

Bristol Recreation Advisory Council

April 13, 2023

Meeting Minutes

Present: Rick Alpers, Stephanie Vogel, Nate Saler, Peter Daniels, Dillon Therrien, Doug Williams, Wendy Williams, Les Dion, Jason Briand. Late arrival: Frank Dolloff, MaKayla Smith, Mike O'Neill.

Rick Alpers called the meeting to order at 6:31 pm.

Consent Agenda

Nate moved to accept the agenda. Peter Daniels second and the motion passed 8-0-0 (8 were present at that time)

Meeting Minutes from past meetings: 2/09/2023 and 3/07/2023: ***Rick Alpers moved to accept the minutes of 2/09/2023 and 03/07/2023. Nate made the motion, seconded by Doug. Motion accepted unanimously (8-0-0)***

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

Voting Agenda:

Request for use of the building:

Les advised of a request for the use of the building (top floor) on Sunday Evenings 630-830pm by the Lake Church for under 20 people currently. They are aware of no handicapped access. They will sign a use agreement with blackout dates. Rick states that the fee should take into account cleaning. **Doug made a motion to accept the request for the use of the building by the Lake Church, Paul seconded the motion. Motion carried (8-0-0)**

** A brief discussion of the current fee schedule for space rental of TTCC- request to be placed on the next agenda to discuss further. Les will research what other centers have for a fee schedule.

TD Bank account approval:

Les stated that approval of the opening of TD Operating Account by the board is required. Les reiterated that just the operating account is moving currently. **Dillon made a motion to approve the opening of an operating account at TD Bank be approved, Wendy seconded the motion. Motion carried (8-0-0)**

Summer Program Update:

Les informed the board of the large number of kids on the waitlist for summer camp. This year we are only providing a camp for those kids going into 1st to 8th grade. PLAY and STREAMS were all just about filled w/in the first 20 mins of open registration. There is a current need to provide for the kids in the community. The SAU has approved the use of Bristol Elementary School and two additional bus drivers have been secured. Les has met with summer staff and they have discussed the ability to add another group. They would hire another director (adult) and staff members. Les stated she has people in mind that are willing to work. It would be about logistics and if they can get a 2nd director to work together with Gina. Les stated that we would likely break even or make a little money. Wendy commented that adding another group is what is right for the community. Rick stated that the superintendent and SAU

are big supporters of the community center. It is unknown what is driving this trend, Steph mentioned it may be the affordability aspect because it is less expensive than summer daycare. No vote is needed by the board since we have an approved location and transportation necessary, Les will be moving ahead with adding the additional day camp group and work on the logistics.

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)

Treasurer’s Report: Mike O’Neill updated the Board on our current financial status, which is good. Total liabilities went down, unrestricted assets are good, and income is in good shape as well. A few recommendations are that the capital campaign money along with donations needs to be separated out of the regular budget, and keep in mind that expenses need to be listed as expenses (i.e.: Westward bound Payment), not as a loss in the profit and loss statement. Les will have Michelle move the Westward Bound payment. Mike reviewed with the board the 2021 Tax Documents and there were no questions.

STRATEGIC PLAN IMPLEMENTATION

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 they recommended that three people be listed on the USB accounts (Mike O’Neill, Les Dion, and Rick Alpers) Les has the documents for Mike and Rick to sign.

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.

The committee also requested that Mike O’Neill be added to the committee, Mike acknowledged, and Wendy will send him the meeting information. At the next meeting, the committee will be discussing the formula (appropriation requests) used to bill towns for use of the TTCC and potential updates.

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:

Doug gave an update from the facilities committee: The SAU is okay with the property swap (both properties are .7 acres) as we have previously discussed. Met with the Kelly Park Commission (their permission is not needed) they would like to see the TTCC get back the skate park and basketball courts too. Doug is on the docket with the Board of Selectman on 4/20 regarding the land- Rick reminded the board that the BoS have the ability to buy and sell land as they see fit, so this is not something that would have to go to the town. An environmental and historical study/review will have to be done on the property as it’s usually a requirement for grants.

Currently, Marinace Architects are working on a rendition of what a new facility would look like, the cost for this will be \$8,500.00.

Mike made a motion to move forward with Marinace Architects for conceptual design services at the cost of \$8,500.00 for the new building adjacent to Kelly Park. Wendy seconded; the motion carried 12-0-0

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

Les was asked to put together a calendar of events and meetings for the board, members reviewed the calendar. The Facilities Committees need to revise their meeting dates/times and get them to Les.

Les has Conflict of Interest and Board Expectation documents for each board member to complete and return to her.

The governance committee will be meeting soon to look at the financial policies for revisions and updates.

Other business:

Al Blakely has requested to be on the facilities committee, Les reminded the board that Al is a life member. Doug made a motion to extend an invitation to Al Blakely to be on the facilities committee, Jason seconded, motion carried. 12-0-0

Mark gave an update on the music program that was presented by Kyle at the last meeting. Mark has applied for a \$25,000 grant (Madelynn Von Webber Grant) for the start-up of this program. Hoping to offer in Fall 2023.

Mark stated that the other monies received are \$3,500 from NH Electric Cooperative and \$250 from Walmart.

Mark reminded the board that a lot of the grant applications he is seeing are looking for enrichment series, which must show that we are beyond a recreational center. Other grants need a town sponsorship/ partner.

Frank- Golf tournament is fast approaching on June 24th. It is our 12th year. Still need sponsors and raffle prizes.

Les informed the board that the TTCC has been approached to sponsor a group/team for flag football. Les will get more information for the board on this for the next meeting.

Rick moved to adjourn at 08:10 pm. Peter seconded.

Respectfully submitted,

Stephanie Vogel

Secretary