

NORTH MANCHESTER PARK AND RECREATION BOARD

July 30, 2014

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), Mel Sautter (14), Mandy Fierstos (18) and Maurine Reed (15). Also present were Jennifer Hotchkiss (Director), Pat Brown (SITESCAPES, Inc.), and Renata Robinson (Manchester Main Street/Manchester PATH Group).

CALL TO ORDER

President Brady Burgess called the meeting to order at 6:07 p.m.

VISITOR COMMENTS

There were none.

MINUTES

Minutes from the June 25, 2014 Regular Meeting were presented for approval. Motion for approval as presented (MR /MF) 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

No report available.

DIRECTOR REPORT

The Director report was reviewed. (Copy attached).

TREASURER'S REPORT AND BILL PAYMENTS

Claims and Allowance Docket

The July Claims and Allowance Docket in the amount of \$47,476.90 was reviewed. Motion to approve the July Claims and Allowance Docket in the amount of \$47,476.90 (MS/MR) was passed by a voice vote of members present.

Monthly Park and Recreation Financial Reports

The June Income Summary, Membership Sales Report, Utility Comparison Report and June Income Statement (P & L) were reviewed.

UNFINISHED BUSINESS

Master Plan

Pat Brown of SiteScapes, Inc. introduced himself to the board and explained that they are a landscape architectural and planning firm specializing in Park & Recreation Planning/Design including 5-year Master Plan and updates, Park Facilities and Improvements, Grant Preparation, Playground Design and Trails and Greenways. A Master Plan is a tool to guide the Park Board and Town Council in planning on a long-term basis. It provides baseline data, policies and recommendations for day-to-day tasks, as well as standards for planning future parks and recreation facilities and is a useful tool used to help look ahead, make projections, gather public input, and work with the board on setting priorities, especially when working with a limited budget each year. The DNR has certain guidelines to follow to be eligible for the DNR grants, so if you follow their guidelines when you do your Master Plan, you can easily apply when grant periods come up. Right now the DNR only has one grant program that requires a Master Plan.

Currently there are 16 pages, fill in the blank and your Master Plan is done. Other than the public input section, you could fill this out in a couple hours and send it in. It can meet the requirements but may not meet your needs. One thing he developed several years ago is a 10-year Preventative Maintenance Program which he encourages including in the plan. He explained that most towns have a program in place for major items but every item has a life span and is included from office supplies to large items. If you show that your routine maintenance costs can save on future replacements, it shows great planning and budgeting. He explained the process involved in developing the Master Plan. The DNR requires two forms of public input, usually a written survey and a public meeting and has to be documented. There are 2 primary DNR grants. One is a Land and Water Conservation Fund which is a 50/50. The good thing about this grant is that your match can include land, account labor such as Street Dept. labor and equipment, donated labor and equipment. You would need a letter from the clerk stating that your half is available. The other grant is the RTP and is an 80/20 grant. The draft deadline to DNR for 2015 Master Plan is January 15, 2015 and the final draft is due April 15, 2015. His fee can be billed monthly or in installments. The basic plan would be roughly \$6-7,000 and a full comprehensive plan would be approximately \$12-15,000.

NEW BUSINESS

No new business.

COMMENTS AND QUESTIONS

No comments or questions.

ADJOURNMENT

Meeting was adjourned at 7:12 p.m.

APPROVED _____

Brady Burgess, President

Mel Sautter, Vice President

Mandy Fierstos, Member

Maurine Reed, Member

Tim McLaughlin, Member