

Meeting minutes Ogunquit Parks and Recreation Committee, November 21, 2016 6:00 pm

Present: Boriana Dolliver (Chair)
Jason Corbin/via facetime
Michele Tourangeau
Tim Pasterczyk

Visitor: Michelle Low

Resignations:
Kathryn Weiner, David Lusignan

Absent: Amy Forbes

Applicants:
Michelle Low

6pm Boriana called to order

Minutes

Minutes from October 11, 2016 meeting were approved 3-0. Jason was not present at time of voting.

Next Meeting

Amy will be back in town 12/8-12/30.

Jason will be in town 11/22-11/29 and then gone until 12/10.

Next meeting was scheduled for Monday, December 12, 2016 at 6pm.

Christmas by the Sea – Friday, December 9 – Sunday, December 11

- Parks and Recs will have a float in the parade which will take place on Saturday, December 10 at 3pm.
- Boriana proposed decorating the float as follows:
 - Santa with his elves ranging in ages from 7 months – 5 years old. Babies and children up to 2 years old will be on the float and the other children to march behind.
 - Inexpensive props to be purchased from Amazon and Joann's Fabrics. Budget most likely not to exceed \$200 on the house, fur, staging and fencing.
 - Michelle suggested that students from Wells High School could help and Boriana agreed to contact. Also, Gary Latulippe will help build with members of his maintenance crew.
- Boriana will design a cute little card that will highlight some of the activities that we will be executing this next year. Summer Camp, Sand Castle Contest, Coast 2 Cove and Concerts in the Park. We can have the elves hand them out with a little candy cane attached.
- Each year the Chamber of Commerce decorates the town in preparation for Christmas by the Sea Weekend. This year we will reach out to Frances and Julie to see how we can help.
 - Michele emailed them as a member of the committee as well as the board liaison and a meeting has been set for Tuesday, November 29 at 2:30pm at the Chamber offices. We encourage anyone on the committee to attend.

Concerts in the Park

- Jason asked if we can use funds from the current fiscal year 16/17 to contract bands for next summer/next fiscal year 17/18. Michele will confirm with John Quartararo, Town Treasurer. FYI fiscal years run July 1 – June 30.
- Jason is estimating an average cost of \$400 per band.

Facilities:

- Boriana is going to contact Mark O'Brien, Town Manager, regarding the maintenance of the parks in town and who is responsible for which duties. Knowing the reporting structure would be helpful to us.
- We need to determine which facilities fall under the B&G umbrella.
 - Do the Dog Park and Mt Agamenticus fall under our domain?
- We need to determine which park would be the best fit for which activities so that we can create activities and programs.

Budget:

- Michele and Boriana met with John (town treasurer) to review the Parks and Recs budget.
- The General Fund **Recreation Department** has **\$6,879.60** in appropriations available for expenditure through June 30, 2017. Any unspent funds will lapse to the General Fund – Undesignated Fund Balance. In other words.... "use it or lose it".
- **Summer Recreation Programs** has **\$6,036.78** carried forward from 2016 available for expenditure through June 30, 2017. To date there is an additional **\$2,758.54** in revenue that may be expended. At June 30, 2017 any unspent revenues and appropriations will be carried forward to FY 2018. The Summer Recreation Program was established in 2010 from the 25th anniversary celebration remaining funds. The funds are to be used to beautify the town parks, and to get the summer kids camp going. The direction as to the use of the funds came from Gordon Lewis.
- **Jay Parrot Scholarship** has **\$1,219.24** carried forward from 2016 available for expenditure through June 30, 2017. To date there is an additional 82 cents of revenues that may be expended. At June 30, 2017 any unspent revenues and appropriations will be carried forward to FY 2018. The Jay Parrot Scholarships was established in 1997 to provide financial assistance for Ogunquit Children to participate in recreation programs
- These are a few examples of how deposits/revenues are recorded.
 - Donation or interest earning will be posted to summer programs.
 - Paying for an event goes to general fund.

Adjourned at 6:53pm.

Next meeting is Monday, December 12 at 6pm