

Minutes of Tuftonboro P&R Commission Meeting
Tuftonboro Town Hall
March 7, 2023

Meeting called to order at 5:00pm by Commission Chair, Eileen Gil. Attendees: Dennis Zilembo, Director, Eileen Gil, Commission Chair, Lloyd Wood, Alternate Member, Zack Tufts, Commission Member, Joyce Lake,(via FaceTime) and Mitchell Tufts, visitor. Absent: Jeff Jordan-Reisner, Chris Lanouette, Commission Members, Bob Murray, Selectman Representative. Guests: Jack Widmer, Tuftonboro Town Treasurer, and Andrew Lester, Bella Terra Trail Design Owner/Designer of the Tuftonboro Bike Trail (TBT). A quorum was noted.

Previous P&R Commission Board Meeting Minutes of 02.07.23 printed copies were reviewed, Eileen Gil made the motion to accept the Minutes as written, Zack Tufts 2nd the motion.

OLD BUSINESS

Jack Widmer, Town Treasurer was asked to explain the Tuftonboro P&R Revolving Fund.

Jack reviewed a bit of the history of the Revolving Fund (RF). In 2007 the RF became more active generally with the smaller bills of Income and Expenses for P&R that were not being handled well for timely payments. So they set up \$1,000 to open an Account for Gina Lasard, Tuftonboro's first (Volunteer) P&R Director, to cover costs of the Swim Team, who needed shirts & swim caps. Zumba, Yoga, & Pilates Exercise Classes, Dog Walking and other programs. The P&R had lots of Fund Raisers to raise monies for their programs. The P&R generated \$8,000 that first year, and at the end of the year, they donated \$5,000 to the Tuftonboro Scholarship Fund for High School Seniors.

Dennis Zilembo mentioned that he was not aware of the financial handling of expenses for P&R programs he was instituting. He was using his own Credit Card to provide the necessary funds & being reimbursed later. Then Jack Parsons, Code Officer, informed Dennis that he could use the Town of Tuftonboro Credit Card Number that Jack, the Fire Department, & Police Department use.

At our May 17, 2022 P&R Commission Mtg, Lloyd Wood presented the following information: "The 1993 Annual Town Report states that at the March 10, 1993 Town Meeting, Article 13, approved by voters to allow the unexpended portion of P&R Commission funds be placed in a special Revolving Account per RSA 36-A:S. Gordon Hunt moved and Jack Widmer second, motion passed". "These funds do not lapse (at the end of the year). Recreation Revolving Funds are authorized by RSA 35-B:2-11. These funds are not part of the Town Budget, and CAN NOT be co-mingled with any legal appropriation".

Lloyd Wood asked a specific question, "Who decides how funds are spent from the P&R Revolving Fund?" After some discussion, Jack Widmer did say that there is no co-mingling of P&R Commission Revolving Funds with the Town Budget and that the P&R does NOT need approval by the Tuftonboro Board of Selectman. P&R can submit the bills directly to the

Treasurer, Jack Widmer, who signs all checks. The RSA does not specify how funds are spent. After more discussion, Joyce Lake clarified that possibly the Revolving Funds have been used as a Petty Cash Fund for smaller Program income & expenses. Now that we have a larger Project, in the proposed & approved Tuftonboro Bike Trail located off Central Park on Rt 109A, some of those funds can be used for the TBT Project, which includes the \$3,000 encumbered 2022 (NHEC) Grant.

Joyce Lake asked Jack Widmer what the actual balance is in the Revolving Fund Account. We have \$5,700 in the RF account, of which \$3,200 is designated as TBT, and \$3,104 for P&R programs and expenses. It was noted that Public and Private funds (income/expenses) can not be combined - Town budgeted line items vs Revolving Funds.

Andrew Lester, Bella Terra Trail Design, gave us an overview of the Tuftonboro Bike Trail (TBT) Project.

Dennis Zilembo introduced Andrew Lester and mentioned that Caleb Pike had recommended Andrew Lester and the TBT Project over 3 years ago. Andrew mentioned that the TBT would be installed on the 85.06 acres of Town owned property, in a great location near the Central Park area. It would be a safe location right near the Tuftonboro Fire Department, and would be a real asset for the Town of Tuftonboro. The construction of the TBT total project (\$69,400) could be done within a (3) month timeframe, barring any unforeseen items and/or weather. The proposed plan is for a June, 2023 start date. There was discussion regarding the cost. Andrew Lester has offered to do a Phase I and Phase II construct with the Skills Park and Access Mile Loop on Phase I, for \$26,500. The P&R Commission members have several ideas for Fund Raising for this Project. Lloyd Wood will contact the Fire Department for the usage of the Electric Sign to inform Tuftonboro citizens of the upcoming TBT Project. Dennis Zilembo will have Granite State Newspaper articles of information. Zack Tufts will produce a "Giving Funds Thermometer". Dennis Zilembo, at the suggestion of the Tuftonboro Board of Selectman, will have a booth set up at the March Town Meeting at TCS. Eileen Gil will check into a Town of Tuftonboro "Go Fund Me" online site. A news release with possible photo op about the TBT in the GSN. And have printed information sheets on how to donate to this Project in the Spring Edition of *The Tuftonboro Times*, articles due March 31. Also we could have a FaceBook Page with QR Code, and Naming Rights for each of the (4) Trails and a Kiosk for the Name of the Park, Signage and other asset items.

The P&R Commission has submitted Grant Applications over the past (2) years and received \$3,000 from (NHEC) and are working on applications from AARP and NH Dept of Transportation Rails & Trails Program (RTP) - a year away to possibly get this funding. Also, the Lakes Region Planning Commission, Private residents & Friends donations, and our own P&R Budget.

NEW BUSINESS:

Dennis Zilembo - Director's Report:

Dennis Zilembo mentioned that the Expense for the (8) 2023 **Summer Beach Concerts** is \$4,300, he has sent out (40) Sponsor Request Letters and has received \$2,700 from various Sponsors for this year's Concerts.

Paint Classes - began on February 22, 2023 at the Town House, with Dooling Di as the teacher.

Easter Egg Hunt - This year's Easter Egg Hunt will be hosted at Camp Sentinel, on April 8, 2023, with 2,200 eggs for the hunt and Tucker VanBrundt as the Easter Bunny.

CPR/AED - is scheduled Tuesday, May 9 @ 5:00pm at the Fire Station, limited to 10 people. This is a popular program offering.

Swim Instructor - We need to advertise for a Swim Instructor & a Beach Cleaner. They will both need an official background check before hiring.

Spring Cornhole League - will begin May 24th, it will be held every Wednesday evening at 6:00pm at 19 Mile Beach. It will have Division I (experienced players) & Division II (beginner players). Cost for regular season & playoffs will be \$50/team.

Yoga Classes - will be held for Spring and Summer sessions.

Town House Entertainment - begins March 18 and will be held every other week or (2x) each month.

OTHER NEW BUSINESS:

Eileen Gil stated that Chris Lanouette has decided to resign from the P&R Commission and will present his Letter of Resignation to the Board of Selectmen. This creates an opening on our Commission for another regular member. Zack Tufts, Alternate Member has agreed to become a full voting member of the P&R Commission. Eileen Gil nominated Zack Tufts as a Regular Member, Joyce Lake made the motion to accept Tufts as a regular member, and Lloyd Wood 2nd the motion. All were in favor. Our Town Clerk will be notified.

Lloyd Wood - reminded the Commission of the following:

- 1) Tim Christian is an electrician. We need to have a Certified Electrician for the Town House work.
- 2) Tuftonboro Central School (TCS) playground is aging from the weather & usage over the last 20+ years. We may want to be proactive and get estimates for improvements.
- 3) There are (3) Structures that need to be painted: Pavilion, Beach Storage Building, & Transfer Station. Peter Cavanaugh is a recommended painter.

- 4) Huge Apple Tree damaged at Central Park with split bark - may cost (\$300 for skid steer & \$700 to truck it away). Trees & bushes & Spruce trees. Lovering Tree Service was recommended for this project.
- 5) The Ramp at the 19 Mile Beach was repaired with only sand that could be washed away & expose sharp rocks. The block has been destroyed & expense to repair could come from next year's budget.

The next Tuftonboro P&R Commission Meeting is scheduled for **5:00pm on Tuesday, April 4, 2023**. Zacks Tufts made a motion to adjourn the meeting at 6:21pm, and Joyce Lake 2nd.

Respectfully submitted,

Joyce Lake
P&R Commission Secretary