

September 27, 2018

Board of Selectmen:  
84 Main Street  
Tamworth, NH 03886

To the Board of Selectmen,

We would like to thank you for the opportunity to provide you with a study/cost analysis of the Tamworth Recreation Department. We would like to be on the October 4th meeting agenda to answer any questions you may have.

Sincerely,

Recreation Advisory Committee

Casslyn Cook, Chairperson  
Deb Maille  
Jessica Perkins  
Ann McGarity  
Jim Hidden

## History of the Tamworth Recreation Department

The Tamworth Recreation Program is celebrating its 50th anniversary, from the 1968 Tamworth Town Report it states:

“Tamworth Summer Enrichment Program - During the early months of 1968 a group of interested Tamworth citizens met to discuss the possibilities of a Summer Program for the children. This program could offer opportunities to participate actively in Sports and the Arts.”

In 2017 the appointed Budget Committee recommended that the Selectmen do a cost versus revenue study on the Park and Recreation department to determine the true impact to the Town tax rate.

On June 5th, 2018 the Board of Selectmen charged the Recreation Advisory Committee with the following:

“The purpose of the Recreation Advisory Committee is to find out what exists now for activities and do a cost analysis of trips and programs. Make recommendations to the Recreation Director and Board of Selectmen regarding recreational activities, policies, programs, and projects relating to recreational facilities.”

This report contains information for the following:

- Sports programs for Tamworth Children

- Summer Recreation program

- Field trip participation summary 2015 - 2018

- 2015, 2016, 2017 & 2018 Summer Rec. children/chaperone

- Adult Trips/Programs

- Recreation Director Weekly Time Sheet Analysis

- Survey Results

- Policies/Grants/Fundraising

- Communication/Advertisement

- Something new for children in Tamworth

- List of other Recreation departments researched

The Recreation Department Advisory Committee requested information from the Recreation Director (see attached question sheets)

### **Sports Programs for Tamworth Children**

Information on sports programs provided by the Recreation Director. These were offered in 2015, 2016 and 2017. They include:

#### **Soccer**

Grade K - 2  
Grade 3 - 4  
Grade 5 - 6

#### **Softball**

Grade 4 - 6

#### **Basketball**

Grade K - 2  
Grade 3 -4 girls  
Grade 5 - 6 girls  
Grade 3 - 4 boys  
Grade 5 - 6 boys

#### **T-Ball**

Ages 4, 5 and 6

These involve kids in grade K - 6 with a \$10.00 registration fee. All Coaches are volunteers.

Currently there are no volunteer forms used by the Recreation Department. An email request to the Town Administrator on June 20, 2018 for a list of people that the Town has paid to have background checks done for 2015, 2016 and 2017, no information has been provided, so it is not included in the report.

At the Selectmen's meeting on June 14, 2018, Selectmen Farnum asked if there was any type of manual or policy? The Rec Director stated "I do not, no but I can put one together". The Recreation Advisory Committee requested policy information and no information has been provided, so it is not included in the report.

## **Summer Program**

Attendance for the Summer Program:

2015 - 81 children \*

2016 - 83 children \*

2017 - 81 children \* (\* from Recreation Director)

2018 - 45 children ~~ number obtained from the attendance sheets

The summer program runs for 5 weeks during July and August. The summer program consists of weekly field trips and time spent at the school earmarked for different ages.

While at the school activities include: kick ball, basketball, field day, swimming, bingo, tennis, whiffle ball, movies, playground, 4 square and dodge ball.

There is a \$10.00 registration fee for the summer program. T-Shirts are provided to each child who registers.

There is a cost for the field trips ranging from \$10.00 - \$20.00 for each child.

On page 2 of 4 of the Questions for the Recreation Director "Attach copies of summer help training certificates". No information has been provided, so it is not included in the report.

The Recreation Department has not retained any detailed information on summer programs prior to 2018.

The Recreation Director is also the Athletic Director at the K.A. Brett School (job description attached)

### ***Field Trip Participation Summary***

2015 summer program enrollment was 81 children. There were 13 field trips. The maximum number of children that participated was 54 and the minimum was 21. With an average of 33 children participating.

2016 summer program enrollment was 83 children. There were 15 field trips. The maximum number of children that participated was 51 and the minimum was 15. With an average of 32 children participating.

2017 summer program enrollment was 81 children. There were 12 field trips. The maximum number of children that participated was 39 and the minimum was 2. With an average of 24 children participating.

2018 summer program enrollment was 45 children. There were 13 field trips. The maximum number of children that participated was 32 and the minimum was 8. With an average of 17 children participating.

## 2015 Summer Rec. Programs Children/Chaperone

<b><i>Trip Location</i></b>	<b><i>Children present</i></b>	<b><i># of Chaperones</i></b>	
School	????	3 chaperones	
Arethusa Falls	33 children	2 chaperones	
Fun in town	????	2 chaperones	
Storyland	45 children	3 chaperones	
School	????	3 chaperones	
Hike	28 children	3 chaperones	
Fun in town	????	2 chaperones	
Mt. Cranmore	42 children	3 chaperones	
School	????	4 chaperones	
Wildcat zip line	25 children	3 chaperones	
Sea Dogs	39 children	4 chaperones	
Clarks Trained Bears	28 children	3 chaperones	
School	????	3 chaperones	
Smitty's Cinema	21 children	2 chaperones	
Smitty's Cinema	24 children	2 chaperones	
Whales Tale	54 children	4 chaperones	
School	????	3 chaperones	
Blitz Air Park	43 children	4 chaperones	
Fun Town	24 children	2 chaperones	
Bowling/Mini golf	26 children	3 chaperones	

## 2016 Sumer Rec. Programs Children/Chaperone

<b><i>Trip Location</i></b>	<b><i>Children present</i></b>	<b><i># of Chaperones</i></b>	
School	????	1 chaperone	
Story Land	47 children	3 chaperones	
School	????	3 chaperones	
Aqua Boggan	28 children	3 chaperones	
Flume & Library	24 children	2 chaperones	
Blitz Air Park	46 children	4 chaperones	
School	????	5 chaperones	
Lost River	21 children	4 chaperones	
Bowling & Tin Mtn	25 children	5 chaperones	
Mt. Cranmore	48 children	4 chaperones	
Hike	15 children	4 chaperones	
Smitty's Cinema	28 children	2 chaperones	
Sea Dogs	36 children	5 chaperones	
Clark's Trained Bears	23 children	5 chaperones	
School	????	4 chaperones	
Smitty's Cinema	28 children	3 chaperones	
School	????	2 chaperones	
Whale's Tale	51 children	5 chaperones	
School	????	3 chaperones	
Wallis Sands	41 children	5 chaperones	
School	????	3 chaperones	
Fun Town	26 children	1 chaperone	

## 2017 Summer Rec. Programs Children/Chaperone

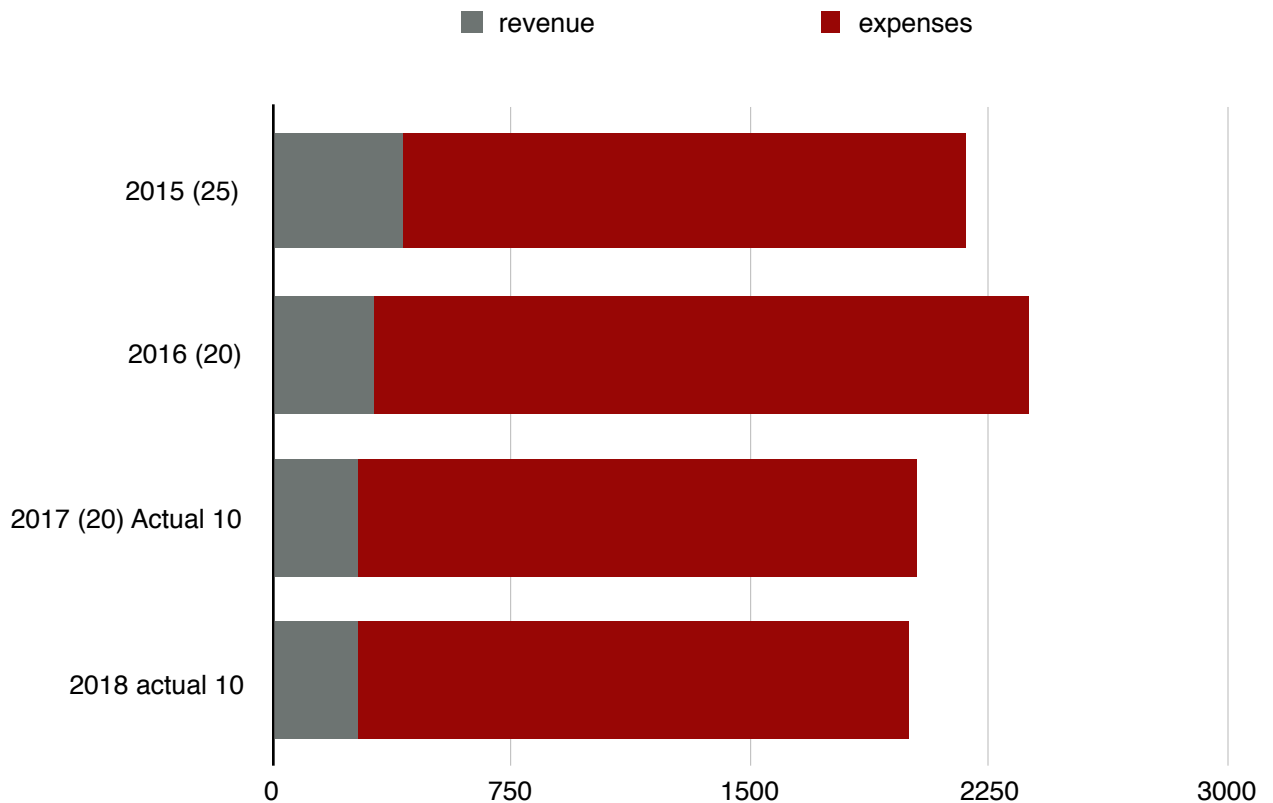
<b><i>Trip Location</i></b>	<b><i>Children Present</i></b>	<b><i># of Chaperones</i></b>	
School	????	3 chaperones	
Bowling/Mini Golf	21 children	3 chaperones	
School	????	3 chaperones	
Smitty's Cinema	11 children	3 chaperones	
School	????	3 chaperones	
Blitz Air Park	32 children	3 chaperones	
Sea Dogs	30 children	4 chaperones	
Aqua Boggan	12 children	6 chaperones	
School	????	4 chaperones	
Bowling/Library	18 children	3 chaperones	
School	????	3 chaperones	
Wallis Sands	31 children	6 chaperones	
School	????	3 chaperones	
Swim/Library	2 children	3 chaperones	
Story Land	33 children	5 chaperones	
Whale's Tale	39 children	5 chaperones	
School	????	3 chaperones	
Smitty's Cinema	20 children	4 chaperones	
Fun Town	34 Children	4 chaperones	
Clark's Trained Bears	????	2 chaperones	

# 2018 Summer Rec. Program children/Chaperone

<b><i>Trip Location</i></b>	<b><i>Children Present</i></b>	<b><i># of Chaperones</i></b>	
School	18 children	3 chaperones	
Lost River	8 children	3 chaperones	
School	17 children	3 chaperones	
Story Land	26 children	5 chaperones	
School	14 children	3 chaperones	
Smitty's Cinema	11 children	3 chaperones	
Bowling	15 children	3 chaperones	
Aqua Boggan	32 children	5 chaperones	
School	14 children	3 chaperones	
Bowling/school	10 children	3 chaperones	
Sea Dogs	19 children	4 chaperones	
Blitz Air Park	25 children	3 chaperones	
School	9 children	3 chaperones	
School	10 children	3 chaperones	
Smitty's Cinema	10 children	3 chaperones	
Whale's Tale	30 children	4 chaperones	
School	????	3 chaperones	
Wallis Sands	15 children	4 chaperones	
Clark's Trained Bears	10 children	3 chaperones	
Fun Town	16 children	2 chaperones	

## Adult Trips

### Boston Flower Show

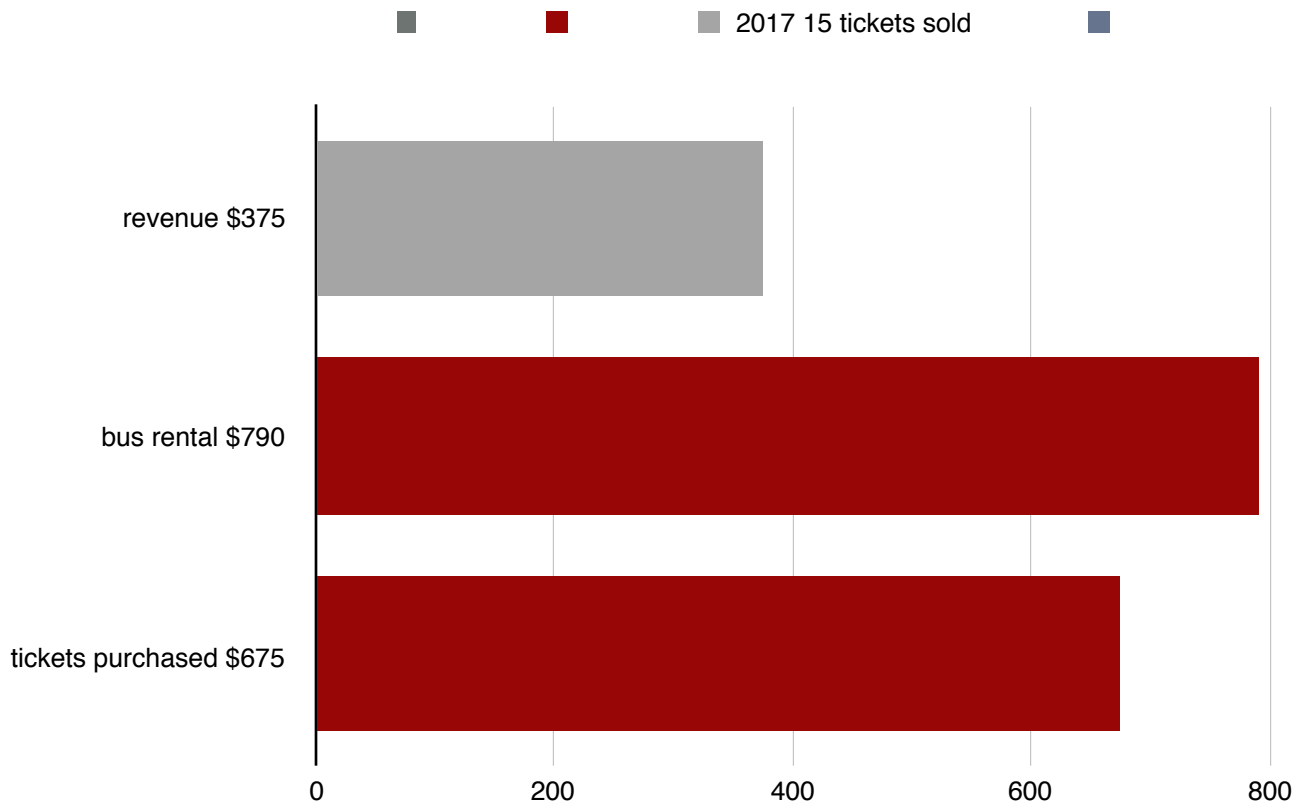


Recreation Director numbers in parentheses

Actual number was from Cash Receipt details for charge code R-TRP

Our estimate shows a loss of \$5745.00 for the 4 years shown for the Boston Flower show trip. Financial records for the Recreation Department are not detailed and sometimes summer program trip expenses are added to adult recreation trip line. The revenue for tickets sold does not match the Recreation Director's number for people attending.

## Magic of Christmas



A loss of \$1090.00 for 2017 Magic of Christmas trip.

### **Adult Recreation Programs/Sports**

At the Tamworth Town House adult activities include TaiChi, Living Strong and Aerobic exercise classes. No written agreements with any of the instructors were provided, so it was not included in this report.

The Recreation Department did not provide sign up forms for these activities, so it was not included in this report

Sports Activities include Basketball, unified basketball and pickle ball

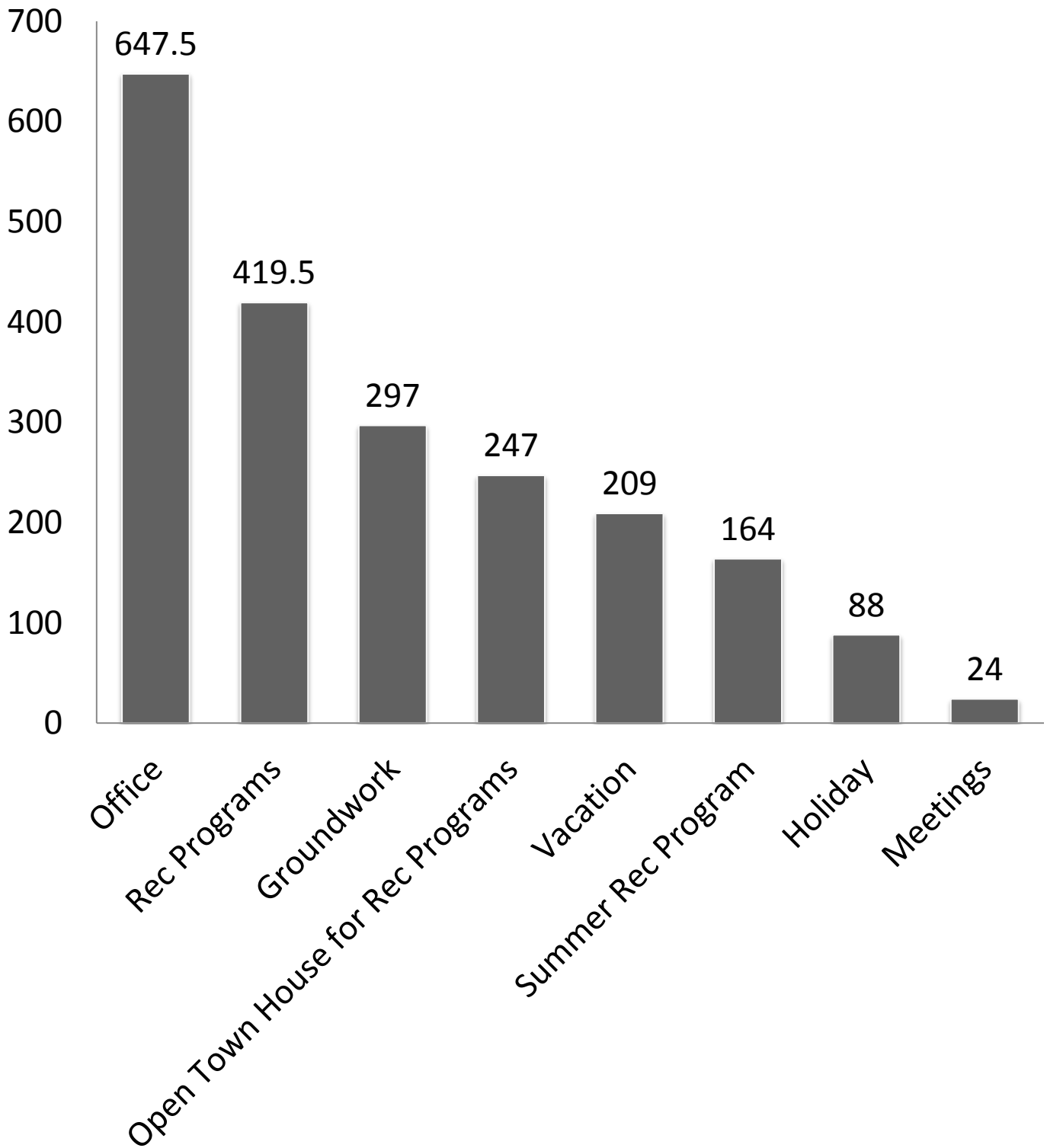
None of these activities provide any revenue to the Recreation Department.

	<b>2015 Rec. Programs</b>	<b>2016 Rec. Programs</b>	<b>2017 Rec. Programs</b>
<b>TaiChi</b>	15 people	15 people	15 people
<b>Living Strong</b>	3 - 6 people	3 - 6 people	3 - 6 people
<b>Aerobics</b>	3 - 5 people	3 - 5 people	3 - 5 people
<b>Adult Basketball</b>	10 people	10 people	10 people
<b>Unified Basketball</b>			12 people
<b>Pickle Ball</b>			6 people

2018 numbers for Living Strong 3 people, Aerobics 2 people and TaiChi 5 people, based on sign in sheet provided by The Friends of the Town House

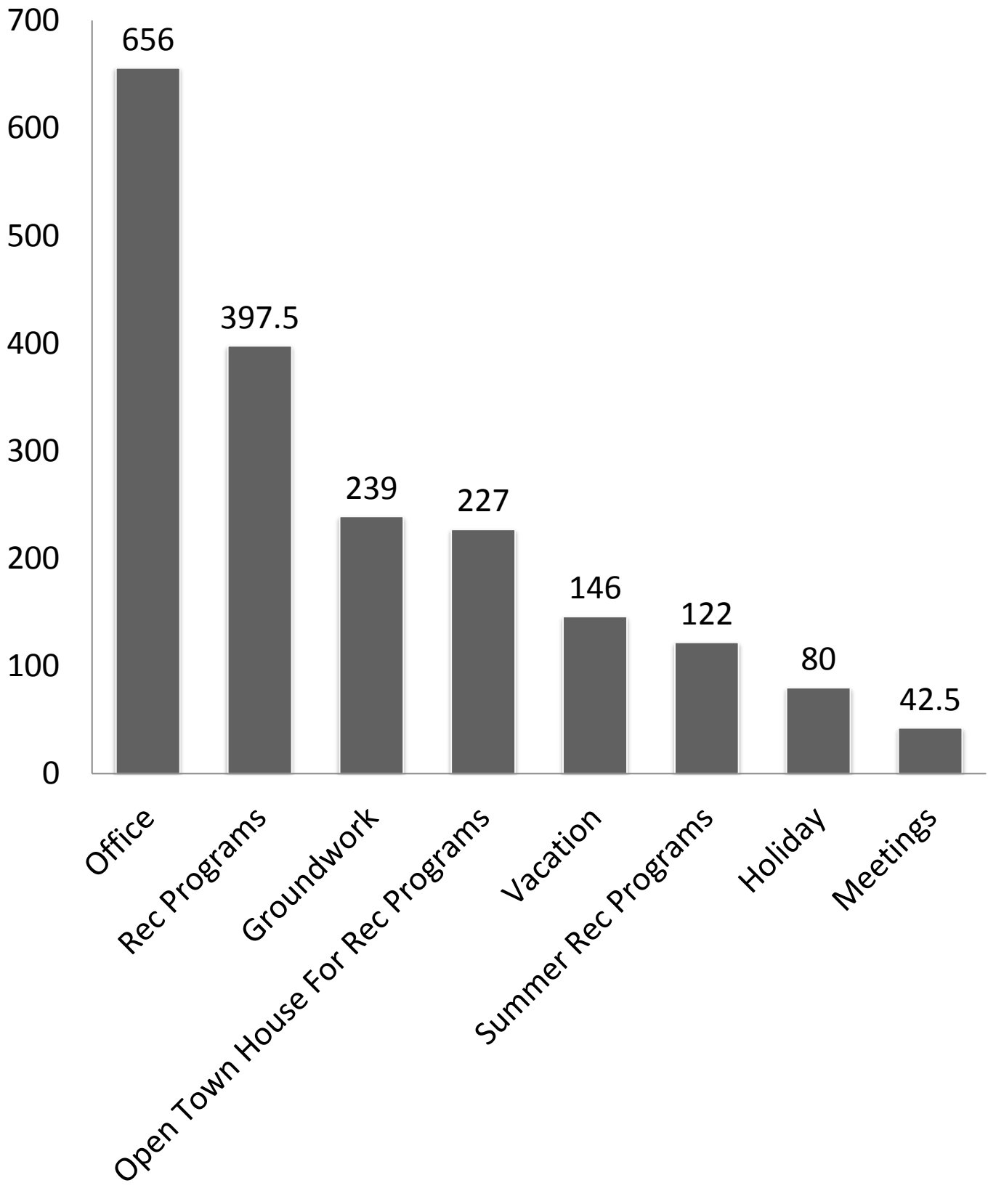
# Recreation Director Weekly Time Sheet Analysis

■ Hour breakdown for 2015 Total hours: 2,096



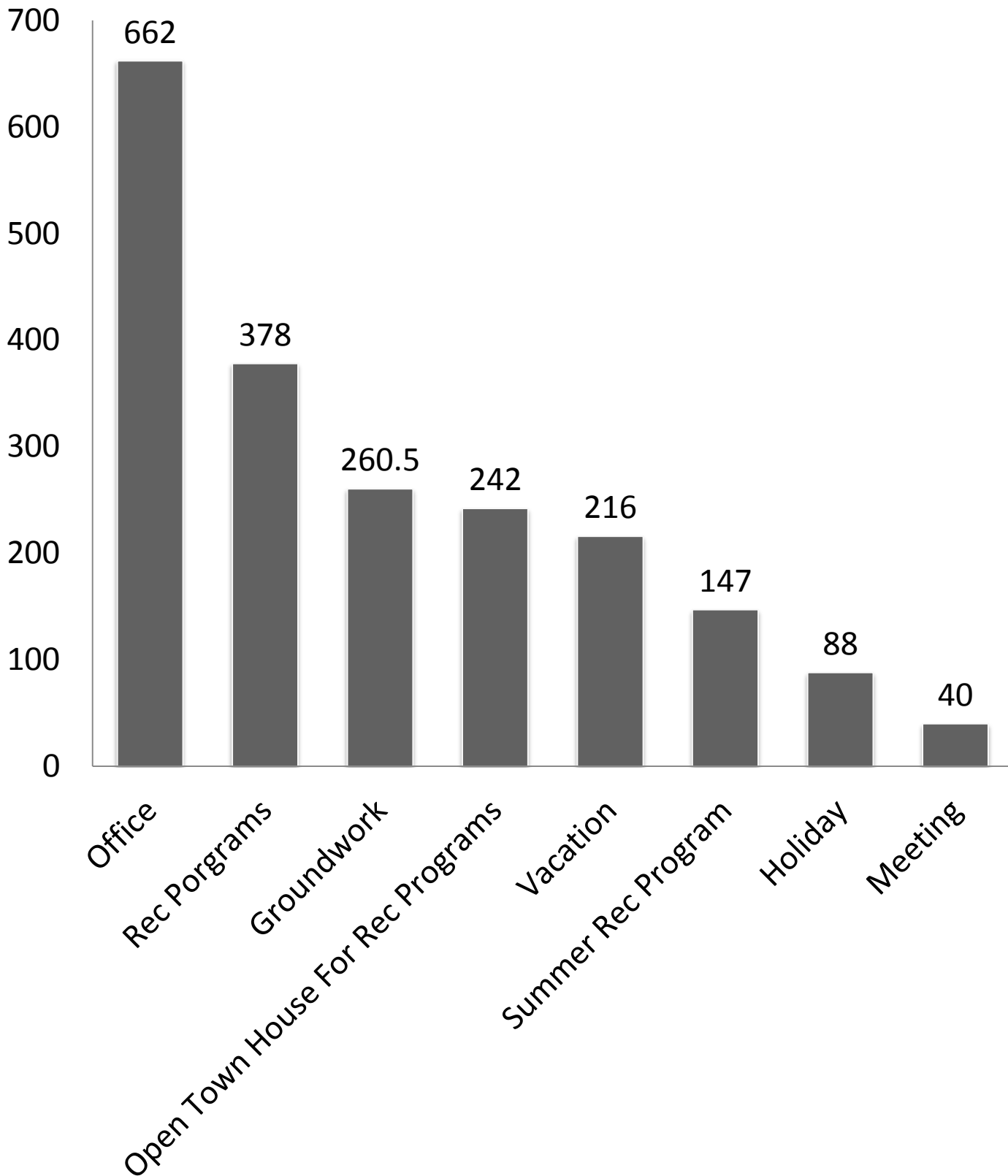
# Recreation Director Weekly Time Sheet Analysis

■ Hour breakdown for 2016, Total Hours: 1,910



# Recreation Director Weekly Time Sheet Analysis

■ Hour breakdown for 2017, Total Hours: 2,033.5



# **Tamworth Recreation Committee**

## **Survey Results**

**2018**

## Question 1. How do you usually hear about Recreation Programs?

WORD OF MOUTH.....	134
FLYERS THROUGH THE SCHOOL.....	51
NEWSPAPER.....	38
SIGNES/POSTERS.....	34
REC DEPT FACEBOOK.....	24
TOWN WEBSITE.....	23
DON'T HEAR ANYTHING ABOUT REC DEPT.....	21
TAMWORTH EXCHANGE .....	16
OTHER.....	14
REC DIRECTOR.....	4
POST OFFICE.....	2
FACEBOOK.....	2
SELECTMEN'S MEENTINGS.....	1

### Written comments

Do you put notices on the Tamworth Exchange?

Never heard of rec until my kids entered public school at Brett, not familiar with what they offered

School news letter

Searched it out on my own

Ask "is there?" questions

At Election

Communication is horrible

Complaints

Would like it to be more (Facebook)

Not much ever put out

Kids participated

Never knew what's going on

## **Question 2.**

### **What programs would you like to see offered by the Rec Department?**

#### **Comments have been grouped by**

##### **A: General Comments**

##### **B: Children Activities**

##### **C: Adult Activities**

##### **A: General Comments**

love the trips offered but the daily programs do not hold the interest of my child, perhaps crafts or games (other than basketball)

Get a New Director

More, any new Programs, something new, more sports and outings for after school

Teens need activities in town to stay out of trouble.

Day trips for all ages

Summer enrichment always a winner, summer program use more local facilities

Current programs are good

Exercise classes for various age groups/abilities, swimming pool, youth center of some sort,

fix up Rec field so it looks appropriate, fields/parks for public use convenient, in town basketball,

It is unfortunate this survey is prompted by personal agendas! Reward Parker for his hard work of over 25 years!!

more vibrant 4th of July in the village, getting kids involved in parades, July 4th sack races, 3-legged races, watermelon seed spitting contest, more of these

Summer program is so limited. Other Towns have full day flourishing summer rec programs ours is so limited by age & activity. Our rec program very disappointing, the rec department is extremely lacking I would like to see more programs

Continue exercise classes, (strong living and aerobics), Continuation of athletics

Cultural programs sponsored by area, definitely more arts, (lectures, tutorials, etc...), Remick farm, meals on wheels

More participation from children and Parents,

elderly other than Flower show, Programs other than sports,

Programs for teens, kids, adults, that are creative, participatory, community building. Inc. multi age, art, movement indoors/outdoors, Community outreach,

more conservation related activities, Collaborate with Nurses, library, etc., history center, Brett school, Programs for kids using art/ nature/ exercise more than long field trips etc...,

enrichment programs beyond the traditional athletic focus,

Rec is so important. We need more offered and advertised, communication need to be key!

Continue as is. Very happy

fairs, festival, Theater,

I think there's a great variety offered, Parker is always open to new activities if there is an interest

Rec department does a fine job

Flyer about programs delivered to residents, Seen news in the school newsletter and do not know what the rec has to offer, Not sure what they offer

### **B: Children Activities**

Preschool Sports, Pre K soccer, Softball for teens, Golf, Tennis, Lacrosse, soccer, youth hockey, floor hockey, gymnastics, t-ball, Field Hockey, basketball, baseball, Cheer team, swimming lessons, Flag football,

after school, Teen night for kids to do a weekly or bi-weekly night of fun, projector movies, Game nights, Karate, craft group, art classes for kids, Art activities

outdoor programs, Outdoor After school program, Star gazing/ astronomy nights, Kayaking, Snowshoeing, Fishing, Ice skating rink, Fun runs/ walking for Elementary school, Horseback riding, skateboarding, Geocaching.

family enrichment, trips for families, toddler time, I Y's Therapeutic for children/plus bonding something for kids to do in town, not all kids can get to school, activities for summer, children younger than kindergarten age, longer summer program days and more days,

youth sports more often and longer, programs for kids who do not ski or snowboard, like going swimming at the pool, and skating,

some programs that teach our students normal life activities

### **Adult Activities**

Community clean up, Comm. Art projects

yoga, Evening exercise, exercise program on weekends for seniors, more types of exercise groups for adults, Karate, Spanish classes, Art Classes, games, cards and socials, trivia night, Puzzle nights, cribbage, movie nights, Knitting, craft group , Quilting, Dancing class, cooking classes, outdoor programs, Bocce ball, Croquet, Disc Golf, corn hole, horseshoes, Group walks, Fishing, Gun Safety, Horseback riding, Turkey trot race, Snowshoeing, Ice skating rink, cross country skiing, Star gazing/ astronomy nights, Hiking, Kayaking, Geocaching, outdoor survival type programs (with plant or animal track id), Mtn. Bike group/ ride or trail maps, planned adventures...

Adult sports, Mud wrestling, basketball, baseball, soccer, adult dodge ball, Lacrosse, Golf, Rugby, More open Gym, floor hockey, Tennis, pickle ball, volleyball,

buses to events in Boston, such as art show, day trips, Museums, Half day trips, summer trips,

programs for 18-25

### **Question 3.**

**Overall how satisfied are you with the programs offered by the Rec Department?**

Very - 63  
Somewhat - 103  
Not at all - 27  
No response – 42

### **Question 4.**

**With Participation declining in some town recreation programs, please rank three reasons why you or any family members might not participate more frequently**

Lack of Time – 98  
Lack of Information – 140  
Program times are not convenient – 55  
Facility locations are not convenient – 7  
Lack of transportation – 20  
No interest in programs offered – 75

### **Written comments**

Kids have aged out of programs  
What is the mission of the rec dept. how is recreation defined  
Kids are older, communication was difficult  
probably my fault but have not seen what is offered, usually check town website  
I don't really know enough about what rec dept. offers would like to learn more  
wish summer hours were more in line with work schedule  
Financial hardship  
offer age appropriate things every day, kids will go  
Job  
feel like by the time we find out about program it's almost over  
new to town don't know what a 6 year old has available to do  
too expensive  
Please do not change the rec program. The summer program is the best  
Communication/ lack of information  
only 6 not much she can do but we are happy with what's available  
Obligations preventing participation  
My children are aging out  
I'm almost never in town, I travel most of the year  
Posted Programs would be helpful, flyers or a booklet of the upcoming schedule  
not happy with the quality of programs  
No children  
usually find out after activity done  
Don't know full scope of program. Willing and able to participate/ doing other \*conservation\*

Older children, Age- out grown programs

Senior

Too old for most programs

Not enough programs

never knew about it

New programs needed, Families can't afford to pay for different trips day after day after day. Let's stay local and educate kids to know history and use of our towns resources

not familiar with programs

more family oriented would be nice

Always sports programs nothing else

Create my own recreation

haven't been able to participate in any extracurricular activities for different reasons for a few years

Don't really know all that goes on

Our rec program offers very little. Communication with the rec department is abysmal. It's hard to find out where and when programs are offered. Signing up is inconvenient. Summer program is so limited other towns have full day flourishing summer rec programs. ours is so limited by age and activity, it's so lacking, all us parents waiting/ hoping for change

lack of info before and during

no programs for girls other than softball

I'm not really a "sport" person

not always able to attend

rec director needs to go

Favoritism by staff to certain attendees. I had 2 kids in program

Lower numbers of children happening in all communities - not just Tamworth!!

No cultural, social, or physical activities for retired folks

## **Question 5.**

### **Age**

Ages 16-29 - 18

Ages 30-49 - 57

Ages 50-69 – 88

Ages 70-89 – 34

No response - 36

### **Survey Results**

Surveys were sent home with all K.A. Brett students, and placed at the Town Office, Cook Memorial Library, Chocorua Library and The Other Store. They were also available to fill out survey on election day at the Town House

236 surveys were collected from people ages 16 - 88.

Two main points from the survey - people want more to do and there is a lack of information regarding the Recreation program activities.

Survey summary sheets are attached

### **Policies/Grants/Fundraising**

A request for copies of Recreation Department policies to the Town Administrator, none have been provided, so it is not included in the report.

The Recreation Department did receive a grant in the amount of \$500.00 from Shaw's. This was considered unanticipated revenue that the Board of Selectmen accepted on May 31, 2018.

The Recreation Director stated "The money was not anticipated for 2018 therefore was not in the budget. A parent who works at Shaw's and is happy with the Rec Dept and the programs took it upon himself to apply for the grant without my knowledge. The money will go into the general fund."

### **Communication/Advertisement**

The Recreation Director states that he utilizes Tamworth Exchange, Facebook, Town web site, School newsletter and newspaper to advertise trips and programs.

### **Something New for Children in Tamworth**

Over the past two years the K.A. Brett School has offered Tiger Enrichment Camp made possible by the school applying for a grant. This is for students grades 1 - 6, at no cost to the families. Transportation is provided to and from the school, program runs from 8:30 - 12:30. Kids must provide their own lunch. Activities may include but are not limited to the following: movement/play, garden club, math clubs, reading clubs, creative writing clubs, cooking club, karate, nature walks, field trips, arts and crafts. Children can also be dropped off at White Lake for swimming lessons.

Contact person for the Tiger Enrichment Camp - Heather Feddern at the K.A. Brett School 323-7271

### **From the July 9th, 2018 Tamworth Conservation Commission meeting minutes:**

Five Days of Sandwich – Adam Weeks, program director, was invited at the request of Melanie Streeter and Casslyn Cook to present this program sponsored by the Sandwich Conservation Commission ([http://www.sandwichnh.org/boards\\_and\\_committees/5\\_days\\_of\\_sandwich\\_camp.php](http://www.sandwichnh.org/boards_and_committees/5_days_of_sandwich_camp.php)), with the thought that TCC might start a similar program. Adam described the program, which has been going on for 30 years and is currently funded at \$10,000. The intent is to introduce the local natural and cultural resources to local children. There are three age groups and each group participates for five consecutive days in July. Activities include crafts and outings. Upon further discussion, it was decided to have Nelson put together an investigatory committee to inventory all the children's summer programs in Tamworth and evaluate whether a program similar to Five Days of Sandwich is needed and, if so, develop the details of such a program for proposal to the TCC and the town.

Other Recreation Departments researched:

Bartlett - [www.townofbartlettnh.org](http://www.townofbartlettnh.org)

Wakefield - [www.wakefieldnh.com](http://www.wakefieldnh.com)

Ossipee - [www.ossipee.org](http://www.ossipee.org)

Sandwich - [www.sandwichnh.org](http://www.sandwichnh.org)

Sandown - [www.sandown.us](http://www.sandown.us)

Due to the amount of information it was not added to the report. We can provide copies when requested.

## **Recreation Advisory Committee Recommendations**

### ***Before January 1, 2019:***

Create policies for the Recreation Department:

liability release

media/photo release policy

sunscreen policy

emergency medical

medication policy

refund policy

code of conduct/discipline policy

recreation facility usage policy (fields & tennis court) cancellation policy

sick child policy

rainy day policy

summer help policy

volunteer and paid staff background check policy safety and security policy

All financial records must include - date, amount, name, program.

Update all program permission slips

The Recreation department retain all program information (including attendance, trip information, number of paid staff/volunteers) length of time determined by Selectmen.

Schedule meeting with Libraries and other local groups to look into survey results for new programs making sure not to replicate

Create parent handbook for all children programs.

All program information and registration forms be online.

Possible ways to advertise current and upcoming programs:

Bi-weekly posting on the Tamworth Recreation Program Facebook page. Include photos, game scores, upcoming events, contact information.

By contacting Tamworth column writer from The Conway Daily Sun with weekly updates

By creating posters for events and programs to be placed in Tamworth, Chocorua, South Tamworth and West Ossipee post offices along with Town Office, Town House and local stores.

By making sure Town web page is updated.

Placing paid advertisement/press release in The Conway Daily Sun/Carroll County Independent

By signing up for a yahoo account and join the Tamworth Exchange. Posting on the Tamworth Exchange weekly

Daily or weekly activity log to be kept by all employees and volunteers, including phone call logs as determined by the Selectmen

Post weekly office hours including day, time and location

Create excel spreadsheets for yearly statistics for each program to help prepare a cost analysis for each program

Establish a cancellation and/or urgent information system protocol.

Create/maintain equipment log book for field maintenance, tractor maintenance

Create/maintain all contact information for recreation field trips and bus companies

Update Recreation Department inventory yearly

Research and implement fund raising ideas to help with program costs

Research and apply for Recreation grants

Create Family Day Committee to help with this event

Create Easter Egg Hunt Committee to help with this event

Create online calendar of all Recreation Activities

Consider stopping adult trips to Boston Flower show and Magic of Christmas until a more cost effective procedure can be determined

List of supporting documents:

page 84 of the 1968 Tamworth Annual report  
page 92 of the 2017 Tamworth Annual report  
copy of question sheets for the Recreation Director dated June 21st  
Tamworth Recreation Department permission form  
Incident report form  
Recreation Director job description  
Athletic director job description  
Recreation Department Inventory List - July 2018  
Recreation Committee meeting minutes

### TAMWORTH SUMMER ENRICHMENT PROGRAM

During the early months of 1968 a group of interested Tamworth citizens met to discuss the possibilities of a Summer Program for the children. This program could offer opportunities to participate actively in Sports and the Arts.

A committee was formed consisting of members of existing local organizations. Mrs. Joyce Perkins, a former playground director and teacher at the elementary school was advisor to the committee.

It was decided to submit an article in the Town Warrant requesting matching funds up to \$1000.00. This article was approved by the selectmen and duly passed in Town Meeting on March 12th.

On May 28th the new organization was Incorporated as the Tamworth Summer Enrichment Program. Mr. Charles T. Gallagher undertook the necessary steps and we acknowledge his help with gratitude.

From early March until July 1st the necessary matching funds of \$1000.00 were raised. The generosity of organizations and individuals, combined with the fund raising efforts of participating groups made this possible. Towards the end of August pleased parents, unsolicited, gave generous contributions which left the committee with a favorable balance of over \$500.00.

By late May, the leaders had been selected. The Program was extremely fortunate in the dedication and enthusiasm of the directors.

Supervising director - Dana Steele, experienced as a camp counsellor and tennis coach.

Assistant director - Belle Swenson, neighborhood leader and Chairman, Swiftwater Girl Scouts

4225.1	Municipal Safety Building	3	0		This is in the amount of \$8,606.89, remainder of 5 Year non-lapsing
4290.1	Emergency Management	4	0		
4312.2	Road Maintenance	0	4		The committee felt that with the decrease in the plowing of the school, four (4) Fire stations and Police Dept. the budget should be decreased. The Committee understands that the cost would increase for the plowing of the sidewalks in Chocorua. The committee still feels that the budget should still be reduced.
4316.1	Street Lighting	4	0		
4324.1	WW/RR Monitoring/Testing	3	0		
4326.2	Transfer Station Operations	4	0		
4414.1	Animal Control				nothing presented to committee
4415.1	Health General				nothing presented to committee
4440.1	General Assistance	4	0		
4520.1	Park and Recreation	4	0		The committee recommends that a cost versus revenue study be done to determine the true impact to the town tax rate.
4530.1	Swim Program	3	0	1	
4550.1	Library	4	0		
4583.1	Patriotic Purposes	4	0		
4612.1	Conservation	0	3		The committee wanted Great Hill Fire Tower to be reviewed as to whom was responsible for what. Additionally, the committee did not approve of Sponsorships cost being raised by taxpayers.
4711.2	Debt Service	3	0		
4850.1	Warrant Articles				nothing presented to committee.
4910.1	Voted From Fund Balance	3	0		
4915.1	Transfers To Capital Reserves				nothing presented to committee.
4915.1	Prior Year Encumbrances				nothing presented to committee.

Each department was reviewed for vote regarding their revised/same budget.

One member left at 7:15 pm so a number of votes may only show 3 instead of 4 for approval or non-approval.

4<sup>th</sup> of July Family Day

List of people who help out with family day: Denise Boewe, Elva Parks, Alex Bradford, Jackie Hertley,  
Cole Rogers

Attach copies of permits required.

Do you pay rent to the school, to use the grounds? No

If yes how much?

Does the school require a certificate of insurance? No

Is there a written agreement between the school and the Rec department? Yes

If yes, attach a copy of the agreement.

Attach copies of forms/sign-up sheets for Vendors and participants.

Where/how is this advertised?

Town web site, Face Book, Tamworth Exchange, News papers

Rec Department

Attach All copies of Rec department policies.

Where are the Rec department records kept and who has access to them? *Town office and Rec. office  
anyone who wants to see them.*

List of Recreational facilities and use:

List of Rec department equipment:

List of new programs added since 2015: *Pickle ball, unified Basketball*

The board of Selectmen accepted \$500 unanticipated revenue from Shaws to the Rec department. What will the money be used for?

Provide copy of application to Shaws for the funds. *No applications*

List of organizations or individuals that use the Rec department fields and tennis courts:

*[Mwv softball classic  
pay this year]*

Do they submit a certificate of insurance? *Yes COPY*

Do you charge to rent the Rec department fields or tennis court? *\$100.00 per day*

If yes, provide rental forms.

Attach Rec department fields' policy.

What is the status of the Rec department field upgrade?

Sports Programs for K.A. Brett students

Attach a copy of all forms and/or permission slips one must fill out to participate.

List of programs for 2015, 2016, and 2017:

Grade level of children? *K-6*

Is there a cost to participate? *\$10.00*

If yes what does it cover? *registration*

Names of all coaches involved:

Are they paid, volunteers, or both? *all volunteer*

How many are paid? *None*

Do your volunteers sign a similar form to the "Town office volunteer form"? *No*

Are coaches required to have a certificate of insurance? *No*

What are the duties of the Rec director each sports program?

**RECEIVED**

JUN 21 2018

### Summer Program

Attach a blank sign-up form and permission slip for the Summer Rec Program.

Number of children who participated in 2015, 2016, and 2017:

Cost per child to participate?

How many children receive financial assistance?

Do you pay rent to the school, to use the gym, fields or ground? *No*

If yes how much? \_\_\_\_\_ All summer or per day?

Does the school require a certificate of insurance? *No*

Is there a written agreement between the school and the Rec department for the summer program? *Yes*

If yes, attach a copy of the agreement.

Provide the following information for field trips in 2015, 2016, and 2017.

Trip location:

Age Range of Children on trip:

Price per child \_\_\_\_\_ what does this cover?

How many children receive financial assistance for each trip?

Cost of bus?

How many kids went on this trip?

Number of summer help present:

Names of all summer help: *Brooke Barron, Kyle Noyes, Mykala Merrill, Hunter Heathy, Kete Davison, Will Davison, Marian Palmer, Rachel Jenkins, Courtney Macielha*

Attach copies of summer help training certificates.

Which trips was the Rec director present? *All But Smith's in 7-10 2017, Bowling 11-14 2017,*

Other expenses:

List activities that are offered on non-field trips days: *Kick ball, Basketball, Field Day, Swimming, Bingo, Tennis, Wiffle Ball, Movies, Playground, & square, Dodge Ball,*

How many children participate? *15-35*

Number of summer help present: *3* does this number include Rec Director

Was the Rec director present each day? *Yes*

Other expenses:

### Adult Trips

List of programs for 2015, 2016, and 2017:

Provide the following.

Name of trip: *Magic of Christmas*

Price per resident 25.00 Non-residents 30.00 what does this cover?

How many people went on this trip? \_\_\_\_\_ residents \_\_\_\_\_ non-residents *14 total*

Was the Rec director present? *No*

Where/how are these trips advertised? *Tamworth Exchange, Face Book, Town Web Site, School Newsletter, News Paper - Ad or*

Cost of bus for each trip? *790.00*

*in Town column*

### Adult Rec Programs

List of programs for 2015, 2016, and 2017:

Attach copies of all forms one must fill out to participate.

Location of Programs - School or Town House

Number of participants in each program:

Is there a cost to participate?

Name of Instructors/Coaches:

Are they paid, volunteers, or both?

How many are paid?

Do your volunteers sign a similar form to the "Town office volunteer form"?

Are coaches required to have a certificate of insurance?

What are the duties of the Rec director each adult program?

Where/how is this advertised?

Rec Department

Attach All copies of Rec department policies.

Where are the Rec department records kept and who has access to them?

List of Recreational facilities and use:

List of Rec department equipment:

List of new programs added since 2015:

The board of Selectmen accepted \$500 unanticipated revenue from Shaws to the Rec department. What will the money be used for?

Provide copy of application to Shaws for the funds.

List of organizations or individuals that use the Rec department fields and tennis courts:

*Tem's Cant, no group, 1 MWU softball class all 8 years, 2015, 2016, 2017*

Do they submit a certificate of insurance?

Do you charge to rent the Rec department fields or tennis court?

*\$100.00 per day*

If yes, provide rental forms. *Don't have.*

Attach Rec department fields' policy. *Field will be left in same condition.*

What is the status of the Rec department field upgrade?

*No progress at this time.*

Sports Programs for K.A. Brett students

Attach a copy of all forms and/or permission slips one must fill out to participate.

List of programs for 2015, 2016, and 2017:

Grade level of children?

Is there a cost to participate?

If yes what does it cover?

Names of all coaches involved:

Are they paid, volunteers, or both?

How many are paid?

Do your volunteers sign a similar form to the "Town office volunteer form"?

Are coaches required to have a certificate of insurance?

What are the duties of the Rec director each sports program?

*The money was not anticipated for 2018 therefore was not in the budget. A parent who works at Shaws and is happy with the Rec. Dept and the programs took it upon himself to apply for the grant without my knowledge. The money will go into the general fund.*

RECEIVED

JUN 21 2018

TAMWORTH SELECTMEN



Flower show each year.

### Adult Trips

List of programs for 2015, 2016, and 2017:

Provide the following.

Show each year totals  
Show each year for Flower Show  
and Magic of Christmas

Name of trip: Magic of Christmas

Price per resident 25.00 Non-residents 30.00 what does this cover?

How many people went on this trip? 8 residents 4 non-residents 14 total

Was the Rec director present? No

Where/how are these trips advertised? Townward Exchange, Face Book, Town Web Site,

Cost of bus for each trip? 790.00 School Newsletter, News Paper - Ad or  
in Town column

### Adult Rec Programs

List of programs for 2015, 2016, and 2017:

Attach copies of all forms one must fill out to participate.

Location of Programs - School or Town House

Number of participants in each program:

Is there a cost to participate?

Name of Instructors/Coaches:

Are they paid, volunteers, or both?

How many are paid?

Do your volunteers sign a similar form to the "Town office volunteer form"?

Are coaches required to have a certificate of insurance?

What are the duties of the Rec director each adult program?

Where/how is this advertised?

Flower Show  
Bus Appx.  
2015 14200 25 people

2016 1500.00 20 people

2017 1500.00 20 people

TAMWORTH RECREATION DEPARTMENT - 323-7582

Program. \_\_\_\_\_

has my permission to participate in the Tamworth Recreation

Parent's Signature \_\_\_\_\_

Parent's Name \_\_\_\_\_

Home Phone \_\_\_\_\_

Home Address \_\_\_\_\_

Business Address \_\_\_\_\_

Phone \_\_\_\_\_

In the event of an accident, names and phone numbers of people to contact.

SPECIAL RELEASE FORM

In the event of an emergency, it is mandatory to have your permission to call the Rescue Squad and/or ambulance to aid and/or transport your child to the nearest hospital.

I give permission for my child, in the event of an emergency, to be aided or transported by the Rescue Squad or ambulance to the nearest hospital.

Is your child on any medications? \_\_\_\_\_

If YES, what is it for? \_\_\_\_\_

Does your child have any allergies? \_\_\_\_\_

If YES, to what? \_\_\_\_\_

What kind of reaction does your child have \_\_\_\_\_

What treatment is necessary? \_\_\_\_\_

I understand that the Tamworth Recreation Department, staff, and volunteers will not be liable for any injuries my child may sustain while under their guidance.

Parent/Guardian-Signature \_\_\_\_\_

Date \_\_\_\_\_

Child's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

INCIDENT REPORT FORM

PLEASE CIRCLE ONE:  
(Behavioral Incident; Accidents, Property Destruction, Emergencies)

Child's Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Description of Incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of any Property Damage, Injury to other child(ren), or  
any other notable information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Follow-up Plan (if any): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was parent notified: \_\_\_\_\_ By Whom: \_\_\_\_\_

Signature of Staff: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Recreation Director: \_\_\_\_\_ Date: \_\_\_\_\_

This form should be completed by all staff involved in, or observing,  
the incident and reviewed by the Recreation Director.



**Town of Tamworth, New Hampshire**

**84 Main Street**  
**Tamworth, NH 03886**  
**(603) 323-7525**  
**(603) 323-2349 (fax)**

<b>Position Title:</b>	<b>RECREATION DIRECTOR</b>
<b>Hours Per Week:</b>	<b>40+-</b>
<b>Pay Grade:</b>	<b>Grade 5, Step 1-9 (\$15.06 - 19.65 Hourly)</b>

**JOB SUMMARY**

Develops, administers, and directs the Town's recreation programs and oversees the Town's Recreation Department whose mission is to promote to the community a wide variety of positive, safe, affordable recreation programs for all ages and abilities to enjoy.

**SUPERVISION RECEIVED**

Activities are conducted with considerable operational independence and judgment under the general supervision of the Board of Selectmen. Meets with Selectmen periodically to provide updates, discuss issues, and seek guidance on unusual problems and major policy decisions. Work is evaluated in terms of effectiveness.

**SUPERVISION EXERCISED**

Supervises year-round staff of volunteers and two seasonal employees engaged in recreational activities. Assigns tasks and responsibilities; responsible for selection, training, evaluation, and discipline of seasonal employees.

**EXAMPLES OF ESSENTIAL DUTIES**

(The listed examples are illustrative only and may not include all duties found in this position.)

1. Develops, plans, coordinates, and implements a broad and diversified program of recreational activities and services to meet the needs and interests of the public. Directs, schedules, monitors, and evaluates programs in terms of participant and parent satisfaction and budgetary, facilities, and staff needs and effectiveness.
2. Coordinates year-long adult programs which include yoga, aerobics, Tai Chi, and bridge group. For seventeen weeks in the Winter, coordinates and manages Town's basketball program for children Grades one through six. For eleven weeks during the Spring and Summer, coordinates and manages Town's baseball, softball, and T-ball programs for children ages 4 through 13. For ten weeks in the Fall, coordinates and manages Town's soccer, flag football, and cheerleading

- programs for children Grades one through six. For six weeks in the Summer, coordinates and manages Town's Summer Program for children ages 7 through 14. Also coordinates high school basketball during the Fall and Winter. Is responsible for children during all activities.
3. Schedules games, practices, coaches, officials, courts, and fields for all teams. Schedules use of Town recreational facilities, including use of the Town House, gymnasium, and all fields.
  4. Holds regularly-scheduled office hours and is available to and interacts with public by phone and in person; answers questions and provides information about Recreation Department programs and services. Listens to requests, criticism, and complaints, and utilizes the information to improve programs and services. Attends majority of programs.
  5. Prepares and administers the Department's budget; oversees budget expenditures. Collects and accurately accounts for recreational revenues; deposits funds collected with Finance Administrator. Raises funds through solicitation of donations, grants, raffles, ice cream sales, etc.
  6. Promotes Department programs and services through press releases, bulk mailings, posters, and through the schools.
  7. Manages and maintains Town's baseball, softball, and soccer fields, including fertilizing, watering, mowing, and lining; manages and maintains basketball and tennis courts, including sweeping and blowing and putting up and taking down nets; mows, rakes, and trims Remick Park, Monument, and Town House and oversees general maintenance of Town House, parks, and recreation building. Cleans bathrooms at all fields.
  8. Coordinates special programs during the year, including art and arts & crafts classes and children's theater workshop.
  9. Plans and coordinates annual 4<sup>th</sup> of July Parade Family Day, including obtaining permits, hiring bands and other entertainment, renting equipment, and coordinating the parade and concessions. Plans and coordinates annual Easter Egg Hunt and Winter Carnival. Organizes, schedules, hosts, and umpires Carroll County Recreation Department Annual Softball Tournament,. Organizes annual trips to Flower Show in Boston, Massachusetts, concert in Portland, Maine, and other special out-of-town activities.
  10. Develops and maintains inventory of Town's recreational supplies and equipment; signs equipment in and out; disposes of obsolete and inadequate equipment; purchases new equipment and supplies as necessary.

Performs other related duties as required.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Knowledge of the principles and objectives of recreation administration and of activities which make up a community program; knowledge of the facilities and equipment needed in a recreation program; knowledge of a wide variety of recreational activities; knowledge of human behavior as applied to various groups participating in recreational activities; knowledge of park and field maintenance; knowledge of related Town policies and procedures. Skill in working with people of all ages on a continuing basis. Ability to plan, organize, coordinate, direct, and evaluate the activities and personnel involved in a recreation program; ability to be self-motivating and work independently with minimal supervision; ability to plan and exercise judgment in new or constantly changing problems and resolve conflicts; ability to formulate decisions; ability to develop and administer a budget and maintain records on the Department's operations; ability to effectively communicate verbally and in writing; ability to be detail-oriented; ability to establish good community relations; ability to establish and maintain effective working relationships with employees, Town officials, civic organizations, and the public.

## **MINIMUM QUALIFICATIONS REQUIRED**

Bachelor's degree in Recreation Management or related field. At least three years experience in recreation, including supervisory, administrative, and youth programming experience. OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities. AND Certified in CPR. Trained in basic first aid.

## **PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS**

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

For communicating with others, talking is required; for receiving information and instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required. Is required to use hands to finger, handle, and feel objects and equipment; is required to reach with hands and arms. Participation in physical recreational activities in high-energy environments may be required. Traversing grass and paved surfaces, walking or standing for extended periods; and running and climbing required. Ability to lift, carry, push, and pull in order to move objects. Work performed outdoors under varied conditions involving some disagreeable factors such as inclement weather, cold, heat, dirt, and dust; exposure to minor injuries such as cuts and bruises, periods of sunlight, poisonous plants, and insects and bees. Seasonal, irregular, and extra hours may be required.

## Kenneth A. Brett School Job Description

TITLE: Athletic Director

REPORTS TO: Principal

QUALIFICATIONS:

1. Knowledge of team sports
2. Coaching experience
3. College degree from an accredited four-year college

### GENERAL RESPONSIBILITIES:

1. Provide each enrolled student of the K.A. Brett School an opportunity to participate in an extra-curricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sports, and the principles of fair play.
2. Encourage, through the extra-curricular athletic activities, a positive school spirit.
3. The Athletic Director is responsible for organizing and administering the overall program of extra-curricular athletics at the K.A. Brett School.

### SPECIFIC RESPONSIBILITIES

1. Schedule all interscholastic athletic contest, grades 6-8.
2. Schedule officials for all home contests.
3. Post openings for positions.
4. Review and make recommendations for the coach job description.
5. Interview prospective candidates.
6. Recommend, with the Principal, candidates to the Superintendent for rehiring a new position.
7. Supervise all coaches to be sure they are adhering to their responsibilities according to their job descriptions.
8. Update the K.A. Brett School Athletic Handbook.
9. Provide each athlete with a K.A. Brett School Athletic Handbook to be sure that each student and all parents are aware of the rules and regulations pertaining to extra-curricular athletic activities.
10. Order and inventory equipment, supplies and uniforms.
11. Store equipment and uniforms.
12. Schedule transportation for away contests.
13. Confirm officials, busses and opponent team on game day.

DURATION: School Year

EVALUATION: By the Principal as part of the normal routine or at least twice per year if more than a 10 year member. Evaluations should be in the Fall and Spring.

Approved by the Tamworth School Board September 13, 2000

# Recreation Department Inventory

Supplied by the

Recreation Director

July 2018

## Inventory

Quantity	Item	Details
	Baseball and Soccer Field	104 Durrell Road
	2 Sets of Soccer Goals	104 Durrell Road
	2 Tennis Courts	K.A. Brett School
	2 Playgrounds	104 Durrell Road
	1 Playgrounds	Remick Park
	10 Softball Bats	
	4 Softball Helmets	
	2 Sets of Catchers Gear	
2 dozen	Softballs	11"
2 dozen	Softballs	12"
	30 Soccer Balls	Size 5
	5 Indoor Soccer Balls	
	20 Soccer Balls	Size 4
	10 Basketballs	29.5"
	10 Basketballs	28.5"
	3 Tennis Nets	
	20 Tennis Raquets	
	1 Pickle Ball Set	
	6 Footballs	
	72 Summer Rec T-Shirts	
	60 Cans Paint	
	1 Paint Machine	
	12 Bags Guideline	
	1 Guideline Machine	
2 gallons	Roundup	
	1 Homeplate Template	
180lbs	Grub Ex	
	2 Sets of Bleachers	
	3 Aluminum Benches	
	2 Wood Benches	
	1 Wheel Barrow	
	1 450' Hose	
	2 Sprinklers	
	3 Shovels	
	4 Rakes	
	1 Tamp	
	1 Bush Cutter	
	2 Week Wackers	
	1 GT 235 John Deere Mower	
	2 Trailers	
	1 Aerator	
	8 Dodge Balls	
	3 Kick Balls	

- 5 Frisbees
  - Assorted Beach Toys (pails, shovels etc.)
- 2 Storage Bins
- 3 Sets of bases
- 1 Bingo Set
- 1 Jenga Set
- 50 Pieces of Sidewalk Chalk
- 1 Computer
- 1 Printer
- 1000 Sheets of Copy Paper
- 20 Ballpoint Pens
- 0 Pencils
- 10 Markers
- 5 Clipboard
- 8 Yellow Legal Pads
- apx 100's Easter Eggs (various colors)
- 1 Easter Bunny Costume
- 1 Set of Horseshoes (missing stakes)
- 1 5.0 Shopvac
- 1 Air Pump
- 50 Mouth Guards
- 75 Cones and Discs
- 2 First Aid Kits
- 15 Girls Basketball Uniforms
- 17 Boys Basketball Uniforms
- 20 Soccer Uniforms

June 18, 2018

## Recreation Advisory Committee Meeting

Present: Jim Hidden, Jessica Perkins, Casslyn Cook and Anne McGarrity

Meeting called to order at 6:05pm by Jim and seconded by Casslyn.

Jim suggested and motioned that Casslyn Cook be the Committee Chairman. Jessica Perkins seconded motion. All members voted yes.

Jim motioned Secretary be Jessica Perkins. Cassalyn Cook seconded the motion. All present voted yes.

Casslyn opened the meeting with asking Parker Roberts for a list of what he needs, as well as 3 years of data of programs for Adults and Kids. Casslyn also suggested we get a current inventory and conditions of all gear. She also asked Parker what training and certificates the Tai Chi and Yoga Instructors had.

Anne Stated that only back ground checks were necessary if the person was allowed alone with children.

Casslyn suggested we find out if events show a net profit or loss. She handed out a packet of questions to ask Parker Roberts based off last year's programs, looking for enrollment numbers and costs.

Anne asked about Adult Bus trips as to whether or not there was adequate publication and how well attended was the programs, as well as if outside Tamworth Residents were allowed to attend.

Jim stated much of the information about programs is on the Facebook page and asked Parker if he updated the Facebook page himself.

Anne Suggested that we look at other comparable towns like the Ossipee Rec department for ideas and suggestions.

Casslyn suggested pooling lower attendance events with other towns as it would be more cost effective to share the costs.

Parker suggested combining the Flower Show with Conway or Moultonboro as there had been a significant drop in numbers in the past, which is likely due to the amount of walking attendees have to do.

Board Asked Parker for number on some of the current Rec Programs:

Adult Programs are:

Adult Basketball which typically sees 8-14 people

Junior High Basketball typically sees 8-12 attendees

Pickleball which is in its first year and had 10-12 people

Also new this year was Unified Basketball which had 4-15 attendees

Parker stated that if someone comes to him with an idea he doesn't turn their ideas away.

Anne Suggested that Tennis be brought back. Parker stated that Pickleball seems to be the new tennis. He said the courts are often used especially in the summer time. Courts were resurfaced he stated a few years ago and he maintains the area.

Anne stated she would like to see more non- sport programs such as arts, dance, etc. Jim stated that another committee should be created to handle that, that it wasn't under Parkers Job title.

Casslyn suggested getting the Tamworth Arts Council and the Chocorua society involved in that committee.

It was agreed by all that the Facebook Page for Park and Rec is paramount to getting information out. Parker stated he also puts the calendar up at the Tamworth PO and it is put on the town website as well.

Casslyn suggested it be posted at the Ossipee Post Office as well.

Anne asked when the 4th of July schedule will be done-Parker stated everything is all set and it will be going up tomorrow on the Facebook Page.

It was discussed what course the parade would take as whether or not it would reverse and Parker Stated it would not this year, that most vendors do not want to have to set up in two different locations.

Parker stated that it had been suggested to have the 4th of July festivities in the village as more of a Street Fair. But it was presented to him in April which was too late for this year.

Casslyn asked Parker what happens if a child cannot afford a summer program. Parker stated sometimes the school helps by paying half, or if it is a true necessity, he will waive the fee.

Casslyn asked where donated money goes. Parker stated that money goes into a general fund, not specifically to Parks and Rec.

Anne asked when summer programs are held. Parker stated they are days a week and this year will run from July 9-August 9. He stated the swim program is run through the Red Cross and not through Parks and Rec.

He stated that the summer programs is held at the school and is open to all Tamworth residents, as well as Fresh Air Children, and often times Grandchildren of Tamworth residents or their guests.

It was asked how many staff members Parker has for the program. He stated he has 6 plus himself and all are CPR and fully trained. Adults are background checked as well through Troop B. Parker stated he has on average about 80 enrolled in the summer program and the biggest even trip is to a water park with about 50 attending. He uses First Student for bussing.

Casslyn stated the board would get together more questions for Parker and get them to him by Thursday in his mailbox.

It was discussed when the next meeting would be. The next meeting is scheduled for Monday, June 25th at 6pm.

Casslyn motioned to close the meeting at 7:09pm. Jessica Perkins second the motion. All agreed.

June 25, 2018

## Recreation Advisory Committee Meeting

Present: Jim Hidden, Casslyn Cook and Jessica Perkins

Meeting called to order at 6:08 pm.

Casslyn Cook reviewed the minutes from last week's meeting and noted a few minor grammatical errors. Casslyn made a motion to accept last weeks minutes. Jessica Perkins seconded the motion and all in attendance approved the motion.

Casslyn presented the committee with 4 pages of questions that had been drawn up for Parker Roberts. She submitted the questions on June 21, 2018 giving Parker Roberts 5 business days from receipt of the questions to answer the questions or request more time.

It was noted that Easter was left off the list of activities included. Jessica Perkins asked if Easter was well attended or not. Casslyn Cook stated she was unaware of the attendance. Jim Hidden stated that it was rather well attended in the past.

Casslyn stated she had emailed Darlene McWhirter on Wednesday, June 20, 2018 with several questions pertaining to background checks, detailed printouts of expenses and revenues as well. The committee agreed they had no further questions to add to Darlene McWhirter.

Casslyn suggested considering the Moultonborough parks and recreation department for comparison and suggestions.

Jim Hidden further suggested that the committee also look at Bartlett, and Madison but noted both do a lot of parks and rec programs through the schools.

It was noted by the committee that other areas for comps would be Ossipee and Wakefield for comparable size and revenue.

Jim suggested emailing each towns recreational department with 5 questions to answers. He said most other towns would be able to answers such questions as how they inventory. Jim suggested that it be asked of each town where the school and town programs overlap.

Jim stated that a general question to the various towns about policies would likely cover a multitude of procedural questions and financial questions as well.

Casslyn suggested coming up with a list of questions to email the rec departments and had suggested Sandwich also be added to the list of towns to email. Casslyn suggested asking the towns what they offered for Adult and Juvenile programs as well as the costs associated with any trips offered. Casslyn also suggested making sure they are comparable programs as far as length of time and days per week they are offered.

Casslyn stated that a public survey was an option and Ann McGarrity had asked for the publics input on questions for such as survey on the Tamworth Exchange. Casslyn suggested getting a list of questions

from Ann and presenting questions to Mary Cronin to put them into a viable survey for the committee to use.

It was discussed by the committee that it was likely the survey could be made available by the week of July 9<sup>th</sup>.

The committee decided to schedule the next meeting for Tuesday, July 10<sup>th</sup> at 6pm. It was also noted by Casslyn that by the July 10<sup>th</sup> meeting the committee should have the answers from Parker Roberts to the questions that were sent out to him as well as answers to the questions emailed to Darlene McWhirter. Jim stated it was unlikely that Darlene would divulge very much information on the names of those who had background checks done. Jim also suggested that the committee contact Parker for the email contact information for the surrounding towns park and recreation departments.

Casslyn informed the committee that Melanie Streeter would be looking into the 5 days of Sandwich and would have information for the committee by the next meeting.

Casslyn made a motion to adjourn the meeting at 6:42pm. Jessica Perkins seconded the motion and all were in favor.

July 10, 2018

## Parks and Recreation Advisory Committee Minutes

Present: Deb Maille, Casslyn Cook, Jessica Perkins

Casslyn Cook called the meeting to order at 6:06pm at the Tamworth Meeting House.

First on the agenda was a review of the prior meetings minutes. Casslyn made a motion to accept the meetings, it was seconded by Jessica Perkins and all agreed.

Casslyn stated that it had now been 13 days with no answers from Parker Roberts to the questions presented to him. It was discussed how to proceed to get the answers to the questions.

At 6:16 Parker Roberts arrived. He stated he had most of the questions answered that the committee had presented to him. He stated it was a stressful and busy time of the year to have to come up with all the information. Parker presented the committee with a packet of information and answers to the questions.

It was asked what participants did on days when there were no trips scheduled. Parker indicated that the participants utilize the playgrounds, courts and have snack time. He stated he has 2 Full Time employees and 4-part time employees and that all are CPR and First Aid certified as well as the fact that they have a lock down policy in play as well.

It was asked what the policy was if anything happened to Parker while on a trip. He stated there is a policy in place for that as well for a chain of command.

Deb asked if Parker ever did crafts as many of his programs are more sports based. He stated he had in the past but they were not well received and not always cost effective as he would need to find someone willing to do it.

Parker went on to state that it is easier being the Athletic Director in conjunction with Parks and Rec director because it makes schedule rec and school programs together much easier and easier to work around gym schedules.

Casslyn asked what would happen if someone got hurt at the 4th of July and decided to sue, what insurances would cover that?

Parker stated that everyone would be sued at that point, pointing out a case in Conway.

It was asked of Parker if there was a list of organizations that rented the fields and he stated that the Mount Washington Valley Softball Classic was the only ones to rent the field. Parker stated they started paying this year, they are an ASA team so they are covered under the ASA for insurance as well as the event brings a lot of business to the Valley. When asked if they are in charge of cleaning up the fields, Parker stated it is "Carry in/ Carry out" and they do clean up after themselves.

Deb asked Parker if the school contributed at all to the Parks and Rec programs. Parker responded that the school gives him a list of children who may need financial assistance. He stated also that the summer program is pay as you go if needed, that parents do not need to pay all at once.

The committee asked how Parker kept track of who pays and who hasn't paid. He stated he does it old fashioned and writes it down. He offers receipts and then turns all payments into the town office. He stated he has a credit card for purchasing items for programs as well as paying for trips.

When Parker was asked by the committee if he had ever thought of having an assistance he stated it may be possible that he could use one based on everyone's need for information and wants. He stated he was currently working with the Capital Improvement Fund to work on irrigation for the fields, as well as busy with summer programs.

Parker stated in general he works 40-hour work weeks, but that March tends to be much slower and the summer months much busier. Casslyn confirmed she had time sheets and would make copies of them for the committee.

It was suggested that Adult programs may need to be posted in more areas to help garner more interest in them.

The committee moved onto reviewing information from the Ossipee Parks and Rec department as well as Bartlett and Sandwich regarding programs offered and how the departments are run.

Casslyn presented an overview of questions for a survey, as well as a template for a survey. When asked where the questions came from, Casslyn stated from the Tamworth exchange as well as other various sources and had been tailored to the needs for the committee. It was stated that the survey should also have a spot for individual comments as well.

The committee discussed the fact that the Parks and Rec page on Facebook could use more frequent updating to help boost attendance to events and to provide more information on current and future programs. It was also discussed that there should be more signage for events. The topic of a possible assistant for Parker was again discussed and it was stated that an assistant could help apply for grants that would possibly help offset any cost associated with hiring an assistant.

Moving to the next item on the agenda, Casslyn stated she had information on time sheets from the Town Administrator and would print them out. She stated that she would ask Darlene for more detailed reports on up to date revenue, especially for day trips through the Park and Rec. Then once that information was received the committee could review the revenue and expenditures as well as the information provided from Parker to see if we would have any further questions for Parker as well as considering possible ways to fundraise as well.

The next meeting was scheduled for July 24, 2018 at 6pm at the Meeting House.

The meeting was adjourned at 8:06pm.

July 24, 2018

## Parks and Recreation Advisory Committee Minutes

Present: Deb Maille, Casslyn Cook, Jessica Perkins

The prior meetings minutes were reviewed and Casslyn made a motion to accept the minutes. All agreed to accept the minutes.

Casslyn Cook called the meeting to order at 6:02pm at the Tamworth Meeting House.

Casslyn presented to the committee the questions that Ann McGarity had acquired from the Tamworth Exchange to review. All names on the questions presented were omitted.

Deb presented the committee with an overview of a budget breakdown from 2008 until 2017 for the committee to review.

There was some confusion among the committee members as to the breakdown cost of Family day and why it went from \$4,500 in 2012 to \$8,000 in 2013. Casslyn stated she could speak to the Town Administrator to get some clarification as to why there was such a large jump in this item. She also stated that on Wednesday July 25<sup>th</sup> she would speak with the Town Administrator about why the coach company for the Boston Flower show was paid different amounts for clarification. She stated she would also like clarification on why supplies for the Parks and Rec department was only \$1,000 in 2012 versus the \$2,000 on average most other years.

She did state however that most invoices are only held for 3 years in general.

Casslyn then presented a breakdown of participant to help ratio for all Parks and Rec programs from 2015, 2016 and 2017.

It was discussed by the committee that the ratio amounts were vague, and how Parker determines how many helpers are needed for each event. Many of the school day programs were missing attendance numbers. It was discussed this is likely due to the swim program attendees.

It was determined that there should be a policy in effect to determine how many helpers is needed for certain events and have some criteria for each event. Casslyn stated that attendance is now taken for programs and participants must be signed in and out.

After reviewing time sheets provided it was discussed that there needed to be more clarification on certain items on the time sheets.

It was suggested that another line be put into the Parks and Rec budget for grant writing.

Casslyn informed the committee that she had highlighted to previous questions that Parker had not answered and resubmitted them to him. She expected to hear back from him in a few days with the answers to those remaining questions.

Casslyn reviewed a potential outline for the Board of Selectmen. She stated that it would start with a History and proceed onto an outline of the committee's duties then on to programs and how to make programs more cost effective and making sure that all policies are up to date and effective.

The committee reviewed the questions again from Ann. It was discussed what the best and most effective avenue would be to proceed with a survey. It was stated it is likely that there would not be enough participation.

The committee suggested that it was possible Parker could give out the survey to those who participated in programs at the end of the programs. Other options suggested were sending a survey home with students at school, posting in the library or leaving them at local churches as well.

Deb stated she would work on the survey. It was decided there would be a good balance of questions.

The next meeting was scheduled for August 7<sup>th</sup> at 6pm at the Town Meeting House.

Casslyn made a motion to adjourn the meeting at 7:41pm. Jessica seconded the motion and all agreed.

August 7, 2018

## Parks and Recreation Advisory Committee Minutes

Present: Deb Maille, Casslyn Cook, Jessica Perkins

Meeting was called to order by Casslyn Cook at 5:56pm.

First business on the Agenda was to approve last meetings minutes. Casslyn motioned to approve the minutes and all in attendance agreed.

Deb presented the committee with a survey questionnaire that she had drafted, for the committee to review.

Casslyn presented the committee with a breakdown of Parks and Rec hours for 2015. Casslyn stated she would be working on a breakdown for hours in 2016, 2017 and part of 2018. She stated that in May of 2018 the time sheet format changed and no longer showed a breakdown of hours. She stated she would investigate whether other departments used the same type of time sheets.

The committee discussed the 2018 Boston Flower show, which had 10 in attendance, however a 54-person bus was used for the event. It was discussed with the decline in the numbers for the show that a smaller bus should have been used.

Casslyn explained to the committee that the Tamworth Foundation was a possibility to look at for grants for the department. She stated it would be possible to use that money for scholarships for those who cannot afford programs.

The committee moved to discussing the survey questionnaire. Deb suggested offering an incentive such as a raffle. The logistics of the raffle were discussed. Casslyn stated she would run the questionnaire and the logistics of the raffle by the selectmen. It was decided when the date would be for the cut off for the questionnaire and the raffle. The date was tentatively set for September 11, giving time for parents to fill out the questionnaire if it is sent home from school.

Deb had suggested putting up a reader board at the Tamworth Dump to get more information about the Parks and Rec out to residents. It was discussed that the questionnaire could be placed there as well, but information would need to be updated regularly.

Deb stated she would revise the questionnaire to ask for participants phone numbers only for the raffle. She stated she would email the revised copy to Casslyn to present to the Selectmen.

Casslyn suggested that when presenting to the selectmen our report, that should start with cost analysis, then pool the committee's recommendations, as well as attaching all meeting minutes and breakdowns. Casslyn stated she would ask for copies of policies to attach as well.

There was no public input.

The next meeting was scheduled for August 21, 2018 at 6pm at the Meeting House.

The meeting was adjourned at 7pm.

**Recreation Advisory Committee minutes.**

August 21<sup>st</sup> at the Tamworth Town House

Present: Casslyn Cook, Jim Hidden, and Deb Maille.

Meeting Called to order at 6:04 pm.

Casslyn handed out copies of the answers from the rec director and they were discussed, the fact that a parent applied for a grant without the rec director's knowledge was questioned. As well as the lack of a written policy regarding renting out the rec fields was brought up and it was discussed that it should be put into our recommendations.

We discussed the attendance and cost of the rec trip to the Boston Flower Show, which has had low attendance at least for the last four years and that the lack of advertising it adequately may be one factor.

The questions regarding the adult rec programs despite being highlighted on the question sheet where not answered at this time.

We discussed the attendance of the summer rec program; Casslyn handed out copies of the sign in/out sheets that where implemented this year.

Deb Brought up Bartlett's rec signup sheets and showed them to Jim as he wasn't at the meeting where they were discussed previously.

Deb brought up the questionnaire and some minor word changes where agreed upon. Casslyn will bring it up at the next selectmen meeting, and the finalized places for the questionnaire return boxes will be the Town office, Cook Memorial Library and at the K.A Brett School, it was discussed that we could ask Ann McGarity to put it into the town column as well.

It was discussed at length the pros and cons of different avenues of restructuring the recreation department to make the rec more cost efficient and beneficial to the town.

It was discussed for next meeting that we should talk about our recommendations as a committee. The next meeting will be on September 4<sup>th</sup> at 6pm at the Town House.

Meeting was adjourned at 6:54 Recreation Advisory Committee Meeting Minutes

### **Recreation Advisory Committee minutes.**

September 4<sup>th</sup> at the Tamworth Town House

Present Casslyn Cook, Deb Maille, and Jim Hidden

Meeting was called to order at 6:04pm

August 7<sup>th</sup> meeting minutes were presented to be approved, Jim made the motion to approve but abstained from voting because he was not at the meeting, Deb seconded.

August 7<sup>th</sup> minutes approved 2 yes and 1 abstained.

August 21<sup>st</sup> meeting minutes were presented to be approved, minor spelling error was pointed out to be corrected. Casslyn made a motion to approve the minutes with spelling corrections, Jim seconded.

August 21<sup>st</sup> minutes approved 3 yes.

Survey distribution was discussed, Casslyn dropped some off at the K.A. Brett, and Deb got permission from the Cook Memorial Library and the Town Office. It was discussed who runs the Chocorua Library and that we should ask them if we could leave a box there as well.

Jim also suggested that we should also try to have a table at voting next Tuesday, and we should contact Chris Canfield for permission. Casslyn also said that we should try to get some out to the churches as well.

Deb mentioned she had changed the header of the survey to clarify that it was coming from the Rec Advisory Committee not the Rec Department.

The Report and our recommendations were discussed, if we should have our recommendations grouped with the statistical data or after toward the end, and what are our broader recommendations. Casslyn said that one of our recommendations could be for the 4<sup>th</sup> of July Family day to have more of an online presence which could be broadened to all Rec Department Programs and Events.

Deb said to have Better Signage as well and how well publicized it was during the Tamworth 250<sup>th</sup>.

Jim agreed that the 250<sup>th</sup> Family day was a bigger event and that one of the reasons was because a few 250<sup>th</sup> committee members became an un-appointed 4<sup>th</sup> of July advisory committee in order to help the Rec Director pull off such a large event. And that if we want to have a Family day like that again we shouldn't expect that from one person, but it would be easier with a group of people that could bring in new ideas as well.

Casslyn and Deb spoke of some benefits of more people helping with Family day, especially if family day came back down to the village, helping with parking, and having people overseeing the parade, the vendors at the school, and that if anyone had a question they could find the person in charge of that part instead of trying to find the one person in charge of everything. Jim agreed that lightening the burden of family day would help.

Easter was discussed and having a few assistants helping can only help.

The Trips and the adult programs Recommendations were discussed.

Casslyn stated that she would like to see more advertising of the adult programs from the Rec Department; adult sports programs, the aerobics classes, and living strong.

Jim stated the biggest issue for him and many of the complaints he's heard about the Rec Department was the lack of communication and lack of information about the programs and activities, and he's biggest recommendation would be to post some sort of weekly calendar on the Facebook page, it's user friendly and widely used and easily accessible. And if that became the norm people would get in the habit of checking there.

Casslyn agreed that Facebook has a broad reach and that it might help the adult programs reach a broader audience,

Jim said he would like a more consistency with putting out information to keep the Rec Department in people's minds. Casslyn agreed and also mentioned the Tamworth Exchange is used by the Townspeople, Ann McGarity had found that somethings are put up about the Rec Department by some local residents and that it would be beneficial if it came instead directly from the Rec Director.

Deb agreed with having more of a presence online, but questioned how to make the Rec Director more tech savvy from a recommendation standpoint.

Casslyn agreed to pull together the states for the report, and it was discussed regarding are overall recommendations, and what we as a committee were charged with by the Selectmen, and if we should have recommendations regarding Rec Department Policies

The Next Meeting was scheduled for September 18<sup>th</sup> at 6 at the Town House

Casslyn made a motion to adjourn, Deb seconded all were in favor.

Meeting was adjourned at 7:08

September 18, 2018

## Parks and Recreation Advisory Committee Minutes

Present: Casslyn Cook, Jessica Perkins, Jim Hidden

The meeting was called to order at 6pm.

Jim Hidden made a motion to accept last meetings minutes. Jessica seconded the motion to approve with minor spelling errors corrected. Jim mentioned one name needed a correction in spelling. Casslyn stated she would correct those items. Minutes were approved.

Casslyn presented the committee with statistical data for the report to present to the Selectmen. Casslyn stated she wanted to send the report out for edit reviews by September 20<sup>th</sup>. She stated that would allow time for the review and edits to be made prior to the next meeting she hoped to have on September 25<sup>th</sup>. Casslyn stated this would allow enough time to prepare the report for the selectmen's meeting on September 27<sup>th</sup>.

Deb Maille joined the meeting at 6:05pm and was brought up to speed.

Casslyn stated that 233 surveys were submitted, and she had calculated all the data.

The results of the survey questions were reviewed.

Deb asked if Parker Roberts would want to see the actual survey results. Jim stated that the committee could offer the surveys to Parker but honestly the responses were no real surprise.

Casslyn stated that all the raw data would be available in the sources of the report to the Selectmen.

Deb asked if Casslyn had all the 2018 summer program data. Casslyn stated she did, minus one day. It was noted that attendance was substantially less this year than prior years. Casslyn said she used attendance sign in and sign out sheets to come up with the number for this years' attendance.

Casslyn discussed the Tiger Enrichment Camp (TEC) and stated attendance is up for the TEC. It was discussed that this may attribute to the drop in the Parks and Rec Summer Programs.

The committee discussed further recommendations to add to the reports on top of the survey recommendations.

Deb asked if the committee should draw a number for the winner of the survey raffle. The numbers were added to a bag and shuffled. Jessica Perkins drew a number and the committee agreed they would contact the winner of the raffle. Numbers were retained in the event the winner could not be notified. It was agreed that the committee would ask if the winner wanted their name announced.

Jim left the meeting at 7:52pm.

Casslyn suggested the next meeting be held on September 25<sup>th</sup> at 6pm at the Meeting House to review all edits that were gathered on the report for the Selectmen. This would allow time for all edits and revisions to be made before presenting the report to the Selectmen at the board meeting on September 27<sup>th</sup>.

The motion to adjourn the meeting was made. The meeting was adjourned at 8:02pm.

September 25, 2018

Parks and Recreation Advisory Committee Minutes

Present: Deb Maille, Jessica Perkins, Casslyn Cook

The meeting was called to order at 6:02pm.

Last meetings minutes were reviewed. Minutes were approved with minor corrections.

Casslyn presented the committee with the revised report to review.

Deb asked for clarification on field trip numbers. It was suggested more description is needed.

Deb asked if charts would be in color and Casslyn confirmed they would be.

It was discussed to add in different chart models.

Deb and Jessica suggested wording and minor grammatical changes to the recommendations.

It was discussed that only two selectmen could make the September 27<sup>th</sup> meeting, so the report could be on the agenda for the October 4<sup>th</sup> meeting.

Casslyn said she would like the entire committee to hopefully make the meeting on October 4<sup>th</sup>.

Casslyn made a motion to accept the report for the selectmen with the revised changes made. The motion was seconded and all in agreement.

A motion was made to approve the meeting minutes for this meeting, September 25 as they are read. Jessica seconded the motion with all in agreement

Meeting was adjourned at 7:10pm.