

# Referral to President of NH Recreation & Park Association

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**From:** Janet Breton [<mailto:jbreton@belmontnh.org>]  
**Sent:** Wednesday, November 03, 2010 9:29 AM  
**To:** [hennikeradmin@tds.net](mailto:hennikeradmin@tds.net)  
**Subject:** Recreation Questions

Hi Nicole,

I'm the recreation director for the Town of Belmont and the following are my answers to your questions. Feel free to give me a call or e-mail a response if you have follow up questions. Also there is a network of Recreation Directors that you can reach via New Hampshire Recreation and Park Association, the contact for this is:

**Andy Bohannon**  
**(603) 357-9829**  
[President@nhrpa.com](mailto:President@nhrpa.com)

## Barrington

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November 2, 2010

Good Evening Nicole,

The Town of Barrington voted in a Recreation Commission about ten years ago to establish the Recreation Department and revolving fund. Program fees are placed in the revolving fund and expenses for the programs are paid out of the fund. By law, the Recreation Commission [an appointed Commission by the Board of Selectmen] is responsible for staffing and management of staff. We have a Recreation Director [ft], Assistant Recreation Director [ft] and Office Assistant [pt]. By law, with the establishment of the Recreation Commission certain town-owned property that is of recreational value is under the control of the Commission/Department. The Rec Director oversees program development, budget/finance and works directly with the Commission. The Assistant Rec Director is responsible for some of the larger programs and acts in the capacity of director when needed. The Office Assistant stays in the office to answer phones, sign up kids/adults for programs and processes program fees into the accounting system and makes deposits.

The Town has also provided an operating budget separate from the revolving fund to cover wages, a cleaning person for the gym and office supplies. This was done to address some items that could not be directly tracked to a program. There is still some question as to the necessity of the operating budget but I do feel better with having wages secured through an appropriation. The Recreation Commission has also taken revolving fund money and turned it over to the town to use to offset most of their operating budget expenses for the last several years. We have had quite a bit of turnover in the department at the Director level but have been afforded an opportunity to assess the type and quantity of programs we support and we re-configured positions to better address where staffing deficiencies were. The programs have been a huge success but we need to make a case for providing programs that may not always generate revenue or enough revenue to cover expenses such as some of the senior programs.

You need to have really good staff to run this type of operation. It also creates some difficulty in that the appointed Rec Commission [who meets monthly] supervises a full-time town employee [Rec Director]. We are fortunate in that our Commission has taken a very active role in supervision and the department. There has been a small but vocal effort to downsize the department and do away with the operating budget but every time it is presented it is overwhelmingly voted down or removed from consideration.

I'm sorry this is so long but I did want to lay out some of what has occurred for us. I have to say given our limited media exposure, the Recreation Department has been terrific in helping to build a sense of community which is very important.

Please let me know if you have any questions.

Carol Reilly  
Town Administrator  
Town of Barrington  
137 Ramsdell Lane  
Barrington, NH 03825

## Belmont

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October 25, 2010

To Jessie Levine & Peter Flynn (via e-mail)

From Jeanne Beaudin ([jbeaudin@belmontnh.org](mailto:jbeaudin@belmontnh.org))

Very timely – we are going through the same growing pains – our Director is Part Time 30-hours, does an excellent job, however now the relatively defunct Recreation Committee wants to get “involved” and manage – we’ll see how this all falls out next week.

Hi Nicole,

I’m the recreation director for the Town of Belmont and the following are my answers to your questions. Feel free to give me a call or e-mail a response if you have follow up questions. Also there is a network of Recreation Directors that you can reach via New Hampshire Recreation and Park Association, the contact for this is:

**Andy Bohannon**

**(603) 357-9829**

[President@nhrrpa.com](mailto:President@nhrrpa.com)

I’m a part time director 20-30 hours per week. I do not do the sports programs, they are still done by volunteers through the school district for soccer and basketball starting with 1<sup>st</sup> grade. The baseball, softball and t-ball program is handled by volunteers: The Belmont Baseball Organization. What I do is run programs, ski, archery, swim lessons, preschool play time, and our summer camp program which is 6 weeks during the summer. I also plan small events for the town and have worked with the Old Home Day Committee on the largest event we have.

My budget for Parks & Recreation is \$95,000.00 which includes my salary, summer camp personell, maintenance supplies (we have a maintenance person that is not paid out of my budget), electricity, for the parks, and events. I have a revolving fund that we run most of the programs out of where what I take in is paid back out to an instructor, minus the fees that are kept for my department. I also have supervision of a beach with summer staff and a bath house, the cost for this is \$17,000 per year.

We have an old fire station that has a 1500 sq feet function room that I use for smaller programs, otherwise I need to request space at the 3 school gyms that we have in town or one of their athletic fields. Space for a program is usually my biggest issue. We have not yet started offering up the function room to outside users but will be looking into that in the future.

## Chichester

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October 25, 2010

To Peter Flynn (via e-mail)

From Nancy Tanner ([ntanner@chichesternh.org](mailto:ntanner@chichesternh.org))

We are all volunteer in Chichester.

Nancy.

# GILFORD

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October 25, 2010

To Peter Flynn (via e-mail)

From Scott Dunn (sdunn@gilfordnh.org)

Peter,

We have a full-time Director who works with (but does not work for) a volunteer 5-member Recreation Commission.

Fees are charged for almost all programs. The Town does not have a Community Center, but the local church has a brand new facility that they let us use. Most indoor programs take place, however, in one of our 3 schools (elementary, middle, high). We also have athletic fields and a Town Beach.

Sincerely,

Scott J. Dunn, Town Administrator

Town of Gilford

47 Cherry Valley Road

Gilford, NH 03249

TEL: 603.527.4700

FAX: 603.527.4711

November 3, 2010

Hi Nicole,

My Town Administrator asked me to respond to your inquiry about athletics and recreation. Here in Gilford we have a Parks and Recreation Department that consists of myself as the only full time staff member and two part time program assistants. We also have a number of seasonal maintenance and beach staff depending on the season. In addition to being responsible for the Town Parks, we run many programs and special events for community members of all ages throughout the year. We also run our town's youth soccer and youth basketball programs. These leagues start at kindergarten for soccer and 1<sup>st</sup> grade for basketball. We run through 5<sup>th</sup> grade for soccer and 6<sup>th</sup> grade for basketball (the school takes over the athletics in these sports after this grade level). Although my department does all the administrative legwork and hands on supervisions, we also rely heavily on volunteer coaches, referees and scorekeepers. Although these sports leagues aren't free, they are relatively inexpensive. Our town's insurance covers all of these programs, provided that they are run under Town Staff/Volunteer supervision. Programs we offer that are run by independent contractors, require that those contractors have their own insurance naming the town as additionally insured.

There are also a number of volunteer run youth leagues in our community such as Gilford Cal Ripken, Gilford Youth Softball, Gilford Youth Football and Lakes Region Lacrosse. Although those leagues are independently run, they do coordinate with myself and School officials to obtain use of Town and School facilities. We do require that they have their own insurance naming the town as additionally insured. The registration fees for these leagues vary.

For more information on my department's offering, feel free to visit our website at [www.gilfordrec.com](http://www.gilfordrec.com) . If you have any further questions, please do not hesitate to contact me.

Sincerely,

Herb Greene, C.P.R.P.  
Director of Parks and Recreation  
47 Cherry Valley Road  
Gilford, NH 03249  
Phone (603) 527-4722 Fax (603) 581-7200

## Greenland

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October 25, 2010  
To Peter Flynn (via e-mail)  
From Karen Anderson ([kanderson@greenland-nh.com](mailto:kanderson@greenland-nh.com))

We have a volunteer committee, charge reasonable fees for our programs and the fees go into a revolving fund for programs. We only have field space, a tennis court and utilize the school for indoor activities, so it works well for us. If we had a community center and teen center, I think I would want to have a staff person to handle the building use.

## Franklin

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Good Morning,

For staff the Franklin Parks and Recreation Department has the following:

Full time Director, Full time Assistant Director, 2 Part time (15-20 hours per week) Event Supervisors – these employees work year round and run our various programs – Soccer, basketball, Field hockey, flag football, etc. However, most of these programs I rely on volunteers as coaches.

We also run a Summer Program for about 100 children and the 2 part time event supervisors become full time for the 8 week program and I hire 10 full time camp counselors. We also have 2 part time Beach Attendants and they work about 17 hours a week.

I do bring in some outside instructors that run other programs such as archery, dance classes, tennis, etc. They charge a fee per person which I pass along to the participant. Some I add a couple dollars on to make a little money and some I do not – depending on the price the instructor charges – its more offering the program and opportunity then making money.

The one sport I do not do is softball and baseball. Both of these are run but an outside organization of volunteers. They do use my fields and I schedule the use of them but do not organize the program.

The majority of my programs have a fee to cover equipment, uniforms, refs, etc. However, the cost of payroll (for most of the programs) is not offset by the fees. If I included payroll, my fees would sky rocket and folks would not be able to afford the programs. I do charge non-residents a higher fee to cover the total cost of the program as it is not fair for the tax payers to pay for the non-residents.

I hope this answers some of your questions. I would be happy to talk to you further and in more detail if you need. Please feel free to contact me with any other questions.

Thanks,

Krystal Alpers  
Franklin Parks & Recreation Director  
124 Memorial Street  
Franklin, NH 03235  
Phone: 603-934-2118  
Fax: 603-934-7410  
Email: [kalpers@franklinnh.org](mailto:kalpers@franklinnh.org)

## New Boston

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November 9, 2010

Nicole,  
Sorry for not getting back to you sooner.

We have a town and revolving budget. Town is about \$90,000 of expenses; Revolving revenue is about \$200,000 per year.

We have two full-time staff, me and my assistant. All the rest are part-time staff such as after school and summer camp counselors which totals about 12-15 employees. We also have contracted instructors for activities such as Yoga, Karate, Aerobics, etc.

I do have a Recreation Commission made up of 5 people. They are an advisory board and we usually meet once a month.

We offer quite a few programs. It might be easier to look at our website:  
[www.new-boston.nh.us/recreation](http://www.new-boston.nh.us/recreation)

Hope that helps you.

Thanks,  
Mike

Mike Sindoni  
Recreation Director  
New Boston Recreation Department  
PO Box 382, 7 Meetinghouse Hill Rd  
New Boston, NH 03070  
(603)487-5504 x112  
(603)487-2887 (fax)

## New London

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October 25, 2010  
To Peter Flynn (via e-mail)  
From Jessie Levine ([townadmin@nl-nh.com](mailto:townadmin@nl-nh.com))

Oy vey, sensitive subject in New London.

In 1998 a study was done that ended up with a recommendation for a full-time Rec Director, in part to work with our local volunteer-run kid's athletic program – the New London Outing Club – which was struggling with only volunteers and no paid. A FT Rec Director was approved by Town Meeting and hired in 1999, and has been here ever since, though the Town and the OC have never been able to work together for reasons that would not surprise anyone. Every year, someone suggests that our Rec Director should no longer be full-time, and every year Town Meeting overwhelmingly approves the Rec budget.

Rec Director oversees summer programs, summer camps, both town beaches, youth winter sports, winter carnival, local race series, lots of weekly programming, etc. The downside is that the Town has no facilities – the fields are owned by either the School District or the Outing Club and there is a charge for use, even to the Town.

Jessie

## Newport

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The Town of Newport has its own Recreation Department. It is separate from the Parks Department, but we work with them on maintenance issues of the fields, parks and playgrounds.

I can see the volunteer base burning out as being a problem. Its is great in good times, but not so great in bad times. Our Rec Department runs over 80 different programs out of our Rec Department for all ages, having paid staff man these is great. We also have over 200 volunteers a year the help us run the program, but all the programs are run out of our office and under our direction. Our budget is somewhere around \$250,000 per year and we have a paid full time director, a full time Program supervisor, and a Part time(25 hours/week) Secretary. We also have a building that host a medium size gymnasium. With the programs we run, we generally bring in \$60,000 in revenue per year.

I hope this helps, and if you need any more information, just give us a shout at [nrd@nhvt.net](mailto:nrd@nhvt.net)

PJ Lovely

Newport Recreation Director.

## Peterborough

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Based on phone conversation:

1. They have a fulltime “full-service” department: 1 FT director, 1 FT program coordinator, and a 35-hour admin assistant.
2. Elected recreation committee to make policy. 5-member board, elected by the townspeople.
3. There are RSAs (ch. 35) that speak to recreation committees.
4. They have hundreds of volunteer coaches
5. Due diligence expected now is national registry background checks, not state-only checks
6. Definitely recommend that you get a board membership.
7. Peterborough was the 1<sup>st</sup> rec dept. in the state. In 1916, Adelle Adams donated the land and created the “Adams Playground Committee”. This is where the Rec Department now stands. In 1967 they got their first fulltime director and have only had 2-more since (long term positions!).
8. What they offer:
  - a. Youth soccer, 250 kids, K-8<sup>th</sup> grade

- b. Youth basketball, 1<sup>st</sup>-4<sup>th</sup> grade done inhouse. 5-6<sup>th</sup> grade travels. Does not do middle school basketball. There are school teams.
  - c. Babe Ruth Softball and inhouse t-ball.
  - d. Youth lacrosse, U11-U15.
  - e. Adult volleyball.
  - f. Adult soccer.
  - g. Adult basketball – pick up only.
  - h. Summer day camp with 100 kids/year.
  - i. Much more
    - i. Wine tasting club
    - ii. Horseriding lessons
    - iii. Theatre trips to boston
    - iv. Charter Scouts
    - v. Hiking trips
    - vi. Overnight hiking trips
    - vii. Singing classes
    - viii. Yoga / pilate
    - ix. Tennis lessons
    - x. Swimming lessons
    - xi. Would like to do rent kayaks / sailing lessons
9. FEES:
- a. They charge for everything. For kids (residents) Lacross & Softball is \$60 if they register on time with \$25 late fee.
  - b. \$75 for basketball.
  - c. Scholarships are available with a very stringent application process because people used to abuse it.
10. FUNDING: Revolving fund plus \$400,000 tax-supported budget to cover infrastructure, salaries and maintenance. Tennis courts, pool, town beach, skateboard park. Looking for a \$1.2 million to upgrade the bond for the pool.
- a. Revenue: approx. \$180,000/year
  - b. Programs almost self-supporting direct cost – not including salaries & infrastructure.

**Jeffrey M. King C.P.R.P.**  
 Recreation Director  
 Jking@townofpeterborough.us

## Stratham

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Nicole,

Please feel free to contact me with any further questions that you might have. Sounds like your community is off to a great start. Here is Stratham we have two commission members that we part of the Department's transition from volunteer to paid staff. I am sure that they would be willing to share some of their strategy with you. Please let me know if you are interested in contacting them. Take care and good luck!

On Thu, Nov 4, 2010 at 9:39 PM, Paul Deschaine <[strathamta@comcast.net](mailto:strathamta@comcast.net)> wrote:

We employ a Full-time Parks & Recreation Director. We also have an appointed volunteer Recreation Commission. We also own, operate, and manage Stratham Hill Park with a Full-time Park Ranger who reports to the Director. We also maintain several recreational fields, which are municipally owned. We have no community center; however, we have multi-purpose community rooms within our Municipal Center and Fire station. Sport activities are supported by groups of volunteers who operate during their respective sport's season.

A Recreation Revolving Fund is used to fund many of the sport activities and other programming. A general fund appropriation covers the operational costs of paid staff and facility operations and maintenance along with the Town's Capital Improvements Program.

I will leave it to the Parks & Recreation Director by copy of this email to elaborate further on the details of our efforts in this area.

Paul  
Paul R. Deschaine  
Town Administrator  
Town of Stratham  
10 Bunker Hill Ave.  
Stratham, NH 03885  
(603) 772-7391 ext. 181  
[strathamta@comcast.net](mailto:strathamta@comcast.net)  
[www.strathamnh.gov](http://www.strathamnh.gov)

# Wolfeboro

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November 3, 2010 from wolferecdirector@gmail.com; on behalf of; Ethan Hipple [wolferecdirector@metrocast.net]

Hi There Nicole,

Sports in Wolfeboro are handled in a couple different ways. Some sports (soccer, field hockey) are overseen by the program division of our Parks and Recreation Department. Other sports (baseball, football, basketball) are overseen by local non-profit groups.

Take care,  
Ethan

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