

DRAFT

Sandown Recreation Commission

MINUTES

MEETING: 01-28-2020

The meeting was called to order at 6:45 PM by Chairman George Blaisdell

In attendance: George Blaisdell; John Donahue; Darren Hudgins, ex officio. Also present Deb Brown, Recreation Director.

MOTION: George Blaisdell. Second: John Donahue. To accept the minutes of 11-06-19. Discussion: None.

VOTE: Unanimous.

A short discussion regarding attendance at the upcoming February 01, 2020 Town Deliberative Session. All members and the rec. director will be in attendance.

A discussion was begun regarding expenses that are paid from the Revolving Fund. Mrs. Brown noted that it is sometimes difficult to obtain the signatures needed in order to get some expenses paid. This mostly pertains to when the credit card is used, and the finance director is waiting to be able to make that payment. She makes one payment per month for all expenses made to the credit card by any department. Payment is often held up due to not being able to get the signatures required in a timelier manner. The Commission had originally required at least 3 signatures from members, on a requisition form, to pay for any outstanding expenses. The Commission reviewed information from the Town of Chester and action recently taken by the Chester Recreation Commission, in accordance with NH RSA 35-B where they granted its recreation director permission to authorize payments of up to \$2,500 without additional permissions from Commission members. Mrs. Brown noted she was not entirely comfortable with that large of an amount and that those amounts are generally not being paid out except during the summer for field trips. Mr. Blaisdell note that the director normally gives them the information ahead of time, of approximately what each field trip will cost and the commission others an "up to" authorization. Mrs. Brown noted that internal controls still need to be followed including submitting receipts to the finance department for review.

MOTION: John Donahue. Second: George Blaisdell. To authorize Recreation Director Deb Brown to approve all expenses being paid from the Recreation Revolving Fund for up to \$500.00 or less. DISCUSSION: Nothing further. VOTE: Unanimous.

Mrs. Brown noted that even though she is authorized to approve those expenditures, internal controls will still be adhered to, receipts will be submitted to the finance director and activity will be provided to the Commission at its next meeting.

Mrs. Brown requested that discussion of rental fees be postponed to the next regular meeting. She has received information from several surrounding towns and would like to put it into a format that will be easier to review and compare to. This will be postponed until another meeting.

The director's report included information from Morton Builders who will be meeting with Mrs. Brown next Tuesday (01-28-20) at the recreation building, to explore possibilities for a permanent pavilion type structure for the Ed Garvey facility location. Ongoing problems with commercial type canopies that are

DRAFT

Sandown Recreation Commission

MINUTES Page 2 of 2

MEETING: 01-22-2020

used during the summer months has reached a point where a different solution is needed. This was strongly indicated during the summer of 2019 when campers and staff were placed in a dangerous situation when a storm blew up very unexpectedly, high winds prevailed, and the canopies were ripped out of the ground.

Mr. Blaisdell had suggested that Morton Builders be contacted after Mrs. Brown spoke with a local designer who reported that he would not do a design because it involved safety issues such as wind and snow loads and he was not equipped to offer such plans as they would need to be certified. Another contractor was also approached who voiced the same concern.

Morton Builders offers pavilions that are engineer stamped plans. They come up with the design and cost and build following Town of Sandown building codes. The sales rep offered information regarding Salem North Elementary School on Zion Hill Road in Salem as a nearby example of Morton Builders work. Mrs. Brown contacted the school principal who reported that Morton had been excellent to work with; the quality of work was excellent, they were on time and met a deadline of needing to be in and out and off site during the 5-days of April School vacation. The principal sent pictures of the work completed. Mr. Hudgins indicated he would be available to meet with the Morton Builders with Mrs. Brown next week.

The director's report included mentions of outdoor maintenance done during the month of December including delivery of materials to Miller Field to fix a large ditch created by run off; fencing that needed fixing at Garvey and a list of items that has been shared with Public Works Director Artie Genualdo with the intention of having the following addressed: broken VCT tile by the door in the rec building; removal of things placed on the ceiling tiles by renters; installation of an eye wash station and an interior mailbox so that registration and checks left when the director is not on site can be placed securely in the box and not left on a counter or table.

Planning is underway for several upcoming offerings including a monthly senior coffee hour; expanded playgroup dates; parent/child yoga instruction; certified babysitter course; intro to Reiki; AARP Driver Safety Course; pastry baking; adult paddle boarding; kids paddle boarding; adult and children's kayaking; music classes for preschoolers; demo class for Instant Pot users. Other regular programs have started up new sessions during January and upcoming in February is the school vacation week program and Valentines event for seniors. Mrs. Brown is working with United States Tennis Association in order to bring youth tennis lessons to the rec programming. She is working with Timberlane Athletic Director Angelo Fantasia to find court time at the high school during the summer months. Participants would be provided with an age appropriate tennis racquet, shirt and ball. She has already received interest from parents. Sandown Rec will once again be partnering with the high school's Key Club to offer a senior event in the spring.

Next meeting: TBD

Meeting adjourned at 9:00 PM

Respectfully submitted,

Deb Brown

Temporary Recording Secretary