

## Manchester Parks Board of Directors Meeting Minutes

### 13 February 2017

The Manchester Parks Board held a business meeting at the Manchester Town Office located on Victory St. Chair Ellen Rugemer called the meeting to order at 7:05 PM. Those in attendance were Ellen Rugemer, Vince DePalmer, Barb Trump, Marcia Bogash, Ellen Frey, Tom Smith, Debra Howe, Bill Skinner, Steve Miller, Robin Fishpaw, Donna Davis, Holly Fowler, Pattycake,

**January 2017 meeting minutes:** Motion made by Barb Trump to approve the minutes as submitted. Motion seconded by Ellen Frey and passed.

**Naturalist:** Ellen Rugemer introduced our new Naturalist, Holly Fowler. Holly has already been looking through supplies at the nature center. Bill Skinner and Marcia Bogash assisted with some cleaning and organizing. Holly also had a meeting with retiring Naturalist Sherry Fisher-Cole and made introductions with staff at the Town office.

**Treasurers Report:** none

**PR report:** none

**Facilities:** Tom Smith reported that there is one tree he needs to clear off a trail. Otherwise, trails are in good shape. He is keeping an eye on the pond drain, clearing away debris when the pond water gets a bit too high.

**Programs:**

EXPO - Ellen Rugemer submitted the application to reserve table space at the Hampstead/Manchester Expo. Marcia Bogash and Holly Fowler will staff the CQ table. Other Board members are encouraged to assist also. Expo is Saturday March 11 – 9 AM to 2PM at Manchester Valley High School. Set-up Friday evening or early Saturday morning.

Photo Contest – Marcia, Kelly and Steve discussed expanding the contest to include city-wide events/photos. Marcia will send the language for the poster change to Steve, incorporating the new city-wide contest. The Board also briefly discussed creating an art or poster contest for children. Holly suggested the children's theme could be "what is your favorite thing about Charlottes Quest", using any medium to create art. Contest to commence is spring. Artwork would be due sometime this fall.

Easter-egg stuffing – Sat April 1 at 9AM. 3,500 eggs. Ellen R. will purchase candy and re-print rules/spring event hand-outs.

Easter-egg hunt - Sat. April 8. At 10AM sharp. Rain date is Sat. April 15.

Springfest – May 11, 12-4PM. Ellen Frey reported on the participant confirmations to date. She is still waiting to hear back from several vendors. Special Olympics is confirmed to do food. They will need a 20X20' space and electric hook-up. Students from MVHS are being contacted to help with Kids Corral/parking, etc..

Plant Swap – June 11, 1-3PM. Barb Trump reported that white elephant items, cardboard flats and baked goods are needed. Many hands also needed to assist that day. Holly Fowler will operate a kids activity table. Barb Myers will operate the “ask a master gardener” table.

Bocceeball – Vince DePalmer reported that he will have three tournaments this year (tentative dates of June 3, July 1, Aug 5) One dedicated to Charlottes Quest, and two for Lions Club charities (Leader Dogs, Eye glasses). Cost will be \$10/player.

**Old Business:** none

**New Business:** \*Waterline Update - Town Manager Steve Miller reported that the waterline installation contract has been awarded. \*Steve secured a new desk, file cabinet and chair for the nature center and will have the old ones removed. \* Steve Miller reported that as volunteers, Board members are covered under Town liability insurance. The Naturalist is a sub-contractor and is not covered by the Town. Steve will work with Kelly on the naturalist contract and the insurance/workmans comp issue. \*Town will drop more millings on the road after snow season ends. \*Debbie Howe submitted a request at the Town budget meeting for an automatic gate.\* If there are leftover funds from the waterline installation they can be used to extend electric to the pavilion.

**Naturalist Report:**\* Holly Fowler provided a detailed outline of work priorities and possible program changes/updates for Board members review and discussion. She also provided a list of prospective grant opportunities. It was apparent that a lot of thought was put into the report and the Board was very appreciative of her work. \*The Board discussed the notification policy if schools wish to use facilities for field trips. Holly will make contact with the local schools. \* Holly requested a laptop. Donna Davis made a motion to secure a laptop for use by the naturalist. Motion seconded by Robin Fishpaw and passed.

**Communications:** Website and Newsletter items to Sharon Hughes (by March 1 for April-June quarter)  
On-line calendar items to Robin Fishpaw  
Town website items to Kelly

With no other business, Robin Fishpaw motioned to adjourn the meeting 9:15 PM.

Next meeting is Monday, March 13, 7PM.

*Submitted: 2/14/17 DL Davis.*