

Final Park and Recreation Meeting Minutes

Monday December 5, 2016 @ 7:30 PM

Location: Volunteer Room/ Town Hall

Call to order 7:41PM by Acting Chair Doug Thornton

**Members Present:** Doug Thornton, Frank Culmone, Steve Victorson and Ed Frackiewicz.

**Excused:** Wyona Lynch-McWhite

The November 21 Meeting minutes were not available or distributed for review. Steve made a motion to postpone the review and approval of the minutes from the Nov 21<sup>st</sup> meeting to our next meeting. The motion was seconded by Ed and then unanimously approved.

**Parks & Rec Director Discussion**

First order of business of the evening was a discussion on the merits and potential job responsibilities of a Parks and Rec Director prior to any discussion with BOS on 12/20. Doug introduced the subject with comments about running into Stu Skylar earlier this week and his extending a formal invitation for us to attend the BOS meeting on 12/20/16. Doug and Ed are available and will plan to attend the 12/20 meeting with the BOS. Steve and Frank will have to check their schedules and confirm their availability at or before our next meeting.

Steve initiated the discussion with the question “What would this position do?” Members offered a number of varying tasks that a Parks & Rec position might do like meet with vendors on site and review their assigned work, integration with beach director’s tasks, handle parking and beach sticker administration, website and administrative financial duties. Ed approached the question by suggesting if we just “blow up the current beach director role – what do we all need to get done or have help doing it?” Attendee Bob Shea was recognized and he suggested that any future position might be better suited for one paid person with combined responsibilities for administration and beach duties. By combining roles an alternative candidate (other than Allie) might be recruited in order to serve a more specialized role addressing multiple needs.

Frank added that from the financial administration point of view we could use the director to handle various administrative beach issues like parking, stickers, finances, allowing the commission time to develop a comprehensive long term plan for improving the premier recreational venue for the town, our beach. More discussion is needed on subject but the idea of blending 2 separate skill sets (program administration) & (transactional financial accounting) into one job offering deserves more consideration. After 35 minutes of dialogue we moved to Field Updates.

**Field Updates**

Doug Thornton provided a Ski Club 2016/2017 update indicating that participant signup will require 3 buses. Two Bromfield buses and one for HES are needed. He also indicated that they may have missed the deadline for securing a mountain scholarship and that chaperones have been identified.

Doug also distributed an e-mail from Jim Lee that advised the delivery of 5 tons of material to restore the Lancaster Trail. Labor provided by the snow mobile club kept restoration cost on budget. The photos provided look good and only a trailside roller to level off the trail is still suggested for completion.

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Doug also added the following activities that he would like to address before the end of the year:

- 1). Explore the possibility of mowing the field north of Depot in December or schedule for early spring.
- 2). Clearing or finalizing a plan to clear the hillside around the Bromfield Baseball field from poison ivy.
- 3). Find a place for the stone sculpture?
- 4). Wants to talk to DPW about closing (locking) the gates to the Waite Field parking lot.
- 5). Would like to talk to DPW and address a parking issue from this fall when heavy equipment was parked in the Depot Road Field visitor parking area reducing event parking options.

### **Beach Updates**

Steve Victorson provided his beach report with contributions from Bob Shea. The green canoe filled with water is now at DPW. The Armstrong kayak has also been taken to the DPW. We should continue to contact Bob Armstrong for fee payment and equipment release.

The Harvard Henley is scheduled for Saturday, April 22, 2017.

The BHRA requested to appear @ our Dec 19 meeting. Not sure of agenda purpose or time needed. Ed suggested that we might ask to postpone their attendance till January. Reason to ask for rescheduling was more time will be required to discuss the Parks & Rec position on 12/19 before the BOS meeting on 12/20. (see above) Doug will talk Wyona for final decision on invitation.

Steve had no additional information on the topic of boat repair from Allie. However, Allie did respond to Frank's request outlining a typical day at the beach. Frank will put together a spread sheet for management purposes by shift.

### **Budget Updates**

Frank Culmone shared his financial exhibit and addressed several follow up to questions on FY 18 budget submission.

Highlights of the discussion:

All members present appreciated the shared financial information provided by Frank.

Exhibit shows expense comparison for the first 4 months (July-Oct) FY 15 vs. FY 16.

Frank estimated \$12,000 to \$13,000 in available budget funds and suggested a goal of spending it so it doesn't get swept at FY end. Steve questioned the timing of some FY 16 spending of \$9,000 by Allie. Doug suggested that Allie needs to itemize her expenses for Spring 17 disbursements.

Ed asked for a financial exhibit that shows total FY 16 accounting by category of expense. (budget line).

Doug inquired if 2016 ski club revenue (80 Bromfield & 25 HES enrollees) has been posted. Frank indicated revenues were up but this question shows the importance of receiving better financial information from the town to do our jobs better. Coding issues appear to create inaccuracies of received reports. Steve asked how much money is available for beach sand purchase and replacement. It was estimated that about \$4,000 is available.

**New Business** – No new business subjects were received.

**Next Meeting:** Our next meeting is Monday December 19, 2016.

Meeting adjourned 9:37 pm.