

**Town of Sunapee: Recreation Committee  
Meeting Minutes for January 18, 2022**

- **In Attendance:** Charleen Osborne, Samantha Heino, Melissa Trow, Jesse Socci, Megan Oxland (Departed at 6:30pm), Dan Whitmoyer, Tim Berube.
  - **Guests:** Shannon Martinez: Sunapee Town Manager
- **Meeting called to order by Charleen at 5:40 PM**
- **Meeting Ended: 7:56 PM**
- **No votes or policy updates took place during this meeting**
- **The December 2021 meeting minutes have been reviewed and approved. The motion was made by Megan and seconded by Melissa.**

**1) Winter Programing Update**

- The skate rink is currently closed due to a few large cracks. The issues are being addressed and it should only be a short time before it is open again. The committee is asking the public to please respect the rink closed notice until the repairs can be made. The committee currently has someone to maintain the rink Monday – Friday but is still in search of someone to do the weekends. This would be a paid position.
- Basketball is going well. Officials have all been checked out and are scheduled / doing a great job. Megan had took a brief survey of how things have been going and she will work on putting those results together.

**2) Veterans Field Phase 1 & Warrant Articles**

- Charleen said that there was not many questions about the petition for Full-Time Recreation Director at the budget hearing. The article is calling for an extension for up to \$30K. The wording is in Appendix A.
- The Phase 1 Article also did not raise many questions. The article is calling for \$250K for phase 1. The wording is in Appendix B.
- Hoping for more engagement around the hearing on both articles.

**3) Programming & Rec Desk**

- We were looking to see if we could pause our subscription to Rec Desk and it doesn't look like that is possible at the moment. It seems as if there is a dollar amount attached to the event we can't cancel it but if there is not the we can.
- There was a large discussion surrounding what the structure of the Sunapee Recreation Department currently looks like. The main theme of the conversation was surrounding what we can currently handle as a department without having a director in place for organizational purposes.

- This discussion also included items such as taking a deeper look at liability and programming costs. The committee needs to make sure that we are not losing money on the programs that we run. Currently we are running a few programs that are not covering costs, such as baseball. There also needs to be an examination of liability and making sure that programs that we run are clearly covered by our insurance policies.
- One of the programs that needs a deeper analysis is Sunapee Summer Camp. There were some scheduling and safety concerns surrounding camp that needs to be addressed. The consensus of the group is that we do want to run summer camp because we understand how important it is to our town, but also need to make sure that we have the proper procedures in place. The summer camp discussion was left at making sure that we have all of our documents in place such as job descriptions, then looking from there to possibly hire a summer camp director.
- Currently (and during this meeting), we found some point people to help make sure that spring sports including t-ball, baseball, softball, track & field, and the boot camp will continue as scheduled. We are waiting for leagues to provide some information for baseball / softball.
- For Summerfest, our discussion has been tabled until we as a committee can find out what the scope of the project / event is going to be from the current sponsors / vendors that we have in place. The consensus from the group is that we would like to see Summerfest continue as scheduled since it is meant to be a fundraiser for the Veterans Field Project. If it is determined that it will be too much without a director in place then this event may be tabled until the summer of 2023.
- The Mountain Bike Race (Being led by Dan W.), is currently a go and is set to make a small profit in its first year.
- There was brief discussion about the fireworks. It is the understanding of the committee that a contract is signed already with the fireworks company. Shannon is going to look into locating this (it was signed before her time with the town). Once we locate a contract we will discuss from there.
- Also discussed was the fact that Sunapee Recreation currently does not have documents from past events / offerings (such as job descriptions, policies, procedural / scheduling, notes and more). We as a committee want to make sure that we have all of those types of documents in place prior to offering events. This also goes back to the discussion on liability, and making sure that we are covered under insurance policies. This is also the reason why the committee is pushing to have a full time director, as this is a task that would be completed by that person.
- Along the same line of organizational issues, one of the tasks that currently needs to be performed is making sure that we have an inventory or all of our belongings as a department. At the same time, we are hoping to do some decluttering to help free up some storage space.

- There was a question about the status of the UNH study. It was determined by the committee that before anyone comes in to perform a consulting study for Recreation in our town, that we need to have organizational concerns totally ironed out, and that we also need to have a Recreation Director in place to be able to coordinate with that point person from UNH.

#### **Appendix A:**

Summary: To see if the Town will vote to raise and appropriate the sum of up to \$30,000 to make the current part time recreation director a fulltime position? The current budgeted hours provide for 30 hours a week. This will bring the position to 40 hours a week. This sum covers 9 months of wages and benefits. If approved, this funding will remain as part of the operating and default budget for the future.

#### **Appendix B:**

**Article x:** Are you in favor of the town raising and appropriating the sum of \$250,000 to fund the design, engineering and construction of Phase 1 of the Veterans Field project to include a building with year-round ADA-compliant restrooms, a concession stand, and storage for Recreation Department equipment, paved parking, a dual use tennis court with four pickleball courts, a new dual use full-size basketball court with three pickleball courts, and an updated skateboard facility. This Phase 1 of the Veterans Field project is expected to cost a total of approximately \$500,000. The remaining funding to complete the Phase 1 Veterans Field project will be raised from the Recreation Department revolving fund where there is \$80,000 already earmarked for this project, plus other private sources, private donations and any available grant monies that are available to defray the project cost.

This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until Phase 1 is completed, or December 31, 2027, whichever occurs first.

This warrant article was developed as part of a joint effort among the Recreation Department, The Friends of Sunapee Recreation, and more than 100 Sunapee taxpayers who signed a petition to include pickleball courts in Phase 1 of the Veterans Field project.