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RECREATION COMMISSION MEETING MINUTES

Monday, January 7, 2019

Rye Town Hall

10 Central Road, Rye, NH

6:00 p.m.

In attendance: Gregg Mikolaities, Chairman, Cory Belden, Todd Cronin, Stephen King, Brett Mulvey, Joe Persechino, Commissioners, and Lee Arthur, Recreation Director.

A. Call to Order and Pledge of Allegiance

Meeting was called to order at 6:09 p.m.

B. Roll Call

C. Approval of Minutes

- **Consideration of Previous Meeting Minutes of November 5, 2018.**

The meeting minutes of November 5, 2018 were reviewed.

Motion was made by Joe Persechino to approve the Recreation Commission Meeting Minutes of November 5, 2018. Seconded by Brett Mulvey. Motion carried.

D. Correspondence

- **Financial Reports**

The financial reports were not available and will be reviewed at the next Recreation Commission Meeting.

- **Memorandum from Lee Arthur, Recreation Director, to Becky Bergeron, Finance Director, regarding 2019 Rye Recreation Encumbrances.**

Included in the meeting packet was a memorandum dated December 7, 2018 requesting the following encumbrances: Recreation Multi-purpose Storage Facility, \$150,000; Recreation Area Land Use Master Plan, \$7,503.75; and Recreation Area Fall Clean-up and Services, \$3,175.00. It was indicated that since the encumbrance submission the fall clean-up has taken place and that amount requested would be reduced by approximately 50%.

- **Letter to Lee Arthur, Recreation Director from Salvatore Petralia, Superintendent of SAU 50, with attached signed 2018-2019 Space Use Agreement.**
Included in the meeting packet was the signed Memorandum of Understanding regarding the 2018-2019 After School Program Space.

E. Old Business

- **Recreation Multi-Purpose Storage Facility Update**

It was indicated that the project was awarded to JRK Builders NH LLC and a Notice of Award was developed and vetted by the Town Attorney so the funds for the project could be encumbered. The next step is to develop a base contract and provide it to the Town Attorney for review.

The Demolition Permit for the Rye Recreation Snack Shack was included in the meeting packet. The electricity to the building was just disconnected on Friday, January 4, 2019. The Town of Rye Public Works Department will be conducting the demolition. The time frame of the demolition is currently being coordinated.

Robert Wylde of 29 Oak Avenue indicated that there is a museum in Concord, NH that exhibits the stage coach and recommended it as a recreation day trip.

- **Rye Congregational Church Space Update**

The thrift shop at the church has been closed and the space is currently being cleaned and cleared of items. Lee Arthur requested assistance with acquiring a lease agreement. It was discussed that the 2019 Town of Rye Budget is not confirmed until after Town Meeting and if it is voted down it would go to the default budget and the department would have to work within those parameters. Gregg Mikolaities indicated that he would assist with starting the dialogue with the church and help with the lease. Lee Arthur indicated that she would reach out to the contact at the church to start the process.

It was discussed that Cory Belden and Joe Persechino would assist with the Recreation Multi-Purpose Storage Facility Contract.

- **School Use Subcommittee Report**

Included in the meeting packet was an e-mail from Brett Mulvey reporting that Todd and he met with Paula Tsetsilas and Margaret Honda from the School Board regarding future school use. Brett Mulvey reported that Paula Tsetsilas is the Recreation Liaison. He indicated that for the next school year the School Board is considering allowing the After School Program to use the two lower level classrooms and a closet as dedicated space. They have budgeted for doors at the top of the stairs so the space can be securely separated and used during the day for other programming. They discussed Rye Recreation installing a bathroom; however, it was understood that funds would need to be allocated. Both School Board Members were willing to look at different options for additional shared space if there were more than 50 students. They discussed the library and teachers room. It was mentioned that the additional shared space would need to be permanent.

There was a discussion regarding the 5th grade moving to the Junior High next school year and how that would affect the after school program as well as the new youth center programming at Rye Congregational Church. In the past the first day for after school sign-up

has been in May, but it was noted that it can be held at anytime. Last year all individuals that registered for the program on the first day were guaranteed a spot. It was noted that this year space at the church would be available in the event participants could not be accommodated at the school. Further discussion took place on how to accommodate the 5th graders and what the school population was per grade. It was noted that one storage closet would be allocated by the school for the program. Brett Mulvey noted that he would find out which closet.

Use of the gymnasium on Saturdays and Sundays was also discussed with the school board members. It was noted that to utilize the school on the weekends a custodial staff member is required to be present and that this poses a staffing issue. Currently Rye Recreation pays a custodial staff member directly for utilizing the junior high for adult pick-up basketball on Sundays. Further clarification is needed regarding who is responsible for the custodial services for the use of the two dedicated classrooms in the future.

Todd Cronin pointed out that another project is gymnasium usage by community organizations and a master schedule. Brett Mulvey mentioned that he conveyed that three nights were needed for youth basketball and that confirmation of usage should be received each year prior to October 15, 2019. It was noted that there will be a new Athletic Director at the junior high next year.

It was expressed that everyone was in favor of trying to get a signed agreement (MOU) by February that would serve for two years. It was pointed out that this was unattainable in the past because the school did not know their enrollment, but with the 5th grade moving to the junior high even more space is now available. It was noted that the current fee attached to utilization was \$1,500.00 and that all cost associated with the after school program are passed on to the end user. It was noted that the lower level class rooms were not overly conducive for senior programming but were for preschool programming. It was pointed out that the installation of doors at the top of the stairs to segregate the area does not make sense without the installation of a bathroom on the lower level. Lee Arthur is to pursue the cost and process associated with the installation of a bathroom.

F. New Business

• WebTrac Demo and Update

Lee Arthur reported that the Finance Director is currently working on the credit card processing contract and that the Town Treasurer has to set up a separate bank account to accommodate the acceptance of credit cards. Online registration cannot take place until these tasks are completed. She explained that it is a complicated process including tech compliance. It is much more than just paying for programs online. It also accommodates in-house registrations, provides various reports and functions, one of which is similar to constant contact. Included in the meeting packet were examples of screen shots. Information programmed to date was reviewed. It was discussed Vermont Systems will provide the data management and host the program because it is more cost effective in the long run.

To utilize the program families/individuals will have to set-up a household account. In order to facilitate this process current after school and over 55 participant household accounts are being set-up in advance. Gregg Mikolaities asked when individuals could register online and Lee Arthur noted by May, 2019. The mobile application is WebTrac and the in-house application is RecTrac. The functions of the in-house application were reviewed.

- **Rye Congregational Church Ice Rink Possibility**

Lee Arthur reported that Ron Lavoie, Pastor at Rye Congregational Church is interested in pursuing an outdoor ice rink behind the church. This winter the weather would be monitored and the process as well as equipment needed identified. The Town of North Hampton has had an outdoor rink on the tennis courts off Route 111 in the past. It was understood that Home Depot donated the materials to construct the rink. It did not work well there as it was wide open and the proposed area at the church is shaded. The church is looking for the Rye Recreation's assistance. It was discussed that the area needs to be flat and that it is understood that the proposed area would need to be leveled. Other local outside rinks include New Castle and Strawberry Bank. It was pointed out that tennis courts and an outdoor ice rink had been identified in previous Capital Improvement Plans. The Recreation Commissioners agreed to allow Lee Arthur to pursue the project and report back.

- **Program Updates**

Lee Arthur asked if the Recreation Commission wanted to offer flag football again this year and they replied no. Different formats for the Summertime Horyezon Day Camp have been discussed and Lee Arthur suggested offering the program for two weeks in New Castle at their Recreation Building which is adjacent to the New Castle Commons as a change. The request to use the facility would have to be made to the New Castle Board of Selectmen. The facility is used regularly by Rye Recreation for Tennis. It was also discussed having two weeks where trips are part of the program and to look at placing a tent at the area for summer camp. The Ski/Snowboard Program finished its first week and has close to 30 participants. The bus company is VIP from Portland, Maine. The timing of the program was discussed. It was noted that the Rye Recreation is accepting applications for part time employment (after school program/office).

It was noted that the next Recreation Commission Meeting is February 4, 2019.

G. Adjournment

*Motion was made by Stephen King to adjourn the meeting at 7:36 p.m.
Seconded by Brett Mulvey. Motion carried.*

**These are draft minutes. Please refer to the minutes of the next meeting for approvals/corrections.*