

Goffstown Parks and Recreation Commission

Minutes of April 20, 2016

Present: P. Hooker, B. Parkhurst, G. Gendron, H. Sobolov, D. Pierce (BOS), R. Wilhelmi.

Absent: P. Hooker, K. Daigle, J. Steckowych, L. Dubois

Meeting began at 7:30 pm

Review of March 23, 2016 Minutes

- **Motion by H. Sobolov to accept minutes as written, second by B. Parkhurst. Approved 4- 0**

Review of the March Budget Expenditures:

- **Motion by B. Parkhurst to approve the March invoices as presented, Seconded by G. Gendron. Approved 4 – 0**

Directors Report: Facilities - Roy Pool – Two new filter pumps have been plumbed in and need to be hooked up by electrician. **Barnard Pool** – Leak detection will need to be done in May. **Rail Trail** – N/A, **Athletic Fields - Sarette Complex** – N/A - **Louis St. Baseball Field** – N/A - **Barnard Football Field** –N/A - **Barnard / Pare’ Sports Complex** – N/A **Parks - Barnard Park** – N/A - **Barnard Track** – New Signage has been posted on usage of the facility. Annual review of track condition was completed in early April by School AD, Director of P & R and Asst. Town Administrator. **Roy Park** – New grass area in front of pool has been seeded. Old walk ways to pool and pavilion have been removed due to not being passable. New asphalt will be put down late April or early May. Playground renovations are moving along. New drainage has been installed; a four car handicap parking area is being developed. RFP opening will be Friday 4/15. Roy Pavilion bathrooms – Doors are framed in walls has been painted. Water will be turned on Friday 4/15. We will double check water supply is good. If good, new facilities will be installed. **Recreation Building N/A– Equipment / Vehicles - Administration** – Life Guards – 7 out of 10 returning and five current applications, Playground - 5 out of 6 returning and four current applications, Grounds – 1 out of 2 returning, two current applications. **Budget / CIP / Impact Fees / Revolving Fund** - Budget – N/A - CIP –2017 – Process begins June 2016. Impact Fees: As of 1/31/16 \$106,383.87 (\$65,000 allocated to phase one of Barnard Pare development). Revolving Fund: \$10,512.00 **Programs-** Zumba – Monday night’s w/Jenn (29 participants), Wed. Instructor injured. Karate – (18 - 24) - Archery – (16) Library / P & R sponsored event Medicare 101 Thursday 4/21 (15 participants) - Parks and Recreation Girls and Boys Lacrosse games are under way. Boys U9 (31), Boys U11 (26), Boys U13 (34), Boys U15 (24), Girls U9 (17), Girls U11 (18), Girls U13 (20), Girls U15 (23). Goffstown Gallop June 25th (6) as of April 15th

Summer Playground as of April 20th

Barnard:	W1	W2	W3	W4	W5	W6	W7	W8
	38	40	31	39	44	37	34	37
Roy:	W1	W2	W3	W4	W5	W6	W7	W8
	3	3	3	3	3	3	3	3

Roy Park Playground Bid results:

Bid was publicly opened and read on April 15, 2016 at 3:30 pm. Three vendors provided bids;

Pettinelli & Associates, Inc, Burlington Vt. – Equipment \$81,300.00, Project Material \$18,900.00, Installation 31,500.00

Probuilt Designs Marshfield, MA. – Equipment \$86,850.79, Project Material \$26,683.00, Installation \$36,499.00

New England Specs, Inc. Sagamore Beach, MA. – Equipment \$117,875, Project Material \$23,200.00, Installation \$110,025.00

Commissioners went through each bid and found Pettinelli & Associates was metal/ coated equipment which did not meet the written specs. Probuilt and New England Spec provided the same equipment which followed guidelines of spec (identical product to our current Barnard Playground). All three bids were over the allotted \$120,000 budgeted for this project. After reviewing results, it was found to best have all the project material and installation done in house. Director said P & R staff will be able to get this done. Commissioners were concerned that P & R would be under great pressure to accomplish and do other day to day tasks. One major change which was made once Town Engineers found the best means for ADA access was to develop four car handicap parking spaces on the top of the hill near the playground. With Rosemont Ave being paved this could all be done at the same time.

- **Motion by H. Sobolov to recommend Probuilt Designs bid as follows; Equipment \$86,850.79, Installation of equipment \$34,999.00, and stone, fabric, retaining timbers, wood chip, tiles, and pavement be purchased/installed in house \$18,664.00. Total project cost to be \$140, 513.79. Expenditures break down as follows 2016 CIP \$60,000.00 and P & R revolving fund \$80, 655.79. Second by B. Parkhurst. Approved by all 4 – 0.**

Roy Park Pavilion Bathrooms

Director updated commissioners on status of the bathroom renovation at the Roy Park Pavilion. We do have a clean sewer line and water to the building. ADA toilets, sinks, and urinals will be purchased and installation will be prior to opening of the playground program. This will help alleviate the usage of the pool house bathrooms and provide the playgrounds kid better access to facilities. With the playground renovation being very large, the pool house bathrooms will have to be renovated in 2017.

Recdesk Software

The director and Program Supervisor have been reviewing the software programs which are on the market for municipal recreation departments. They have found Recdesk to be of interest. Many of the surrounding recreation departments have either been using the software or will be purchasing the software soon. This is cloud based software which uses a third party provider for all credit card purchasing payments. Director and Program Supervisor met with the New Boston Recreation department staff to go over the product. They have come on line with Recdesk in the past year and find it very user friendly, meet the expectation of their program/facility needs, and tech support to be outstanding. The Director, Program Supervisor, and Town IT System Administrator went through a two hour demo with Recdesk staff asked many questions. Over all the software will work for programming, scheduling, marketing, financial day to day and reporting. Tablets could be used for off site locations, Roy/Barnard Playground program, basketball, lacrosse etc. The direct cost for just the software usage is \$3,900.00 annually which is based on the population of our town. A third party provider who works with Recdesk will have to be selected. Each of the third party suppliers charge a fee for their services. These fees get charged directly to the user. More involvement from Town Finance department, IT and BOS on the third party source will be needed.

- **Motion By P. Hooker to recommend Recdesk software along with two tablets, protective cases, a Verizon wireless account for each tablet, and a wireless rotor for the recreation building. The software cost of \$3,900.00, and \$2,535.02 hardware start up monies to be used via the P & R revolving fund. Second by B. Parkhurst. Approved by all 4 – 0**

Commissioner terms

- **Motion by G. Gendron to recommend J. Stecowych, H. Sobolov, and P. Hooker to continue for a three year term 2016 – 2019. Second by B. Parkhurst. Approved by all 4 – 0**

Revolving Fund usage 2016

The commissioners reviewed the usage of the revolving fund for the 2016 budget year.

Roy Park Playground project	\$80,513.79
Scoreboard/controllers MVMS gymnasium	\$8,280.00
Barnard Tennis Court surface/painting	\$8,600.00
Proposed Recdesk Software /hardware	<u>\$6,435.00</u>
2016 disbursements	\$103,828.79

Motion to adjourn business meeting 9:30 pm by B. Parkhurst and seconded by G. Gendron. Approved by all 4 - 0

Next Commission meeting is May 18, 2016 Recreation Building

