

Parks and Recreation
June 17, 2017
Town Hall

Present: Wyona Lynch-McWhite, Steve Victorson, Frank Culmone, Doug Thornton

Approval of minutes

Steve motioned to approve May 1, 2017 minutes. Frank seconded the motion. - approved 4-1
May 15 minutes will vote on at the next meeting as Steve needs to add a section on the longboard event.

Steve motioned to approve June 5th minutes. Doug seconded the motion. passed 5-0.

Doug motioned to approve June 5th executive session minutes. Steve seconded. Passed 5-0.

Budget Updates

Revolving 14,828.00 - Will increase before the end of next week.

Commons - 10,446.00

Beach Expenses - 1,088.00 remaining.

Wyona asked what was left in Allie's salary. Frank responded that those numbers were not sent. Regarding Allie's salary, we could move that salary into a contract position and would no longer have to worry about hours. If we go that route it would have to come out of the revolving. Frank had a question regarding fees and rate structure. If we move Allie into a contract, then we could better correlate rate structure with expenses. Wyona said not necessarily. If all money came out of revolving then revenue would have to cover all expenses. This would help with a rate structure plan. This is another avenue for re-organizing the beach structure.

Bob O'Shea remarked that if we just make fees based on the beach costs we might lose money for fields.

Doug questioned how this plan would work. To clarify, the beach director has her own account and the beach pays for itself out of revenue.

Frank, if we pay Allie as a contract we no longer have to worry about Allie running out of money. Discussed further the pros and cons of doing changing how revenue is accounted.

Rates for lessons are designed to be a town amenity. Other costs have been discussed, but are still designed as a town amenity. Frank, if we come up with a clear plan the town will be more amenable to our budget requests.

Steve asked about receipts reserved, is this what we are discussing. Frank, no but if we want a long term plan for savings we can take a percentage out of money each year.

Discussed the impact of contract payments. Steve mentioned that under a contract, that the pay would have to increase as the contract employee will pay for all taxes. Wyona asked if this is

possible for a town employee? Frank will ask more questions of Dave. Doug asked for a future meeting on this topic and asked for a write up prior to that meeting so that we can discuss. Wyona, start with HR to find out if this is even possible. Frank said this would help with justifying the rate structure. Wyona, we have a clear basis for our rate structure.

Doug discussed remaining funds and planned expenditures with Frank.

Wyona confirmed that we went over commons and budget and beach director payroll. Discussed other planned expenses.

Meeting with Planning committee

Michelle

Discussed the job description for the town planner. Having a paid employee under the control of a paid employee is a challenge. At the request of FinCom, Michelle is helping to organize this process. Park and Rec would get administrative help. What we do as a board would not change. Would also work as an overseer to the beach director.

Wyona, confirmed and clarified what Michelle proposed based on the chart.

Harbor Master - The clerical help is definitely needed on the Park and Rec. board. To oversee the beach the conservation agent would have to have the same safety training.

Wyona, was worried about overall impact of this committee.

Joe had specific questions on the flow chart.

Doug discussed our proposal to the town for this position and we will send to Michelle.

Wyona - Is this for a town planner, what impact does that have on parks and rec.?

Bob O'Shea - very little comes up with land use. Most is fee administration and more service orientation. With the clerical/admin requirements, the board spends more time on these duties rather than long term planning.

We will send the planning board the park and rec. planning director position.

Michelle shelbycatalina@gmail.com. Will send a copy of our proposal

Wyona, likes this idea and is hopeful this can come together.

Field Updates

Saturday August 26th - Nashoba Valley Peddlers(John and Karen Takacs) - Out by 130PM.

Setting up at 730. Same plan as last year. Will meet the porta-potty truck for placement. Wyona, Doug have we had any problems? No - But, Doug cautioned that there is some friction brewing around town with some of these events. Doug mentioned another situation with cyclists throwing cups on the ground at water stations. They said not to worry and that they are not passing out water cups and will make sure that all is clean. Joe commented on other large rides and groups of riders. They will make sure that all riders understand the rules.

Wyona - any more questions. Request for NV peddlers to have a rest stop in the center of town.

Joe motioned to approve, Doug seconded; approved 5-0. Wyona suggested to tell the police right away.

Request to replace the flag at the track. Doug - We replaced one at the center. Wyona, does Stu have the extra flags that were ordered? Wyona, we should probably just order a set of flags as the wind regularly destroys the flags. Doug - Are the flags that we purchase actually commercial grade?

Doug - Finished up track clinic and invoice sent to Frank. All Summer events are on the calendar. Wyona - Discussed sign issue and the ugly parks and rec sign. Most signs obey the rules. The size allowed is 10 square feet.

Beach Updates

Joe - Wants to get a new sign for the common.

Going over how things will work with Tim and Allie, still confused on how things will work with Tim. Is Tim going to be my supervisor? With the sticker checker entering the purchase of stickers, what is Tim's role? Wyona, Tim not involved with this part of the process. Need to work with HR to make sure all hiring and paper work is done correctly. Wyona wants a written beach report for each meeting during the busy months. Joe, is there a process for this paper work?

Joe wants to go over beach rules and bylaws. He got ahold of the original beach rules and met with Linda Mara regarding her position. Wyona confirmed with boat fees that her deposits include the receipt. According to Linda there is some confusion on how the process is happening. Joe had questions as to who is in charge of the channel? Is it the lifeguards or Bob? Whose responsibility is it to manage kids jumping off of rock island? Joe will put together a manual.

Discussed interview of head guard and gave him his stamp of approval.

Wyona wants the staffing plan written. Joe said this is part of the confusion with Tim. If we have a staff chart then the weekly hours would be known and then Tim could look at weekly hours and see that payroll was in the ball park.

Joe, where do we share documents. Bob with the town website, we can make a private folder to share documents. Wyona, you are allowed to share emails as information, but we cannot discuss. Joe, can we all share a common document that can be worked on.

Wyona - Joe will order the sign under 500.00. Tim is there to help.

Wyona - Make necessary purchases that are needed for beach operations and bring the report back. Any money over 500.00 need to discuss with Frank.

Joe asked about having a radio that is on the fire department frequency?

Wyona, the beach phone does not show the proper address that says beach when calling 911.

Bob asked Doug and Steve about the purchase of a safety boat for the beach.

Steve will give Joe the remaining beach stickers.

Bob - Showed us the mooring/floats to mark the rocks.

Bob - Towns ramp down to the crew dock is not centered. Bob thinks that the town should have a 10' section at the bottom of our ramp that the crew dock would attach.

Discussed revolving fund money.

Wyona discussed shirts for Staff, WSA's and guards.

Wyona - Sheep Island. Sent a note to Rick that the sheep island stickers are fine and to please remind us of any additional dates where there are large groups coming to the island. Also there is a sheep island resident who is regularly violating the boat trailer rules.

Joe will discuss IT services for the beach at the next meeting.

Next meeting will be on 7/10 or move to 7/17? Everyone is here for the 10th. Do we want back to back on the 17th? Yes.

Summer meeting schedule

We will send the planning committee our proposal. Doug, are we to assume that the Stu, Ken park and rec director proposal is dead?

Further discussed the planning committee proposal.

Meeting adjourned at 10:10pm