

## CHESTERFIELD PARKS & REC COMMISSION

MINUTES JUNE 11, 2012

The meeting was called to order at 6:00 p.m. Present were John Zannotti, Melissa Metivier, Traci Fairbanks, Margaret Winn, and Debbie Bokum.

The April minutes were approved with one addition.

### Communications

The Chesterfield School Principal has been invited to our next meeting to discuss open communications with the school and Parks & Rec.

### Programs

Melissa reported on the beaches. She loves the new registers in the concession stand/ticket area. The raft is being repaired with donated materials. Everything is going very well since opening day Memorial Day weekend.

The Highway Department has said they could take down the trees in the picnic area this fall, just paying labor, instead of paying outside help. We could use the savings for replanting the trees.

### Summer Program

Registrations are just coming in. The school did not put it in the newsletter as they have in the past.

### New Programs

Some of the new programs include boot camp, biking, and a walking group as well as volley ball pick up games. We need to build a horse shoe pit. The basketball hoop deteriorated and was thrown away. Brochures will be printed and available at the beach. There will also be an early morning swim to the island and back.

### Facilities

Computer for Melissa and Margaret were discussed. Margaret stated she was happy with the set up she has now. Melissa would like a lap top for working at the beach, which is compatible with the new registers and for running the programs. She priced some at Staples. A new printer would cost about \$120. John will talk to Rick about other town laptop computers.

Water was tested and came back fabulous.

Driveway repairs from the parking lot to the ticket gate had been estimated at \$1,000 from Bart to have the town do hard pack. Melissa will check with Bart to see how long of a process it is to do this now.

## WGRFEP

A banner advertising the Spofford Lake Triathlon is up on the rec building. A flyer will be mailed to all homes and post office boxes in Chesterfield, West Chesterfield, and Spofford, which has both a request for donations and a registration form for the event. So far there is \$805 in donations and registrations. The committee expects to spend money for minimal materials, including T shirts. It was reported that People's Linen will be donating one picnic table, but we will not order until we have money for more since the shipping costs are high. John will check with Rick on where the start up expenses will come from.

## Budget

We have a \$495.75 credit with KIPCO. They would not send a check – supplies ordered were reviewed.

Margaret questioned why we paid people to clean up the beach instead of using volunteers. Melissa explained she thought she had volunteers to do some painting but it was always too wet for it to be done. A discussion took place of saving \$500 in taxpayer money. John stated that volunteers are a bonus and not mandatory and we have a budget and we are living within the budget. Deb stated she was fine with paying our own staff and felt it was Melissa's responsibility to make sure it got done and use her judgment of how to get it done. Margaret gave a breakdown of number of employees this year versus last year. Last year there were 17 lifeguards. This year there are 13 lifeguards, 3 cashiers, 1 cashier assistant, and 1 before/after care person, for a total of 18. It was also reported that we have a \$35 credit from the state for water testing last year. Deb was requested to e-mail Margaret when she e-mailed Carol at the Town Office for her \$25 payment for minute taking.

## Revenue

The new register will do reports on number of passes and money taken in each day. Margaret requested a copy of the spreadsheets. It was noted that two people need to be signing off on the deposit each day. The report itemizes what the income is for.

The new concession stand register is working well. Frequency of doing inventory was discussed and should also be done by two people.

Melissa mentioned that from opening day until this meeting, she was offering employees a 50% discount on everything in the concession stand. Following discussion approval was given to offer water at half price and full price for everything else.

She will submit daily register tapes to Margaret for now and then decide if it's necessary.

Discussion was tabled on cost of concession items versus price. Melissa will put together a spreadsheet.

Melissa requested and was granted an increase in petty cash from \$50 to \$100 (\$50 per register).

## Other

Discussion took place on the new standard work instructions. Traci suggested discussing different parts at each meeting.

John mentioned he has noticed the picnic area is getting a lot of use. Two years ago you couldn't walk on that area because of roots. It was decided that the area should be monitored to make sure the proper beverages were being consumed.

Margaret suggested that the soda be purchased in Keene instead of Brattleboro so the deposit doesn't have to be paid.

The next meeting will be Monday, July 16.

Meeting was adjourned at 8:50 p.m.

Respectfully submitted,

Debbie Bokum