

Parks and Recreation
June 25th, 2018
Town Hall

Present: Joe Reynolds, Bob O'Shea, Steve Victorson, Doug is attending via Skype.

7:44 PM Joe Reynolds called the meeting to order

Meeting Minutes Approval

Steve motioned to approve the minutes from 5/21/18. Joe seconded. Passed 3-0. Bob abstained.

Steve motioned to approve the minutes from 6/4/18. Doug seconded. Passed 3-0 with spelling corrections. Bob abstained.

Discussion on system transfer to UniPay - Presented by Bob

There is Virtual Town hall which is the towns and the UniPay is the banks system that the town uses. Both systems have their limits.

VTH - Better for getting information to the citizens. Permits that do not require fees.

UniPay - Simple transactions. Beach Sticker, Fishing Tournament

UniPay - Transaction with fee requiring user details.

UniPay/VTH - Programs/Classes

Bob took us through a new website design.

Joe had some particular questions regarding the website function.

Steve suggested that we revisit the terms and conditions.

Bob wants everything done by July 1, so that the fiscal year starts in the UniPay system so that there is a clean start to the new fiscal year. He is now working on all current summer needs.

With the way UniPay/VTH work swim lesson parents must sign and complete the forms each time.

With this system, you cannot sign up unless you pay.

Joe questioned what are the terms and conditions by using UniPay. Who owns the information?

Bob - Questions:

Did look at alternatives.

1. League Athletics not interested in using UniPay
2. Other Systems much bigger and more expensive

If Parks and Rec. BHRA, community ed, etc. all wanted to join forces one of these other programs might work.

Discussed General Policy Questions for the new system

How to pay? 3 ways to pay. ACH, Credit card and the third is for alternative payments to be directed to town hall.

Allie suggested we have 30 slots for families with financial needs. To be used or not used throughout the season. We will discuss this at a future meeting.

Beach Sticker Plan

All payments in UniPy even at beach using iPad
Stickers only available at Beach from Linda or beach staff
Numbered with resident car registrations and affixed to car by parking staff.
By July 1st.

Discussed sticker checking and receipts with Allie.

Bob motioned that we change the beach sticker plan as stated above as of July 1st to this system. Steve seconded the motion.

Motion approved 4-0.

Swimming Lesson Plan

Allie present and had questions for the switch over to the new system. Switching as of July 1 we will pay close attention to class sizes for those who paid prior to July 1. Doug mentioned that we need to warn residents that they need to fill in a lot of information.

Allie, do we need really need all information in the forms as listed?
Bob suggest that we go with current form makeup and changes next year.
Let's revisit the form questions for next year.

Bob motioned that we move all swimming lessons over as of July 1 to the new UniPay form.
Steve seconded. The motion passed 4-0

Include all payments so that income is traceable (BHRA Fee, Bridges, Field fees, etc...)?

Field fees now collected by checks. BHRA and Bridges goes directly to the town, do we have confirmation that this actually goes into our account.

Bob motioned to put all future park and rec. payments into UniPay.
Steve seconded the motion.
The motion passes 4-0.

Field updates

No field updates. Has payments and wants to make sure that they have all been paid.
Without accountant no financial summary, at this point for the end of the year.

Bob O'Shea - What is the job description for a member of the parks and rec.? Are we supposed to fix broken doors? We should discuss at the next meeting our roles and expectations.

Beach Update - Allie

Working with Tim and Marie to create staff projections.
Pre-season training is easier as most of the staff are returning. Taking less time and money.

Joe - When can you get a run rate projection?

Allie - The week of July 9th.

Joe asked about guard payments during the parade?

No employees paid for the parade, but extra guards on the beach due to the large number of swimmers.

Joe - Are you comfortable with the new sticker payment plan?

Yes

Bob - We have a boat action that needs to be taken care of. The bilge pump stopped working. Bob tested and found that the harness is dropping power. Needs to be sent back for a warranty call, as soon as possible.

Allie will make sure that the boat is covered, with a tarp until the repair is made.

Also, need to remove the fuse for the bilge pump at the end of the day as the pump can be turned on without the key. Bob will show this to Allie.

New Event Requests

Doug asked Bob how to fill the new calendar. Bob will send us all the permissions.

Bob - Check for swim lessons. Could not pay online due to the league athletics, but Bob fixed the account and now has a new check. Will put into the box for Wyona

Meeting adjourned at 932PM.