

Enfield Recreation Commission

May 18, 2021

Minutes - **DRAFT**

Zoom Meeting opened at 6 p.m.

Attendance: Bridget Labrie, Mascoma Valley Parks and Recreation; Ed Winters, Enfield Parks and Recreation; , Emily Curtis, Joel King, Matt Young, Keli Green

Excused: Amy Stewart

Business

The members greeted one another and reviewed the Minutes Document from 5/4/21. As there was no Chairperson at this time, the meeting was initially very informal.

The Meeting Minutes from 5/4/21 were approved with no amendments.

Mr. Winters, Enfield Recreation Director gave a brief overview of upcoming activities for Enfield Recreation:

- Summer Camp at Huse Park - registration & staffing finalization is proceeding on schedule.
- Hiring of Lifeguards for Shakoma Beach - there is a lifeguard shortage in the Upper Valley.
 - Advertisement for positions in the following forums:
 - Social Media
 - Enfield Listserve
 - Mascoma Listserve
 - Enfield NH Recreation Facebook Page:
<https://www.facebook.com/EnfieldNHRecreation>
 - Newspaper
 - Valley News - beginning Sunday 5/23/21
 - High School Announcement Postings
 - Mascoma
 - Lebanon
- A WSI certified swimming instructor will also be sought for summer swim lessons. Mr. Young indicated that this position is likely to also be difficult to fill as, based on his professional knowledge/experience, there is a shortage of qualified candidates in the Upper Valley.

Structure

It was previously noted that having the traditional roles, posting public minutes on the Town website, and mirroring how other Commissions perform their duties would be important for continuity and consistency. Members also previously noted that reviewing the current mission statement of the ERC and working on setting SMART goals would be important to assist in the process of answering the questions raised during the meeting.

Commission Members discussed how the Enfield Recreation Commission should be organized. Discussion ensued as to how other Recreation Commissions are organized as well as how other Enfield Commissions are organized. The group decided that having a Chairperson, a Vice-Chairperson, and a Secretary would serve the Recreation Commission's needs.

Chairperson Role: The Chairperson shall be responsible for: - scheduling and presiding at all meetings of the Commission, setting the agenda for the meeting, and providing opportunities for petitioners and members to be heard, while promoting and supporting the mission statement of the Recreation Commission.

Vice-Chairperson Role: The Vice-Chairperson shall perform the duties of the Chairperson in his/her absence or inability to serve.

Secretary Role: The Secretary shall keep the minutes of all Commission meetings and provide draft minutes to the Commission members, Town Secretary, Town Clerk and Town Administrator within five (5) business days of the meeting.

Chairperson: Emily Curtis was nominated by Joel King, seconded by Keli Green. Vote was unanimous (Emily Curtis abstained.)

Secretary: Keli Green was nominated by Emily Curtis, seconded by Matt Young. Vote was unanimous. (Keli Green abstained.)

Vice Chairperson: Matt Young was nominated by Keli Green, seconded by Joel King. Vote was unanimous (Matt Young abstained.)

Purpose

The Recreation Commission unanimously adopted the Enfield Recreation Department Mission Statement:

The mission of the Enfield Parks & Recreation Department is to provide safe and varied recreational activities in our community for residents of all ages.

Job Description of Recreation Director/Mascoma Recreation Director

Mr. Winters provided the Job Description for the Recreation Director as posted when he was hired in May of 2019

Members of the Commission discussed the current job descriptions and duties assigned to the respective roles of MVRD and ERD.

Discussion of the Role of the Mascoma Recreation Director

Ms. Labrie provided some background regarding the creation of the Mascoma Recreation Director position. The position was established as a part-time position to be paid by both the Town of Enfield and the Town of Canaan. Canaan has since cut funding for the position. The role of this position is in transition. The possibility of the Youth Sports Program in the Mascoma Community (MYSL) being changed to the responsibility of the Mascoma Recreation Director is under discussion with the MYSL Board and Ms. Labrie. The discussion of the Mascoma Recreation Director role was tabled for a future meeting.

Ms. Curtis proposed the next meeting to be held on a Wednesday to accommodate the schedule of Ms. Stewart. After reviewing the Town Calendar, June 16th at 6pm via Zoom was proposed for the next meeting. All members present agreed.

Adjournment

The meeting was adjourned at 7:40 pm.

Respectfully submitted,
Keli Green, Recreation Commission Secretary