

**Town of Sunapee: Recreation Committee
Meeting Minutes for September 13, 2022**

- **In Attendance:** Steve Bourque, Charleen Osborne, Samantha Heino, Dan Whitmoyer, Tim Berube
 - **Guests:** Shannon Martinez: Sunapee Town Manager
- **Meeting called to order by Charleen at 5:34PM**
- **Meeting Ended: 7:19PM Motion made by Tim, Seconded by Charleen**
- **Two votes and no policy updates took place. The votes are highlighted below.**
- **See meeting minute attachments for handouts.**

Topic 1: Minute Approval

- The July 2022 minutes were unanimously approved. No August minutes to approve as no meeting was held.

Topic 2: Summer Events and Fireworks Recap

- Steve stated that Summerfest went well in its first season. Daytime was very successful, not as many participants in the evening. Could improve upon advertising.
- Shannon stated that there was a lot of positive feedback from the vendors that participated. Possibly have something in place for next year for people to cross Rt. 11 in a more safe manor. Community members stated that it was a great event, but possibly include more food trucks next year.
- Also – need to pay a little more attention to the date of the event as there was a few conflicts with other town events.
- The general consensus is that the committee would like to see the event continue – Charleen stated that as long as a sub-committee was formed to help take on the task of planning the event as the committee cannot take it on by itself.
- The fireworks weekend went well, great turnout at watermelon race. Charleen asked if we wanted to move Summerfest the 4th of July weekend. Steve stated that it is possible, and maybe we have it as a part of a whole week of events leading up to the fireworks.
- Charleen shared a little bit about the events that her hometown puts on the week leading up to the 4th, to help provide some ideas for a possible week of events leading up to the fireworks for Sunapee.
- Steve stated that there was some discussion with Bill about hosting it in the Harbor vs. Veterans Field. Charleen stated that we originally wanted to do it on Veterans Field because we wanted it to be more for the locals rather than vacationers, although all are welcome to attend. Sam and Tim stated that it is definitely more visible and will attract more people on Veterans Field.
- The beaches are now closed for the season, they all had great summers. Dewy Beach had a few weeks were they were slammed, but otherwise they were not super busy. No

major or new issues. Charleen asked if we will have repeat staff. Steve believes that some will return and some won't. He is guessing about 60% will return, including the person that led the swimming lessons.

- Georges Mills Beach was supposed to be used for camp, but they ultimately decided to continue to use Dewy. Part of the reason was because it needed to get cleaned up. While Steve was there working to help clean it up, he received about how nice that beach was.
- Summer camp went well. Steve said that all of the hard work to plan it all out certainly paid off. They made small adjustments as needed to the plan along the way. Overall it was a great structure. There were a few weeks that were challenging, but they were able to get through it.
- Steve stated that he would like to get the themes for the camp weeks rolled out ASAP before sign up so that families can ensure that they are signing up for themes that they are interested in.
- There was a question about numbers / staffing. Steve stated that they may play with the numbers a little bit and adjust the amount of kids by age to make it flow smoother, but overall it was okay. Steve also stated that there needs to be slightly better budgeting for camp. Shannon added to that and stated that we would like to have a better cutoff date for refunds due to the fact there were some folks that cancelled late, however at the time of the cancellation they had already planned for that child to be there, leading to unnecessary expenditures. Steve stated that during certain weeks they went through the whole waiting list.
- Town CPAs are still working through some of the numbers for camp to see exactly where we ended up. Steve has also been researching other camps in the area to make sure that we are competitive but also making sure that we can cover our bases.
- Charleen stated that if part of the funds for camp comes from taxpayers then Sunapee residents should have first opportunity to sign up for camp.
- Dan stated that there also may not be as many last minute drop outs next year because there won't be a possibility that camp will not occur as it was a possibility at the start of this summer.
- Steve stated that the scholarships worked well for summer camp.

After School Program

- Shannon stated that they did a rough budget and light advertising to see if the program was feasible.
- She stated that the Board of Selectmen would have to approve this program.
- Staff has been a large issue – there has not been enough viable applicants.
- It may be possible in the future to link a summer day camp director and an after school program director into one full time position.
- Various pay rates and other things were discussed to see if there would be a way to make the position attract more viable candidates.
- Steve stated that program content should be a breeze as there is plenty of activities from camp that can be incorporated.

- Steve also stated that he is also concerned about facility space and storage for an after school program.
- Tim made a motion to create and support a full time, year round position for the Summer Camp Director and the After School Program Director. Dan Seconded. Passed unanimously. (This probably will not be the case until next year).

Roles and Responsibilities + Membership

- There was brief discussion about terms. It is listed as 3 – 1 year terms, 2 – 2 year terms and 2 – 3 year terms. We currently only have 5 full times members and no one is on a 1 year term at the moment.
- There was a question as to if the alternates of Sam and Dan were officially brought to full time positions. It is believed that they were. Currently, there is no one in the alternate positions.
- Shannon briefly spoke about roles on the committee and what the committee is responsible for. It was decided to possibly table this longer discussion and have a longer meeting on November 8th.
- Shannon stated that we should create an updated spreadsheet to keep track of terms.
- The committee renewed Jesse's term that is up next month. Motion made by Charleen, seconded by Dan. Vote passed unanimously.
- Charleen stated in the past there was a sub-committee that was coming up with written roles and responsibilities, but it has not going anywhere. She stated that there is also some question and concern about what exactly Recreation is responsible for.

Fall Soccer and Activities

- Steve stated that he wants to look deeper into some of the reasons why there is not much participation at the younger grade levels for girls. Some may think that it is because they are only doing skills and drills rather than playing actual games.
- There was brief discussion about how fall soccer is going. Everyone seems to be enjoying it, however he stated that there has been some challenges dealing with the current contracted company. He stated that he is looking into a company out of Concord for a possible addition or replacement.
- The Pumpkin People contest will continue this fall
- The Carving contest should continue – going to have people reserve pumpkins
- Turkey Trot – Harding Hill is going to sponsor for the Maple Syrup again. The fee is going to slightly raise this season. We are planning to order less shirts this year because we have a lot of excess.

Facilities

- Dewy field is looking great, the lines have been cut and the infield growth is being maintained
- Steve is hoping to get Veterans done as well for the start of next season
- Still looking like Veterans is still the good location for the movable mound and bases
- Steve is also hoping to move the sheds to a better location as well as get conduit run for lights.
- There are multiple contractors that are willing to donate their services and time to make the above happen.

- There was some discussion about the fence and as to if it can be saved or repurposed – possibly even turn it into a fence for a dog park. Steve was going to look into possible grants and donations for this.
- Steve mentioned that the HS woodshop class was looking into a project that they could make new wooden signs for the fields and beaches.
- Veterans Field:
 - Steve made the recommendation that we move the skate park to Tilton Park to get more parking and space down at Veterans Field.
 - There was some more discussion about Phase 1 and what exactly can be done and what will be impacted.
 - Charleen stated that a warrant article would need to be written.
 - Charleen stated that we should really be pushing Veterans Field more and getting information out there. She stated that she was asked about it by someone in the community looking for information but there is nothing up on the webpage.