

**Montpelier Recreation Department's
Advisory Board Meeting
March 9, 2015**

Attending Board Members: Aubrey Boyles, Karlynn Koenemann, James Surwilo, Andrea Talentino

Absent Board Members: Ena Backus, Tom Golonka (City Council), Sue Aldrich (School Board)

Attending Recreation Department Staff: Arne McMullen, Director, Jenny Bartlett, Program Coordinator

Called to order: 5:40 pm

Public Presentations: none

Minutes from February 11, 2015:

Andrea expressed that much of what she feels the board should be doing is less micro managing of the Recreation Department staff during meetings. She feels that they can focus more on the vision and future of the Recreation Department during meetings. Buzz suggested that we move this discussion to the new business portion of the meeting.

Karlynn motioned to approve the minute Aubrey 2nd

Financial Statements:

Arne will need to get board members updated revenue reports because the FY 15 line was not updated with the latest revenues in the report. He will contact the business office to update the information.

Old Business:

The community development block grant: In order for the department to be eligible for the grant the ADA update would need to make the entire building accessible. Arne shared that the upside to this would be that it would make the building more marketable in the future if it was ever to sell.

\$180,000.00 Ramp Option

\$307,000.00 Elevator Option

Special event update:

Mother/Son Bowling: 33 – 35 participants

Father/Daughter Dance: Over 500 participated in the dance with is a new record. The number fluctuated throughout the night as some people come late and others leave early.

Skating Party: Went well with a good attendance of around 40.

New Business:

Arne met with the Assistant City Manager, Community Development Specialist and the Superintendent about a Capital Needs Assessment for the Recreation building. This would give us a lay out of what needs to be done for today and in the future. This would let the board know what potential future needs and efficiencies are needed for the facilities. Steve Twombly, who works for the city is reaching out to the firm that did the assessment for the city. Arne intends to check with him to see if it can happen. Our building was listed for an assessment back in 2011 but it did not happen. The facilities we are going to assess are the Recreation Center, Pool and baseball stadium. This assessment would help with future budgeting because it would give the board an idea of how much funds would be needed in certain years for updates to the buildings. Buzz feels that the assessment is a good idea because it gets us a better idea before updating the ADA with a new elevator costing \$307,000.00.

Andrea shared that there would need to be an investment in the building in order to invest in more programs. The elevator may be a better investment because it would allow more access to other spaces. Buzz asked if we could look into the CNA to move forward. Arne said that he is looking into it and the cost. Once he knows the cost of the CNA he will move forward from there. Arne mentioned that John, from Black River Design, had said that the front part of the building was much more solid than the back of the building. It may be cost effective to renovate the back of the building if needed for the future of the building.

They wanted Arne to further research other grant possibilities. Fund raising and donations may be possible as well. Arne ask board members for other suggestions as they think of them and possible names and contacts of donors to assist with making up the difference in cost of the project.

Half time Administrative Assistant: Arne has drafted advertisement for the Administrative Assistant position. Karlynn asked what was budgeted for the position – Arne responded with \$15,000.00 annual salary. The position would be a lower hourly rate as the previous employee in the position had been with the department for a longer period of time. Arne asked the board for suggestions for the advertisement. Suggestions were proficiencies with computer software and social media. Additional suggestions are welcome until Wednesday, when Arne will be meeting with the Superintendent.

Director's Report:

Voting results: 83.86% YES 16.14% NO

Arne mentioned the article that he was asked to write to present in the newspaper that would thank the voters and mention what the department does. Andrea mentioned to include what we would like to offer in the future. Andrea volunteered to write the letter to the editor about the Recreation Department.

Karlynn had checked with the high school about a student to assist with a promotional video. At this time they do not have someone, but they were going to check if there was someone in communications. The Recreation Board was pleased to know that our budget passed with such high success. The voters have always been very supportive of the budget.

Program Coordinator Report:

Advertisement for afterschool director for future on back burner for now. Girls on the Run is full and has a waiting list. Baseball numbers are low right now. Advertising of Summer Staff has been posted and advertised. Summer staff slow applying right now except for pool clerks.

February Day Camp went really well. 23 – 25 kids every day.

Chocolate Egg Hunt at Hubbard Park on April 4.

First Aid and CPR Classes are going well.

Other Business:

Buzz mention that he had talked with Board Member Ena Backus and she said she is going to resign from her position.

Also as a reminder he mentioned there is a board meeting announcement in the newspaper. Buzz feels that we should try to get into the bulletin.

Chocolate Egg Hunt: April 4 – Arne will be picking up 480 pounds of donated chocolate.

6:45 pm Motion to adjourn: Karlynn and Aubrey 2nd