

**Meeting Minutes: Draft**

**1. Call to Order and Roll Call:** Ted Tocci called the meeting to order at 7:05 p.m. Present were Ted Tocci (Acting Chair), Pam Fitzgerald, Mark Lane, Gary Martin, Todd Santora, Larry Smith, Lyn Stan (Vice Chair) and Roger Venden (Treasurer). Non Commission members were also present: Marietta Garavaglia (volunteer secretary) and Stacey Bellen from the Summer Recreation Camp. Peter Robart and Kristin Augusta were absent.

**Prior Meeting Minutes:** M. Garavaglia noted that the date was incorrect on the prior meeting minutes and should be changed from August 25<sup>th</sup> to August 26<sup>th</sup>. L. Smith made a motion to approve as amended and P. Fitzgerald seconded; the motion carried.

**2. Cancelled Focus Group:** This work session has been rescheduled to September 29<sup>th</sup> at the Town Hall, 7:00 p.m.

**3. Financial Report/Proposed Budget:** Roger Venden reported that we are typically a month behind in receiving our financial statement and that the updated numbers showing activity through August should be available soon. Ted Tocci distributed copies of the proposed 2015 budget that he and Rodger compiled. Ted noted that the budget includes \$750 for clerical services since the volunteer interim secretary will be stepping down at the end of November; it also reflects an increase in Other Professional Services (the Commission will seek sponsors to offset this expense), \$500 for printing (posters, mailings) and Grounds Keeping. L. Stan will contact Peter's Sewers in Kingston, NH for a quote on Porta-Potties. One should be located at GWP from 4/15/15 through 11/1/15 and the second on the Town Common from 5/1/15 through 10/15/15.

M. Lane asked about unspent budget money and was told that any remaining dollars go into the Town's general fund; he also asked if the Commission could anticipate any incoming revenues. Ted said we might generate \$2,500 from a membership drive (100 family members at \$25 each), perhaps \$2,000 from donations, residual money from the golf outing, partial proceeds from one of Ron Augusti's programs (\$1,000), and \$4,000 from Castleberry Fair's biannual events (total of \$10,380). L. Smith suggested that we establish a special account for donations. G. Martin made a motion to approve the budget as proposed, R. Venden seconded and Larry recused himself. The motion carried.

**4. Members Cap:** Ted Tocci distributed information from the NH Municipal Association covering RSA 35-B (Recreation/Park Commission). The RSA states that "the number of members is determined by the town meeting vote, and there is no provision for alternate members". Ted suggested that the Commission cap the number of members at eleven, and that if this was agreeable, a warrant article would be presented to the voters seeking their approval. Discussion ensued as to whether membership should be limited. Todd Santora asked about the option of sub-committees; these would be non-voting "members" who would assist where needed. L. Smith made a motion to cap the number of Commissioners at eleven, with the provision that non-voting sub-committees be established to advance the work of Parks & Rec. Todd seconded the motion and it carried with one opposed, the remainder in favor.

**5. Summer Camp Final Report:** Stacey Bellen distributed copies of her Recreational Camp summary, listing the number of campers per week, program details, and financial accounting. Overall, it was a success, with the anticipation that more campers would sign up in 2015 with increased advertising. Suggestions to enhance the program included:

- Engage a small troupe of actors, "The Little Red Wagon" from UNH, inviting the Town to attend this event (S. Bellen to investigate the cost for this).
- Feature a special program weekly, open to the Town, such as a magician or local story teller (this could be subsidized through the P & R budget).
- Create T-shirts for the campers. M. Lane said this could easily be done using an umbrella theme with each camper providing his/her own customization (other design options were discussed). The Commission

members agreed that all campers should be entitled to a free T-shirt when they register for the program. T. Tocci noted that Greenland features an on-line P&R memorabilia shop.

- L. Smith suggested a canopy/tent to provide shade. Storage and “construction” issues (who puts it up) would have to be resolved.

These matters will be addressed at future meetings on or before January. T. Tocci will contact the State regarding background checks and determine whether Stacey and Mike require anything further.

**6. Town Common:** L. Smith led a crew of workers to prune the trees on the Common; six truck-loads of boughs were transported to the dump. T. Tocci sent thank-you notes to all the volunteers on behalf of the Commission. The slats on the wooden benches need to be stained and a quote obtained for this work.

**7. Golf Outing:** Ted Tocci said the idea for a Town-wide golf outing arose years ago outside of the P & R domain, but it made sense to include it as a Commission activity. Roger Venden has worked with the management of Sagamore Country Club to pull this event together, and proposes we hold this annually the first weekend of October. Cost to the Commission will be \$50 for cart and greens fee; the charge to participants will be \$75, but will include food and cash prizes. It is hoped that 40 players will sign up for an 11:30 scramble, with money due by 10/14 (there is a provision for weather cancellation). Players can determine their own foursomes if desired. Ted and Roger will work on publicity for this event.

**8. Governor Weare Park:** T. Tocci reported that the document detailing Rules & Regulations is ready for Public Hearing; it will be presented at the Selectboard’s meeting on September 17<sup>th</sup>.

**9. CIP Requests:** on behalf of the Commission, T. Tocci has submitted a Capital Improvement request (an expenditure of over \$5,000 for a non operating-budget item with an expected life of 5 or more years) asking that an annual Capital Reserve Fund of \$5,000 be established to finance new and future recreational programs; he will appear before the CIP Committee on 9/24.

**10. Legal Liability:** Ted Tocci reported that Primex has a program specifically designed for P&R activities and will conduct a special presentation for our group. Ted questioned whether we want to schedule this as a special meeting and include other P&R departments in the area. He will find out how long the presentation lasts and when it could be scheduled (he noted that we are currently covered from a legal perspective, however).

**11. Castleberry Fair:** T. Tocci recommended that we confirm P. Robart’s opinion that the \$2,000 fee be credited to the P&R General Recreational Fund—so proceeds could be used for any activity the Commission deemed appropriate—rather than to the Bandstand or any other specific fund. R. Venden said he would discuss with Lori Ruest before making the next deposit.

L. Stan reported that she had spoken with the owner (Terri) and that some minor damage had occurred when one of the tent stakes punctured a water line (Epping Well to repair); she also mentioned that Terri felt the Fire Department should stay until the end of the fair, and not break down early as this sends a sign to the attendees that things are coming to a close. T. Tocci to speak with Chief Lord regarding this matter.

**12. Motion to Adjourn:** L/ Smith made a motion to adjourn at 8:50 p.m. and R. Venden seconded; unanimous.

**Next Regularly Scheduled Meeting:** Monday, October 20<sup>st</sup> at 7:00 p.m. (Workshop on 9/29 at 7:00 p.m. at the Town Hall).

Respectfully submitted,  
Marietta Garavaglia  
Volunteer Interim Secretary