

**BELGRADE BOARD OF PARKS & RECREATION (BPR)**  
**Minutes**  
**Wednesday, December 12, 2007**

Call to order: Jessica called the meeting to order at 6:12

Present: Sue Perinno, Jessica Moore, Stephanie Feegel, Gen Hall, Bob Steinberg, Steve Smith, Fred Perkins, Kathy Horton, Linda Bacon

Absent: Mike Atwood, Jean Dalton, Carrie Brennan, Bill Getty

Approval of Minutes. November 14 minutes Motion to approve by Steve seconded by Kathy, unanimously approved.

Nov 26 minutes Motion to approve by Steve seconded by Sue, unanimously approved.

Director's report. Jessica reviewed her printed report. Megan Oliver will be working on Jan. fundraiser. February is the Father Daughter dance. 5K race & fun run Community Day next summer is being discussed. Financials attached; April-March Fiscal Year continues to present challenges. Jess will attach expenses in future.

Maintenance. Friday there was a thermostat issue. Marcia requested that the BPR would have an active role in maintenance issues before the new maintenance person comes on board. Institutionalization of policies and procedures should happen; a professional plan has not been implemented. Perhaps there is someone from either AYC or SAD47 or hire a person or have a subcommittee to do this. A fresh eye would be helpful and an established system would help. Specific concerns include: heat, MSDS, table storage height, storage room clutter, furnace room storage (fire considerations),

Insurance companies will do an inspection [liability loss control (risk assessment) will do inspection] but may find major issues and could be fined. Reality is that there will not be a full-time maintenance person here. SOPs are needed so that everyone knows what the roles of Library Director & Program Director and what items require Scott. The heating system needs to be checked twice a year (maximum overrides for the 2 zones). This sort of thing needs to be in writing. Annual generator check includes a push of the reset button to charge the battery. A Standard Operating Procedures Manual should be assembled by board subcommittee and knowledgeable individuals (Marcia, in particular). Automated generator starting system is needed. Scott's role and responsibilities of the new maintenance person need clarification.

Summer Camp. Marcia shared a document with suggestions for enrichment for older campers.

Alcohol. Subcommittee will work on it and bring before the board for the next BPR meeting.

Officers. A motion made by Steve to elect Fred as Chair, seconded by Sue, unanimously approved.

At 7:15 a motion to adjourn was made by Sue, seconded Bob, and approved unanimously.