

Bristol Recreation Advisory Council
June 08, 2023, 6:30 pm
Meeting Minutes

Present: Rick Alpers, Stephanie Vogel, Nate Saler, Kyle Masterson, Peter Daniels, Les Dion, Scott Doucette, Ben Laroche, Mark Dionne, Frank Dolloff, MaKayla Smith, Mike O’Neill.

Excused: Doug Williams, Wendy Williams, Jason Briand, Dillon Therrian.

Rick Alpers called the meeting to order at 6:30 pm.

Consent Agenda

Frank moved to accept the agenda. Peter second and the motion passed 11-0-0.

Meeting Minutes from past meetings: 4/13/2023: ***Rick Alpers moved to accept the minutes of 4/13/2023 Frank made the motion, seconded by Peter. Motion accepted.***

Director’s Report: There were no questions on the Director’s Report.

Treasures Report:

Mike O’Neill: Not a lot going on financially – tend to spend a lot in the summer. Will be presenting the new layout for board presentations (operations/ programs/fundraiser/ management, etc.) along with pie and bar graphs with income and expenses by month. This will be easier to follow. Summer Camp is billing week to week, not all at once. Expenses are less than reserve-good and the balance sheet is very healthy. Account transitions to TD Bank are happening now. No questions.

Voting Agenda:

UPDATE: Request for use of the building:

Update on church group building rental, started in May and prepaid for June and July. Here once then left to use a building in Grafton with better accessibility. No refund was asked for.

The Governance Committee met regarding the Building Use Policy and updated the fee structure and form. The structure of the form did not change much, updated the fee schedule. They recommended no discount for a full day. Added no bounce houses or inflatables- key to be returned next business day or an additional fee of \$5 per day thereafter will be charged. Credit Card number left with TTCC in case of damages and incidentals. Les made those that may not be aware that staff is not on site when these groups are here and the request for use fluctuates depending on the season, usually 2-4 on the weekends. * Funds allocated for this were removed during COVID.

With no other questions, Rick requested a motion to accept the updated Use Policy. Nate made the motion, with a second by Mike. All were in favor.

Grant / Loan discussion – Mark Dionne

Mark stated he continues to be busy with deadlines fast approaching. The USDA grant – can only do renovation under this because we are not “shovel ready” for a new building. This stipulation is a federal mandate of the grant. There are two options under the USDA funds- 1) Grant – most competitive and 2) Loan – 100% forgivable (start w/within 6 months and end within 18 months) less competitive.

Mark and Wendy both commented that they are comfortable with the loan option. Nate inquired if contractors would be able to start within 6 months (right now looking like a fall start) Mark stated that when he called around for quotes on the work, he stated the “start w/within 6 months and end within 18 months” stipulation and it was agreed upon. Questions were raised about programming space during renovations. Rick stated that the SAU is supportive of TTCC, and we may have the potential to use a school building for any needs during the renovation. Rick went on to mention that the SAU has said they are not moving toward getting funding for their after-school program (Project Promise) beyond 2023- 2024 as there will be no funding available. This coming school year will be the last year- TTCC will be looking toward possibly expanding the after-school program to fill the community’s needs. This is in line with the TTCC needing space expansion.

Renovations to our current building will be about 1 million dollars (no elevator/ keeping the stage). Stephanie inquired about what is on the renovation list currently. Mark stated on the list is drainage, pavement, gym and 3rd-floor flooring, security, electrical, emergency, and LED lighting, office, and foyer move and rebuild steeple, and plumbing to include bathrooms. It was requested that the discussion and decisions made by the facilities committee be documented and reported to the board, so all board members have all the information and decisions that need to be made by the board can be reviewed prior to these meetings instead of presented at the meetings and decisions be made at the moment.

Wendy suggested the language for the grant/loan include the cost of a general manager/ contractor of the project be included and it should be about 7-10% of the overall quoted cost of the project.

Mark requested the authorization to move forward with the USDA application for the 100% forgivable loan with the understanding that it would have to start within 6 months and finish within 18 months. Nate made a motion to authorize, Dillon seconded the motion, motion carried (12-0-0)

STRATEGIC PLAN IMPLEMENTATION- ITEMS:

Strategic Goal #1: Strengthen our financial/fiscal structure and controls and increase our overall operating budget revenue by at least 54% to \$1,000,000 by 2025:

See the report from the Finance Committee from their last meeting where the committee discussed ideas on how billing to the towns is done. Les stated that Bristol is billed quarterly, and other towns are billed in January and continued to state that the towns are accustomed to the billings. Mike has spoken with other centers around the state to see how they are billed and reiterated that a clear understating is needed by all as to how this is done. It can not be explained

easily. The committee discussed other possibilities like a tier system. Rick reminded everyone that last fall BRAC made it clear to the towns that the cost would be increasing every year and having a decade go by with no increase will not happen again (our fault). Eight towns pay 30% of our revenue. Would be nice to have a logical formula that all can understand. Kyle stated that the committee really needs more info to put a recommendation forward.

The Finance Committee also requests that the board direct the governance committee to review existing policies and procedures related to the receipt, management, and disbursement of funds (in alignment with existing and/or new procurement policies and procedures to ensure the integrity of the process, meeting funder requirements, improve transparency, tracking, and reporting. Specifically relating to the endowment (formerly the Memorial Reserve Fund, capital funds, federal, state, and private grant funding, and special purpose/reserve funds. **THIS ITEM STILL NEEDS TO BE ADDRESSED BY THE GOVERNANCE COMMITTEE.**

At the next meeting, the committee will be continuing to discuss the formula (appropriation requests) used to bill towns for the use of the TTCC. Hoping to have a working meeting soon.

Mark Dionne stated that the NH GIVES campaign was TTCC's best so far \$4,150.00 however, we did lose money for the fee for the program they use (\$350-400). To date, twenty-three grants have been applied for with twelve in pending status. We have received the Grafton County Grant (\$20,000) free and clear to be used how we want. Looks like we have been fully funded the full amount of \$1 million from the Community Center Investment Program for the 30 N Main Street renovation project. It hasn't been posted by the state yet. We have an additional \$150,000 of campaign funds to put towards it so far. The USDA grant for \$125,000 is still pending- Mark recommends that we pull out of this grant since it was done for 30 N Main as strategically it would be smart, they are currently waiting for us to submit historical district reports- this grant could halt us from the CCIP grant money. The board will need to produce documentation showing the building is free and clear of asbestos, Les to research current documentation and will advise further later. NH Electric Cooperative awarded us \$3,500 for Westward Bound. Golf Tournament (6/24/2023): 17 teams with 6 sponsors. Last year TTCC gave out \$27,000.00 in scholarships.

Questions: Les stated we are \$38,000 away from a separate match in our capital campaign. Nate asked if we get the million dollar grant how do we get the info to the community. Les stated that Newfound Lake Life wants to do an article about our renovation, and it will be made clear that the grant is for 30 North Main Street.

Strategic Goal #2: By 2025, we will have a facility that meets our physical space needs and that is safe, welcoming, and accessible for everyone:

How best to move forward with the million-dollar grant. Rick stated that it is important that we do not muddy the projects (30 N Main and new annex building) and that we need a strategic plan. We need to get back with the architects and go out to bid for the project. **The facilities committee needs to bring their recommendations to the FULL Board and those project decisions as to what happens at 30 N Main Street renovation are to be made by the board.** Les reminded everyone that we all need to be united as to what we are doing.

Bristol Selectboard was okay with a land swap (Ford property and bus yard/ Preble property) What does SAU say? Nate reported that the presentation to the SAU facilities committee went well, and they were on board. The full school board had such a different understanding of what was happening by all members that a full presentation to them needs to be done and the TTCC needs to explain to them for them to have a full understanding. It was requested that TTCC BRAC request to be on the SAU 4 agenda for their August 2023 meeting. SAU has currently \$1.4 million in the facilities trust fund for projects. We are at a standstill regarding the school board currently.

It was requested that BRAC have at its disposal a full rendition of the plans for the 30 N Main St renovation. **Rick stated that BRAC and the facilities committee need to prioritize the 30 N Main St renovation project and have a full rendition of must-haves to the full board as we need to move on this once the money comes in, we must be ready to go.**

Strategic Goal # 3: By 2025, we will have a comprehensive succession plan in place to ensure smooth leadership transitions for staff & Board:

Les still needs the remainder of the Conflict of Interest and Board Expectation documents for each board member completed and return to her. The governance committee still needs to meet to look at the financial policies for revisions and updates as requested by the finance committee.

Endowments are an area that needs a lot of work to ensure our future stability. Thank you to Mike for his oversight on this.

Other business:

It has been 15 months since our Strategic Planning weekend, and we have come leaps and bounds since then and should be proud of the work we have put in. Rick stated that he and Les will be reviewing the committee member placements and may be doing some realignments- stay tuned.

Mark Dionne advised he recently attended a safety committee training and believes we need a Joint Loss Committee – recommended for those with 15 or more employees. Mark advised he will work on this.

Mark reminded us that operating expenses are very important, and we don't want to keep chasing our tails. That the goal for non-profits is to exist off endowment profits for long-term survival. One of his next goals is for "individual asks" would like each board member to provide a name and contact information for someone they believe have the means to give \$25,000 or more toward this endowment goal. Community partners are also an important part. Rick mentioned that Tom Barry should be invited back to come and speak to the board since we have added so many members and Mark needs to make sure he and Tom network with each other.

Les informed the board that Chandler Brown passed away and the family requests donations to TTCC, usually, these go the to youth enrichment fund, however, these will go to the building fund since he was a big sponsor. Also, George Carr passed away as well and the family set up a trust, that we will be able to apply for.

Les stated that summer camp training started this week, Bristol Fire did first aid and CPR training and the area SOU (w Bristol Police Officer Steve Henry) provided training regarding lockdowns, etc. This training will continue tomorrow. We have 29 staff members participating. All camps are full, no waiting list. 😊 This is the highest number of campers we have ever had, expecting 150-180 daily attendance. Bristol Elementary School is still able to be used with the change in superintendent.

Les asked that we keep in mind that the need in the community is and will be after-school care- as the project promise program is going away as the district did not get another grant toward the funding.

Rick moved to adjourn at 07:54 pm. Mike made the motion, and Nate seconded.

Respectfully

Stephanie Vogel

BRAC Secretary