

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.