINUTES**

Minutes from the November 23, 2015 Regular Meeting were presented for approval. Motion for approval as presented (MR/BB) 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 December Claims and Allowance Docket in the amount of \$14,473.42 was reviewed. Motion to approve the September Claims and Allowance Docket in the amount of \$14,473.42 (MR/BB) was passed by a voice vote of members present.

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

The November Claims Summary, October Revenue Report, Utility Comparison Report and October unreconciled Appropriation Financial Report 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**

Pat Brown (SiteScapes, Inc.) informed the board that the Master Plan draft is complete and each board member was given a pdf copy. He asked that the board direct any questions or comments to Jennifer. The draft is due by January 15<sup>th</sup> and will be mailed as soon as Town Council re-establishes the Park Board. The January Park Board meeting will be a Public Meeting and in February the plan will be adopted.

### **COMMENTS AND QUESTIONS**

There were none.

### **ADJOURNMENT**

Meeting was adjourned at 7:00 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