

Minutes
Alton Parks and Recreation Commission
January 22, 2014
A.V.A.S. Building, 6:30pm

Members Present: William Lionetta, Elizabeth Shelton, and Kristin Thomas

Staff Present: Kellie Troendle

Call to Order

The Meeting was called to order at 6:34pm by Chairman, W. Lionetta.

Approval of Agenda

W. Lionetta made a motion to approve the Agenda as presented; motion was seconded by K. Thomas and passed.

Approval of Minutes

W. Lionetta made a motion to approve the Minutes of October 21, 2013 as presented; motion was seconded by E. Shelton and passed.

Old Business

Special Events Recap- K. Troendle reported that the Halloween Happenings event held at ACS sponsored by PTSA and Parks and Recreation was successful with a lot of participation. The event included: games, costume contests and food. The Pumpkin Lighting event went well for the first year the event was sponsored. Ice Out Consignments was the co-sponsor and they provided volunteers to help run the activities and prizes for the best carved pumpkins. The Pumpkin Lighting Event included a dog costume parade, flashlight pumpkin hunt, fortune teller, popcorn and cider and face painting. Light Up Night went well and was successful. It was observed that less people were in attendance, maybe because of the timing of Thanksgiving and Christmas. The Historical Society sponsored an open house and bonfire and more activities were going on at the same time, which may have spread out the crowd. Santa handed out small gifts and candy canes and Little Pesaukees sponsored a craft at the Town Hall. E. Shelton supervised the open house at the Museum building.

Recreation Basketball Program- K. Troendle reported there are 100 players in the 2014 Basketball Program. Players practice at Alton Central School during the week, which is limited to one practice (6-7pm and 7-8pm) a week or ever other week and games are held on Saturdays in Alton and in other Towns, which require players to travel up to 45 minutes away. The department has received feedback that there is not enough gym time to practice and practices are late at night. The kids are not getting to play very much when practice times and actual playing time during the game are calculated. In 2013, the basketball program cost the department \$4,267.00 to operate and the program lost \$1,447.00. The cost per player to operate is \$43.00 and the registration fee is \$30.00. The Commission discussed options on how to organize and run the program without increasing the registration fee. Options included running the program at PMHS after school on their home game

days to provide day time practices and also offer practice/skills training on Saturdays at PMHS for 1.5 hours per group. Possible costs that could be eliminated include: coaches and players uniform shirts, officials and tournament fees, staff supervision costs and awards. The Director recommended running the program like a 6-8 week basketball camp for grades 1-6 with skills for 60 minutes and then scrimmages to follow for 30 minutes. Players would be able to stay in Alton and use the PMHS gym and other towns could be invited to play the Alton teams in scrimmages. The Commission noted that players would get more time playing with this format and in turn would increase their skills and confidence. The Commission discussed hiring a basketball camp director and inviting knowledgeable parent volunteers and high school basketball players to teach the players.

New Business

Recreation Revolving Fund- The Director informed the Commission that the Town Administrator requested that the Commission members sign/authorize the bills/expenditures from the Recreation Revolving Fund as defined under RSA 35-B: 2, II. Expenses from programs such as: equipment, officials, staff hours, supplies, awards, uniforms, etc. will need to be authorized by the Commission for payment. In the past, the Parks and Recreation Director was delegated the authority to sign the bills/expenditures, as was directed by a past Commission, but under RSA 35-B, the Town is advised to handle the Revolving Fund as stated above. The Commission discussed the logistics of getting all of the bills/invoices to each Commission member each week by Monday in order for the checks to be issued and the challenges/inconvenience that would impose. K. Troendle said the Town will have invoices coming in frequently and officials/staff that work each week that will be expecting to be paid the following week. K. Troendle reported that the Town Administrator suggested the Commission designate a member(s) that is delegated the authority to sign for the Commission. Copies of the bills would be presented to the Commission at the next meeting for review and approval. The Town Administrator also said that known expenses could be pre-approved by the Commission at their meetings with the approvals documented in the meeting minutes. E. Shelton made a motion to designate Kristin Thomas as the primary, delegated signer for the Revolving Fund, and William Lionetta as the alternate, as Commission members who are delegated to authorize the expenditure of funds from the Revolving Fund. The authorization of funds would also need to be approved and verified by the Parks and Recreation Director. Motion was seconded by W. Lionetta and passed.

Recreation Revolving Fund Expenses: The following expenses were presented to the Parks and Recreation Commission for approval: \$1,080.00 to New Durham Parks and Recreation for 2013 soccer officials; \$30.00 refund for basketball coach in 2014; \$33.63 for needles and pumps for basketball 2014; \$72.00 for 2014 basketball wages (score keeper and PMHS monitor); \$100.00 for basketball 2014 officials; \$1,324.10 for basketball 2014 uniform shirts (players and coaches).

The Commission pre-approved the following 2014 basketball expenses: \$1,400.00 for official's fees to pay other towns for Alton's games; \$525.00 for tournament fees; \$1,000.00 for PMHS officials (Alton will get reimbursed from the other towns); \$504.00 for score board and monitoring staff; up to \$600.00 for coaches/assistant thank you gifts; and \$325.00 for medals. The Commission pre-approved the following expenses: \$900 for the 2014 Road Race timing; \$425.00 for bibs and chips for 2014 Road Race; \$250.00 for the police explorers for 2014 Craft Fair; and \$4,651.00 for office assistant payroll for administration/logistics and planning. W. Lionetta made a motion to approve the

expenses as presented to include both the expenses already paid and the pre-approved expenses as listed. Motion was seconded by E. Shelton and passed.

2014 Goals and Objectives- The Director presented a copy of the 2104 Goals and Objectives to the Commission for review.

Winter Carnival- Winter Carnival will be held on Sunday, February 16, 2014. Parks and Recreation events include the Photo Scavenger Hunt at 1:30pm and Great Alton Bay Bed Race at 3:00pm, which is co-sponsored by Meredith Village Savings Bank.

Spring/Summer- The Commission was asked to provide any input for ideas into Spring and Summer programs at the next meeting.

Facilities Planning- The Director reported that a trend in recreation is people wanting trails for walking and biking. The Commission discussed the option of adding trails to existing town property for this purpose.

Free Programs and Classes- The Commission discussed the value of providing recreation programs to the community, both user fee programs and free programs. The Director recommended establishing a policy that required a minimum number of participants in free programs. The Director recommended a minimum number of five people to run a free program like Reiki, Snow shoeing or yoga. The Commission discussed the free yoga classes that were offered at the Pearson Road Community Center. The Director advised that the space was distracting for the chair yoga class with the other activities going on at the same time and that the commitment to be at the building for 2.5 hours to instruct was limiting the work day schedule. The Director recommended offering an early evening class that all residents could attend to bring the numbers up to hold the class and to also have a registration fee. The Commission noted that other fitness classes held by Parks and Recreation and local business have a participation fee. The Commission suggested that perhaps the free yoga class could be reintroduced as part of the summer program and it be held in Alton Bay for all residents. The Commission discussed a \$8 drop in fee or \$5 per class if paid at the beginning of the month, to guarantee participation and meet the minimum number requirement.

Adjournment

E. Shelton made a motion to adjourn the meeting at 8:00pm; motion was seconded by K. Thomas and passed. **The next meeting is scheduled for Monday, February 10, 2014 at 6:30pm at AVAS.**

Respectfully submitted,

*Kellie Troendle, Certified Park and Recreation Professional
Parks and Recreation Director*