

Parks & Recreation Commission

Meeting Minutes – May 21, 2018 [Approved 07-09-2018](#)

Meeting began at approx. 5:06 pm

Present: Ryan M., Ronalee P., Sean T., Lisa D., Leigh-Anne D.

Absent: Mike A.

Guest: Angelica M.

Budget for Parks and Recreation

Ronalee recapped the reasons why the Commission wanted to have this special meeting. She said that in the past the Commission has not had to pull money out of the Parks & Rec account for the maintenance and repairs of fields, it had always come out of the DPW budget. The Commission started fund raising 7 or 8 years ago initially for the purchase and maintenance of cameras down at Lions Park and now for the Partridge Brook Park. Now it seems as though Lions Park Baseball Field and the Beach Field are not being cared for as they used to be. The Baseball League is not taking care of the fields as they have in the past; their numbers and volunteerism are low. Ronalee asked what can be done because she does not want to do a lot of work on one field and then in 5 years we are in the same place. Angelica said that the Parks and Rec Commission may need to re-evaluate their fees and start charging the Salisbury Youth Leagues \$5 per participant. In going over the files, she discovered a list of tasks that the league promised to do as in-kind services for the use of the field. These tasks are not being done. She suggested that the Salisbury Youth League could also do a fund raiser with the Parks and Rec Commission in lieu of the fees.

After some research, Lisa found there are 2 separate accounts. There is the fund for raising money and the DPW departmental line items. In the last few years the DPW line item combines Parks and Cemeteries. This line item will be split into 2 line items as of July 1st and will further be split into supplies and services for each line item. This year 100% of the expenditures have only been for Parks. Ronalee asked for a list of the cemeteries. Angelica listed the following: Longhill, True, Maplewood, and Old Colonial. Lisa added that Longhill is the only one still open for new burials at this time. The DPW mows and treats the all the cemetery lawns. At the beginning of the year, the budget had \$22,000. There is basically \$20,000 left to be split between parks and cemeteries. Angelica said this total does not include the outstanding invoices such as Cote Plumbing. The DPW currently pays for the Port-A-Toilets at the Memorial Field and the Beach Field. This year, the DPW has had to pay more for handi-cap accessible Port-A-Toilets as they are required because the Town of Salisbury is a municipality. Ronalee mentioned that the Parks and Recreation Commission never had to pay for supplies before, so Angelica clarified that she wanted to split the cost since the DPW is on a spending freeze prior to the end of the fiscal year. Sean asked what the total was for next year's budget. Lisa answered \$19,000 for supplies and services combined. Angelica added that this total may change with the possibility of budget cuts in the next fiscal year. Lisa said that Neil Harrington, Town Manager for the Town of Salisbury, is looking at cutting as many of the expenses and supplies as possible in an effort to avoid lay-offs.

Ronalee said that the field use fees should go 100% to the care for the fields but Angelica explained that there would be no money for some of the other activities that the Parks and Rec sponsors such as the Easter Egg Hunt and Fall Festival. As of now, 100% of the proceeds from the Tortoise and the Hare go to the Partridge Brook Park project which was voted on a year ago and some money must be left in the revolving fund to pay for expenses. Ronalee said that the Parks and Rec have never paid for the Egg Hunt. Angelica said the Parks and Rec began paying for it 2 years ago, after Karen, Finance Director for the Town of Salisbury, questioned why Easter baskets were coming out of the DPW budget and now it comes out of the revolving fund. Lisa asked what the purpose of the Tortoise and the Hare event and the Easter Egg Hunt. Ryan said that the funds received from the Tortoise and the Hare and the Brewfest go toward Partridge Brook Park because the Town

needs to match funds for the PARC Grant. The Easter Egg Hunt and Fall Festival donations go into the donation account according to Angelica. These funds cannot be put into the revolving fund. Angelica stated that she had read the charter and the creation of the revolving fund was for the upkeep of the parks and fields. She was under the assumption that the structures were included. More fund raising may be needed to offset the costs of the Easter Egg Hunt and the Fall Festival. Angelica said some of the money from the other account can be transferred into the revolving fund for the Partridge Brook Park project and she can have the forms prepared for the next meeting. There is currently \$15,000 in the revolving account and \$16,000 in the donations account. There is \$6,000 which is part of the \$15,000 that is for field use. Around \$3,000 is generated each year for field use however, PlayBall decided not to use the Town fields this year which radically reduced those potential funds.

Game Plan for Care of Fields Moving Forward

Angelica said Jeff Johnson, Seacoast Youth Football League, is paying for Sea Of Green Lawn Care, however, if the Town takes over that cost, then he may have to pay for the field use instead. Sean said that we should use as much as we can from the revolving fund for the field needs and then dip into the second account for any further expenditures. Some of the funds are not carried over from year to year. Angelica stated that if there is a big project then Karen, Finance Director for the Town of Salisbury, has told her, the funds can be encumbered so that they can be carried over to the next fiscal year. Sean said that the fees for an individual field should be used for the upkeep of that field. He went on to say that any projects for the Partridge Brook Park should come out of the revolving fund because that is specifically for that park. Sean asked what the Sea Of Green does to the fields. Angelica replied that they treat the fields for crab grass. Sometimes the fields need additional treatments throughout the season. Sean suggested that Sea Of Green come out and treat the following fields April through October; Beach, Lion Park, Memorial, and Partridge Brook Park. Sea Of Green could also seed the fields twice during that time frame. At the end of the season, the Parks and Rec Commission could hold an official closing ceremony at one of the parks that is being professionally closed. It will be more expensive the first time but as you continue to do it routinely, it will be less expensive. Angelica will be getting prices from Sea of Green and other lawn maintenance companies ensure the best price for the upkeep of the parks and fields. Sean added that the field use policy could be changed because we will be taking the responsibility for lawn care so the leagues will have to pay for the use of the fields.

Ryan suggested that the Parks and Rec Commission come up with a list of items that need to be done at each of the fields and then pick projects off of the list each year to complete. Sean said that half of the budget should be devoted to the projects each year and the other half for the upkeep of the fields. The dugout would be the responsibility of the DPW. Lisa said there is some money not enough manpower so it may have to be hired out.

Angelica said that we could set up different accounts. There would be the revolving fund, the donations account and then a user fees account. Leigh-Anne can manage a spread sheet detailing what has been received for each field separately. The regular revolving account can be used for the egg hunt so that we can see when the account is getting low. The 2 projects for this year should be the dugout and mural. Ronalee would like to put "prioritizing projects" on the agenda twice each year (February and July) to keep track of the progress. This line item will go on the agenda automatically. Angelica said the Parks and Rec Commission could keep an eye on the revolving fund this way because it cannot be over \$25,000. Lisa suggested having the budget on the agenda twice a year and quarterly discussing the balance in the line item funds.

Mural – Ryan reported there were quite a few students in the AP classes so they would be completing this project in one day. Lisa wanted a materials list; what kind of paint, how much, what colors, type of brushes, width of brushes, sealer, pails, and number of tarps needed. Ryan said the paint colors they need are white, black, blue, yellow and red. Graffiti paint can be applied after to protect it. Ronalee requested that there be a

Lions Club emblem on the mural somewhere. Ryan then asked if everyone is ok with the design and the consensus was that the Parks and Rec wanted something sportier rather than sea creatures. Ryan suggested a woodier or woodland design with animals doing sports. Lisa added that the animals could wear sneakers because of the Ghost Trail right next door. The Parks and Rec Commission have agreed to pay for the paint for the mural because it is their project. Angelica suggested a kiosk be added at the park with information on it for the activities available in the general area.

Other Business

Emma Grant, a senior at the Winnacunnet High School in Hampton, New Hampshire, emailed Leigh-Anne requesting the use one of the baseball fields for a fund raising activity as part of her Senior Project. The proceeds of which would go to a Seabrook family whose daughter Brooklyn (13), has been diagnosed with Hodgkin's Lymphoma. Leigh-Anne presented a copy of Emma's email to the members of the Parks and Rec Commission present at the meeting and asked if the Commission would be willing to donate field time for this event. Each member read the email, and unanimously voted to allow Emma the use of the field.

Meeting ended at approximately 6:02 p.m.