

Parks and Recreation  
Town Hall  
June 5th 2017

**Present:** Wyona Lynch-McWhite, Frank Culmone, Joe Reynolds, Doug Thornton, Steve Victorson. Frank arrived at 830.

Harbor Master: Bob O'Shea

## **Field Updates**

### *Ultimate Frisbee*

Donnie gave an update of Ultimate frisbee. Will be more pro-active this Summer with the schedule, but confirmed every Tuesday and Thursday with Doug. Questioned Doug regarding the website with respect to field closures and rain. Should he check the site? Doug said that if not posted as closed on the website or if Doug has not called to cancel, consider the fields open.

Wyona confirmed with Doug as to whether or not we have been posting regularly the ultimate schedule? Will make sure that all dates are posted.

Donnie would like to come 1 hour earlier on Tuesday and Thursday nights for a youth league, that would also include middle school kids.

Wyona asked about field usage fees. Doug, we have set charge for usage. Donnie is comfortable with the charges.

Ultimate finishes on the weekend of the 15th of August.

Wyona, we will take care of billing at the end of Summer.

Doug - Fields have been a bit chaotic, but going well. Doug brought Wyona up to speed on expenditures voted in on the last meeting.

Wyona - Discussed benches and picnic tables around the general store. We will discuss the specifics at our next meeting, when Frank is present.

## **Beach Updates**

Parking at Sheep Island - The owner, Rick Dixon of the island came to discuss parking and how to confirm parking when a party is planned. Wyona suggested to use the same form as used by the fishing tournament or to just use is the normal sheep island pass. Rick also gave us a background of last years problem.

Sheep Island Annual Meeting - July 2nd.

Rolando Lora (Citizen) - Questions on Water Safety Aids and the selection process. Is there a defined process for hiring? Wyona clarified that the deadline was June 1st. Roland was unsure of the hiring process and does his son get paid? The process seems a bit chaotic, what is the

town process. Rolando - Is there a performance review at the end of every Summer and shouldn't this be required? Yes. From his kids point of view, there is confusion. Allie was to meet with him yesterday and couldn't and then missed the next scheduled meeting.

Bob O'Shea - There is a job description for the water safety aid and that is a volunteer job, but if selected there are paid pieces of the job.

Wyona, the process is in Allie's hands and the communication should be happening. Rolando's son is named Marcos. We will follow through with Allie regarding the communication. We are very appreciative of the kids who volunteer.

Steve and Joe will followup with Allie and confirm as to whether or not every kid has been contacted.

The board clarified Tim's role on the beach. We also discussed Maypole Safety and rules. Simply tell the kids that sitting on top of the maypole is not proper use of the equipment. No sign is necessary.

Joe wants to put together/standardize beach procedures and policies. Will review for the next meeting.

Wyona - Confirmed mailing of the stickers with one more tranche to go out tomorrow. She is missing some checks. Will give this info to the town hall. Wyona asked Frank as to whether or not he has received any checks.

Bob O'Shea - Issue of parking has been plaguing the board for the last 10 years. Too many options. Wyona reminded Bob that once the beach opens the only place that tickets can be purchased is at the beach. Sage has the ability to swipe in payments keeping all records simple and in one place. The kids could easily swipe in payment. Bob commented on the many iterations of the log. Wyona discussed her process for organizing payments. Bob, is the history of the parking really important to have in the system. Bob noted that everything can go through Sage. Frank discussed Amy's role and it is complicated as the raw numbers just come through and must be determined. Sage is complicated and can we use the other town system?

Joe - Enforce with Allie that her staff, must at the end of the day reconcile the sales. Then test a new credit card system.

Joe emphasized again to fix the reconciliation process and then explore a new method.

Wyona, should we use the new town sheets. Joe, yes let's use the new sheets.

Wyona - Linda Mara: No appropriate receipt system. The town gets confused when Linda turns in money that doesn't match as some people do not always have enough cash. Linda's receipt system needs to be resolved.

Bob again referenced having a credit card system and discussed with Frank switching away from Sage.

Joe and Steve will look at an honor box system.

Doug reiterated the benefits of having a credit card as it keeps clear records.

Wyona reminded Joe that there needs to be a guard scheduled at the end of the day for collecting boat launch fees.

Bob reminded us that we need to remove the one remaining horseshoe pit stake and another fence post by the tree.

## **Finance Update**

Budget updates as of 6/2/17

Beach Director: 3,295.12 available

Beach Expenses: 2,332.29 available

Fields and Commons: 13,646.49 available

Revolving: +2,552.99

Frank will double check with the town regarding the munis and make sure that all monies have been allocated properly.

Money continues to come in with sticker and lesson sales.

Frank, revolving can be saved if it is designated prior to July 1. However, a proposal must be written up in order to encumber.

Wyona - Can we reallocate revolving money into Allie's payroll should we run short at the end of June? Frank will talk to Dave as to how we would cover a budgeted item.

Doug, we need to account for the town freezing our spending and then doing the accounting telling us how much we actually have left.

FinnCom needs to see budgeting and justification for spending money beyond the 10k, if we want to encumber any of the money that is swept.

Bob O'Shea, Allie came to the Lion's Club for radio money. Wyona interjected that this was a beach expense. Bob suggested that Allie should just talk to Frank and go ahead and purchase the radios.

Frank - Discussed

[Ivan Tatarev](#), claims to have written a check for \$900 to Judy Cavanaugh for all recreational activities, including tennis lessons. His family members are registered for four swimming lessons and two boating lessons, which were paid for online. Need to investigate and talk to Judy.

Wyona said that Judy just need to make an interdepartmental transfer into our account.

There is an issue of Ali using the towns Amazon account for purchases without board approval, I think that David has resolved the problem, but it needs to be made clear that all purchases must go through the invoice/warrant process.

Executive Session Started 955 - Ended 1010

Full Meeting Adjourned at 1012.