



# TOWN OF NEWTON, NH

## *Recreation Commission*



*2 Town Hall Road  
Newton, NH 03858*

Date May 21, 2018

Call to Order - 7:08 pm

In attendance –Chairman Stephen St. Cyr, Matthew Burrill (representing Selectmen), Christine Kuzmitski, Chief Jewett, Road Agent Pivero, Pat Masterson (recording minutes).

Approval of Minutes

**Ms. Kuzmitski made a Motion to approve the Minutes for May 7, 2017, and Chairman St. Cyr seconded the Motion.**

Memorial Day Parade

- Chief Jewett will prepare the exit route for the parade from the cemetery.
  - He will also get a parade permit from the Commonwealth.
  - A Color Guard is not available, but Mr. Pivero will arrange for an Honor Guard from the Veterans.
  - Sargent Woods Veterans – Selectman Burrill will send an email. Ms. Kuzmitski asked if a Sargent Woods Veteran could be honored at the cemetery. Selectman Burrill will arrange for a truck for the Veterans to ride in.
  - The Sanborn school band is not available. Selectman Burrill contacted the Patriot Band, but they charge \$1000. The Board of Selectmen approved \$300 for a marching band.
  - Chief Jewett will determine if a sound system can be placed on a police cruiser or fire truck.
  - Mr. Pivero will arrange for Taps to be played at the cemetery by Kingston Vets on the bugle.
  - Refreshments will be provided by the Fire Department Auxiliary.
  - Ms. Masterson will drop off the flags and candy at the Central Fire Station. Chairman St. Cyr will hand the flags to onlookers along the parade route.
  - Ms. Kuzmitski will arrive at the cemetery at 10 a.m. to hand out programs.
  - The stagecoach is not available.
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- A sound system will be needed at the cemetery for speakers. Chief Jewett will check to see if the command truck will need an extension cord.
  - Get some other businesses to march – Selectman Burrill will put out the official word; is there a flyer that can go to CBI?

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- The Police and the Road Department will put up two popups. One is available at 8 Merrimack Rd and one at the Police Station.
- Chairs – Mr. Pivero will arrange at the cemetery.
- Selectman Burrill will arrange for the Girl scouts, Boy Scouts, Baseball/softball.

Road Race 5k – December 8

- Plans for a Jingle Bell Run in conjunction with a Toys for Tots collection. Fire Chief is okay with the date and ending at the fire station. A shuttle may be needed.
- Mr. Pivero will talk to the Marines about doing the Toys for Tots that day.

Olde Home Day – September 15

- Vice Chair Burrill needs contact information for Tom Ambrose. Selectman Burrill will get it.
- Vice Chair Burrill will update the vendor form.
  - Stay with \$25 for vendors. Chairman St. Cyr said there were many no-shows. He asked if nonprofits should pay less. The Historical Society will not be charged.
  - Still good with \$100 for sponsors?
- The hours will be noon to 5:00 p.m.
  - Do we want an evening event? How do we want to end the event? Any ideas?

Yard sale – October 6

- Vice Chairman Burrill met with the Yard Sale Committee:
  - All proceeds will be split between the Newton Food Pantry & End 68 Hours of Hunger.
  - Fees:
    - Maps - \$2
    - Numbered spot on the map
      - \$10 – Registration/payment by August 31
      - \$15 – Registration/payment by September 14
    - Onsite location [targeting the schools]
      - \$15 – Registration/payment by August 31
      - \$20 – Registration/payment by September 14
      - \$25 – Registration/payment submitted day of
- Will get yard signs with numbers on them – Committee is researching prices.

- Will get two portable toilets.
  - Will make a motion once onsite location is secured.
- Will create flyers by the beginning of June to hang up around Town and post to website/Facebook/school newsletter

### Bylaws

- A few things which may need to be changed:
  - Terms shall be in accordance with RSA 35B:4. Town Ordinance of 1974 stating seven (7) members, one (1) member to be an ex-officio from the Board of Selectmen. The wording for the number of members is outdated.
    - There should be five core members with two alternates.
  - Regular meeting shall be held twice a month, the first and third Wednesday.
    - This should be changed to Monday.
  - Four (4) members will constitute a quorum at any regular or special meeting
    - This should be changed to three.
  - The treasurer shall keep financial records of the commission budget, petty cash and committee needs. A status report will be given at each meeting.
    - We do not need a Treasurer.
- Article 8: Expenditures
  - Section 1: All expenditures will be prepared by the committee chairman and signed by the commission chairman on the appropriate requisitions.
  - Section 2: Appropriate receipts/paperwork must accompany requisitions.
  - Section 3: Requisitions must be submitted to the Board of Selectmen by the Monday before the 1<sup>st</sup> or 15<sup>th</sup> of the month for payment.
- We need to rewrite the Bylaws to remove the need for requisitions. Ms. Masterson will ask Town Administrator Nancy Wrigley. Sections 1, 2 and 3 should be deleted.
- We would like the Bylaws to reflect that the requisitions process will be coordinated by the Bookkeeper and the Town Administrator. We would like the Bylaws to reflect that approval by the Board of Selectmen will only be needed if the cost is more than \$400.
- After the changes are made to the Bylaws, we will need a Motion to accept them by the Recreation Commission and approval by the Board of Selectmen.

### Wetlands Permit

The Wetlands Preservation permit has not been approved yet, but we have received correspondence from them. Selectman Burrill suggested that Chairman St. Cyr contact them to determine where they are in the process.

Chairman St. Cyr will post a request on the Newton Recreation Facebook page asking for volunteers to spread the sand.

Country Pond Improvements

Chairman St. Cyr asked the contractor to complete the last third of the siding for Country Pond Beach. All materials for the project were purchased at Home Depot for approximately \$1500.

A contract for lifeguards is being reviewed by the Town Counsel. Once a letter is received from the Town Counsel, the contract will be submitted to the Board of Selectmen. We would like to have lifeguards on duty in June.

Scott Dole would like to be involved in safety for the beach. Including training and equipment. He and Chairman St. Cyr will work with the YMCA Aquatics Director.

Senior Trip

The bus and venue should be handicap accessible. Participants should contact the venue to see what handicap accommodations are available. We will put the phone number of the flyer. Also, the flyer will explain the accessibility and limitations on the bus. The trip will be August 8.

Recreation Commission Members

**Selectman Burrill made a Motion to extend Angela McVey's term as an Alternate Member for three years. Ms. Kuzmitski seconded the Motion. It passed unanimously with no discussion.**

Once we create the content, we will post the dates of events on the Newton Recreation Commission's Facebook page. We will also ask for volunteers and new Members. The emphasis should be on having fun and getting involved with Town residents.

Adjournment

**Selectman Burrill made a Motion to adjourn the meeting at 8:05 p.m. Chairman St. Cyr seconded the Motion, which passed unanimously with no discussion.**

THE NEXT MEETING WILL BE HELD ON June 4, 2018, at 7:00 p.m. in the REAR of the TOWN HALL.

Respectfully Submitted,

Patricia Masterson  
Recreation Commission Secretary