

**Town of Sunapee: Recreation Committee  
Meeting Minutes for March 21, 2023**

- **In Attendance:** Steve Bourque, Charleen Osborne, Jesse Socci, Dan Whitmoyer, Sam Bailey (Zoom).
  - **Guests:** Shannon Martinez (town manager), Nick Grant, Sophie Bourque, Isabelle Correa.
- **Meeting called to order by Charleen at 7PM.**
- **1 vote took place during this meeting, highlighted below**
- **Meeting Minutes for February do not need approval as there was no official meeting.**
- **Attached File(s): None**

**Topic 1: Ice Rink and Winter Celebration**

- The Sunapee ice rink is now closed for the season.
- We had between 20 and 25 successful open days. This is a great number as Newport was only able to get 3 days open. Newport has inquired with Steve about our process.
- Currently waiting for everything to melt so it can be folded up and stored away.
- The Winter Celebration event took place at the rink in conjunction with the PTO.
- Event was successful, costs were split for the smores and hot coco.

**Topic 2: Article 19: Full Time Recreation Director (Failed 377 to 417).**

- The town is in need of a full time director in order to continue to support all of the programs that we have had in the past, plus programming that has been added recently. If we were to keep everything, it would continue to put our current part time recreation coordinator over the allotted hours.
- Charleen believes that we should still prioritize the Veterans Field project because the town voted yes to the capital reserve funding. (more meeting notes on this in next section).
- After going through our list of programming as a group, the following items / programs are on the chopping block unless something were to change.
  - Summerfest
  - Recreations roll in the farmers market
  - Tee boxes in Tilton Park for disc golf
  - Adult kickball
  - Adult Easter Egg Hunt
  - Sailing Lessons
  - Combine Track and Field with Newport unless we get more participants
  - Ice skating Rink
  - No more plans for after school program

- Sam asked if we could coordinate with the New London Outing Club on this. Steve has inquired about this but it seems that it would be a logistical headache as they would have to get a separate permit to take on Sunapee kids, as well as we would have to work out costs as well (it would be more as they are going to want a cut).
  - Georges Mills beach (Unless a beach manager position is filled).
  - Recreations roll in the 4<sup>th</sup> of July week
    - Shannon stated that there are talks of a town committee being formed to help support the 4<sup>th</sup> of July week here in Sunapee. They would be taking on not only the parade and fireworks but also events such as Summerfest and the Watermelon Race.
  - Shannon stated that part of Steve's hours also need to be prioritizing policy, job descriptions, and other administrative tasks as these items have been neglected or non-existent with past Recreation Directors / Coordinators.
  - Much of this information is going to be clarified as we continue to move forward with the Town Master Plan Survey as well as the Recreation Committee Survey.
  - Steve stated that he will continue to do what he can but his goal is to not stay in a part time roll forever.
- **Topic 3: Article 30: \$50,000 into Veterans Field Capital Reserve Fund (Passed 429 to 453).**
  - Charleen believes that moving forward with this project is important as grant funding takes 2-3 years and now we have some life / funds to work with.
  - Dan feels strongly about not moving forward with the project as Steve does not have enough time to take that on as well, and the Town continues to vote no for a full time Recreation Director. He believes that scaling the project back would be a good idea.
  - Jesse stated that a sub-committee is something that can work. This is a possibility that we have discussed in the past for the Veterans Field project and would accomplish both being able to still work on the project as well as not adding to Steve's hours. He also stated that if we can get the ball rolling on something smaller scale that it would become more visible to everyone and hopefully that will make fundraising for the rest of the project easier.
  - Nick (guest) stated that he would like to see us hold off on the project until Phase 1 can be done in full. Also added that maintaining a newly renovated facility would add to Steve's hours.
  - Jesse clarified that his comment was not to definitely do something smaller scale or not, and added that the work of a sub-committee would bring to light information that can be used to then make a choice one way or another when that time comes, based on the grant funding and other topics / information.
  - Charleen stated that it would not necessarily add to Steve's hours to take care of a renovated facility because most of that work would fall to the highway department and he is already coordinating work for the current facility.

- Jesse stated that he is also concerned about the timing of the grant. If approved, how long do we have as a town to come up with the required funding before the grant expires. It is our understanding that once the grant is approved, 100% of the project cost needs to be raised and spent, then the 50% back (or whatever percentage is approved), from the grant is issued to the town. It is believed that as of recent, all recently approved grant applications from municipalities got the full 50%.
- Dan asked if Matt Frye, our connection at UNH could write the grant for us if needed. Shannon said that this would be in the budget if it is a direction that we decided to go in.
- Charleen stated that she thinks we would be safe as it is a few years after approval that the grant would expire.
- Charleen is going to double check grant paperwork for a few items, including what the due date is for the spring. Topic tabled for now.

- **Topic 4: Student Guests, Skills / Drills Clinic, Student Representatives**

- Guests Sophie and Izzie are present to talk about an idea they had for a Skills and Drills clinic (soccer), once a week for 5 to 6 weeks. Ages would be 3<sup>rd</sup> to 6<sup>th</sup> graders for 45 minutes to 1 hour per session. If it goes well they were also thinking about doing one for basketball.
- There was brief discussion about who could be present from the Recreation Department / Committee for insurance reasons. We are unsure if our student representatives could be the ones present at the event or not as they are underage.
- Jesse stated that someone being present has come up a lot and believes that it would be beneficial to us to seek clarification from our insurance company as to if it needs to be a Recreation member specifically or if it can be any town employee. If it can be any town employee then we could ask someone like the high school soccer coach if they could be present at the skills and drills clinic. That would both fill the need for someone being there and give them a chance to connect with their next generation of players.
- Shannon stated that she would take a look back and get the clarification on the topic of if a representative from recreation needed to be present at all events.
- It was also discussed if the committee would be okay in appointing Sophie and Izzie to Student Representatives for the committee.
- Charleen stated that she would be totally okay with it, and thought that they should have a seat at the table and have a voice, but that they would not be able to have a vote.
- Everyone is on board with the idea and thinks that it would be beneficial.
- Steve stated that they would seek a junior next year to replace, so that there would always be one junior and one senior representative on the committee.

- **Topic 4: Membership, General Updates and Discussion**

- Charleen believes that Sam's term will be coming up in April, leaving a 1 year position open.
- Nick Grant who is present at the meeting as a guest, and has been present at a few meetings now is seeking the committee's approval to join for a 2 year term. He has submitted his paperwork.
- Jesse made a motion to approve Nick, Dan seconded the motion. The vote was unanimous. Nick Grant will be beginning his 2 year term in April of 2023.
- Summer camp will still occur and operate to break even with cost, even with prices raised we are still not going to be making money.
- A logo for the Day Camp shirts was approved by the committee.
- Steve shared that they do have some trips planned for summer camp and that Concord was the farthest point that we were willing to travel with the campers.
- Steve shared that he is still working closely with Matt Frye on the survey and that if everyone could respond back to him with feedback that would be helpful for him.
- Steve shared that we have great numbers for baseball / softball / t-ball. Two of our team sponsors have backed out but we are still at \$4,000 for sponsors which is great.
- Steve shared that the easter eggs have all been purchased and the bunny suit is ready to go for the kids easter egg hunt.

**Meeting Adjourned: 8:29PM**

**Next Meeting: April 11, 2023 at 7PM**