

# **NORTH MANCHESTER PARK AND RECREATION BOARD**

November 25, 2019

## **MINUTES**

The North Manchester Parks & Recreation Board met in regular session at the Strauss-Peabody Aquatic and Fitness Center Conference Room. Members present: President Mel Sautter (20), Vice-President Jack Vineyard (21), Rick Espeset (20), Becky Kreps (22) and Bobbi Lautzenheiser (23). Also present were Jennifer Hotchkiss (Director) and Linda Miller (Assistant Director).

### **CALL TO ORDER**

Mel Sautter called the meeting to order at 6:00 p.m.

### **VISITOR COMMENTS**

There were none.

### **MINUTES**

Minutes from the October 30, 2019 Regular Meeting were presented for approval. Motion for approval as presented (RE/BK) was passed by a voice vote of members present.

### **MAINTENANCE REPORT**

The Maintenance Report was reviewed. (Copy attached)

### **DIRECTOR REPORT**

The Director's Report was reviewed. (Copy attached).

### **MRA REPORT**

Jack gave a verbal report from the last MRA Board meeting. They approved the second reading of the by-laws. Also, they continued to look for water leaks with no luck and ended up shutting the water off. The leaks continued after shutting the water off so they contacted the Water Department to come look at it. They were able to stop it by shutting it off at the main. When the two fields are re-graded, some of the irrigation system will be removed anyway, therefore, they have decided to go back to using sprinklers which will definitely lower the water bill. At the next meeting they will discuss scheduling, teams, sponsors and start date.

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

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

The November Claims and Allowance Docket in the amount of \$43,479.10 was reviewed. Motion to approve the November Claims and Allowance Docket in the amount of \$43,479.10 (JV/BK) was passed by a voice vote of members present.

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

The November Claims Summary, Utility Comparison Report, October Expense Report and October Revenue Report were reviewed.

**UNFINISHED BUSINESS**

**Splash**

Mel explained that when our facility was built, the two major donors stipulated the town create an endowment with a million dollars to fund future major repairs. To date, after 8 years of raising money, we only have \$390,000. With the recent mandate that folks over the age of 70½ have to take a yearly distribution from their IRA, and some of them not knowing what to do with that money, Mel and Jennifer talked and she created a brochure which includes common questions/answers that folks might have about donating to the Splash Endowment. We had an idea to contact local financial advisors and ask if they would be willing to give out our brochures. Mel recently met with Steve Hammer, a retired Trust Officer at First Financial Bank, and he shared a number of names. Once the letter and brochures are ready, we will call to see if we can mail or drop off at their office. Also, we have around 250 members who fall into that age bracket and we plan to send a letter and brochure directly to them. Steve also suggested a press release in the paper to re-emphasize awareness of the fund.

**NEW BUSINESS**

**Job Description**

As per the board’s request at the last meeting, Jennifer had Town Attorney Matt Mize look over the job description for the new position of Assistant Park Facilities Manager. He recommended adding the ability to lift up to a specified amount in weight. Denise felt that lifting up to 100 pounds would be a good number. After some discussion, motion to approve the creation of and job description for a new position of Assistant Park Facilities Manager (JV/RE) was passed by a voice vote of members present. This person will train and work alongside Denise for 1+ year with the intent of transitioning over to her position of Park Facilities Manager when she retires. Jennifer stated that she would like to have one or two Park Board members on the Hiring Committee for this position.

**COMMENTS AND QUESTIONS**

There were none.

**ADJOURNMENT**

Meeting was adjourned at 6:37 p.m.

APPROVED \_\_\_\_\_

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Mel Sautter, President

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Jack Vineyard, Vice-President

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Becky Kreps, Member

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Bobbi Lautzenheiser, Member

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Rick Espeset, Member