

**Town of Sunapee: Recreation Committee
Meeting Minutes for November 8, 2022**

- **In Attendance:** Steve Bourque, Charleen Osborne, Jesse Socci, Time Berube, Sam Bailey (6:06pm), Dan Whitmoyer
 - **Guests:** Town Manager: Shannon Martinez, 3 community members
- **Meeting called to order by Charleen at 5:31PM**
 - 1) **NOTE:** Starting in December, meeting time updated to a 7PM start
- **Meeting Ended: 7:58PM Motion made by Tim, Seconded by Dan**
- **No Votes or Policy updates took place during this meeting. There is a spreadsheet attachment with a calendar of events.**
- **Meeting Minutes for October 2022 were unanimously approved**

Topic 1: Sunapee Turkey Trot

- T-Shirts have been sent off to the printer
 - Gold with red and brown lettering
- So far there are 350 registrations and counting
- So far we have raised approximately \$6,000 and counting
- Volunteers are still needed – Contact Steve
- We have increased our awards to include a U-12 Category and a 70+ Category
- All awards are maple syrup based and from Harding Hill Farm
- Night prior registration will be in the Carriage Room, at Livery
- PTO will be doing pie sale during night prior registration
- Will be able to take all forms of payment at registration
- Spoke with race timer who stated that they have a digital “gun” time and backup system – any serious racers looking for accurate start time encouraged to get to front of starting line

Topic 2: Warrant Articles

- Consultant from UNH Recreation Department to possibly conduct town wide survey, report back findings, and possibly help with a grant.
- The committee briefly discussed a price point that we would feel comfortable with as consultant is currently putting together a proposal for the committee.
- The committee discussed how we want to be able to have the survey results and what is put into the master plan go hand in hand. Shannon stated that the consultant proposal would be shared with the committee to make sure that it is in line with what we are all envisioning.

- LWCF has a grant program that looks very promising – Dan has done some initial research into it and stated that it is a matching, reimbursement grant, and that he has seen project examples of up to and over 200K.
- Committee not sure if Veterans Field will make it to the ballot this March – need to speak with BOS to make sure that we would have their approval. Planning on getting more information about the grant first, then speaking with board.
- Full time Recreation Director position warrant to be re-worded to fit the current needs and budget and to be represented to town for vote.
- BOS to finalize Warrant Articles at Nov. 28th meeting

Topic 3: Basketball

- There was a clinic held that was led by varsity student-athletes. This worked out really well and helped the coaches out with timing and drills.
- Current Participation Numbers:

Kindergarten	15
1st and 2nd Graders	19
3rd and 4th Grade Boys	24
3rd and 4th Grade Girls	12
5th and 6th Grade Boys	8
5th and 6th Grade Girls	8
Total Youth Basketball Participation	86

- Mount Royal does not have a 3rd / 4th Boys team so those numbers may grow some more and a team may be added
- Kindergarten and 1st / 2nd Graders will be run on the same day at different gyms, but staggered in time to allow parents to get between the two locations if they have participants in both.

Topic 4: Roles, Responsibilities, Programming

- We need to figure out where all of our members stand in terms of terms on the Recreation Committee.
- This is what we believe the current structure to be based off of older by-laws for the Recreation Committee. There is currently 1 part time director position (Steve) and there are no alternate positions.

3 – 3 year positions	Charleen	Tim	Jesse
2 – 2 year positions	Dan	OPEN SPOT	N/A
2 – 1 year position	Sam	OPEN SPOT	N/A

- The BOS at their most recent meeting re-appointed Jesse, Sam and Dan to new terms. Minutes have them listed as expiring on Sam: 4/15/25, Jesse 4/15/26, and Dan 4/15/23. Need to speak with them at next meeting to determine new expire dates based on the structure above. These term dates will need to be updated on the webpage once they are confirmed.

- Charleen gave everyone a history of the Recreation Committee structure to help us make decisions during this conversation
- Jesse stated that we need to create a general set of updated bylaws with terms as well as items like an attendance policy for the committee. Charleen stated that we have had things like this in the past, but nothing has been followed or updated in a long time.
- Charleen conducted a survey for meeting day / time, and it was concluded that we would be moving our meeting time to 7pm from 5:30pm (still on the 2nd Tuesday of each month), to better accommodate our committee members.
- The committee spoke about structure and how we would like to see the department / committee laid out. The end goal is to still have at least 2 people, one full time and one part time. Shannon stated that while this is still the end goal, we are going to need to take it one step at a time and first get that full time person. The committee agrees with this.
- There was discussion regarding if the committee should have required volunteer responsibilities outside of meetings. Members seem to be split on this. Tim made a great point that we may be chasing away people that want to help with a requirement, and that volunteering time outside of being an advisory board should be based on what each individual can do. There was no choices made one way or the other, just some general discussion.
- Jesse asked if a sub-committee could be created to bypass the age requirement to be on the Recreation Committee, as it seems we have some younger community members who would like to help out. Charleen stated that while there is no max age requirement (only a min), there are also some seniors that would probably enjoy having a part of our committee. Steve stated that yes, this could be done, however he would like to see the current Recreation Committee openings filled before we ventured into creating a sub-committee.
- The committee moved on to speaking about our calendar of events. All events were listed out by month, and noted about any critical points (example: There are some events that have been placed on hold due to lack of staffing for the Recreation Department). Please refer to the Excel attachment for this calendar.

Topic 5: Scholarship Funding

- Steve stated that a scholarship budget line was created when he joined, and was inquiring to the committee about how best to use it and fund it.
- Charleen and Jesse both stated that they do not feel it should have to come before the committee, if a family is in need then go ahead and use the funds. This could be a privacy issue as well, most families may want to keep information like this private, and we should respect that.
- Charleen stated that we should work on advertising as there are some folks that have been generous with other donations in the past, and with a little advertising we could see that account grow quickly.
- Jesse asked Steve if we could create an ongoing event in Rec Desk where people can “sign-up” for the event and donate an amount to the Scholarship Fund. This will do two

things, 1) Advertise to raise funds for the account and 2) Make it visible that we have a scholarship fund for those in need. Jesse also mentioned that we should include information that we have a scholarship fund in the code of conduct form.

- Tim asked if we could have a percentage of profits from each event go towards the scholarship fund. Steve stated that something like this crossed his mind, just not sure on a number yet.
- It was determined that the fund would be used for any recreation sponsored event that someone was in need for, not just youth sports.
- There was brief discussion about application and requirements. Tim made a suggestion that we could base it off of school lunch - and if a family qualifies for free or reduced lunch at school then they would automatically qualify for the scholarship fund.

Topic 6: Other / Action Items

- The Recreation Committee time needs to be updated in the calendar to reflect a change from 5:30PM to 7PM – this will start with the December 2022 meeting. This should also be changed in the system that records the meetings.
- The Recreation Committee Terms will need to be updated on the webpage once the dates are ironed out with the BOS.
- There was a discussion during the programming part of the meeting that drop in volleyball is doing well, but no one really knows about it. Charleen stated that if this is a Recreation sponsored event, which it is, then it needs to be public and on our calendar. The committee fully agrees with this. Drop-in Volleyball to be added to Recreation calendar for Friday nights at ?
- There was discussion about Boot Camp and if younger community members would be interested in this, as some of them currently travel to Newport for a similar program. It was determined that there would be an interest in this. Charleen stated that if we are going to have HS students participate in this program, that from a liability standpoint we need to make sure that our instructor has proper certifications. Steve stated that he would look into this. Along the same lines, Jesse asked if there was an AED present at the facility where this was happening, and it is taking place at the Sherb Gym which there is an AED present at.
- The next Recreation Committee Meeting will be December 13th at 7PM