

**Recreation District #1  
Board of Commissioners Meeting  
January 17, 2024**

**Board present:** Nixon Adams  
Rick Danielson  
Shearn Lemoine  
William Matthews  
John Neill  
deShea Richardson

**Board absent:** **None**

**Staff present:** Kia Knight – Assistant Director  
Doug McLemore – Assistant Director  
Scott Goodwill – Finance Director  
Niki Butler – Marketing & PR Administrator  
Erika Lehrmann – Recreation Supervisor

**Staff absent:** Jennifer Dexter – Executive Director  
Marie Dupre – Records Manager  
Louisette Scott – Park Planner

**Call to Order:**

The meeting was called to order by Chairman N. Adams at 6:31pm. Niki Butler, Marketing & PR Administrator, called the roll. All six of the current Board Members were present, which represents a quorum.

**Open agenda to proposed new items:**

- There are no new proposed items to add to the agenda

**Approval of the Previous Month's Minutes:**

- There are no changes to the previous month's minutes.

Motioned by R. Danielson to accept the previous months minutes with no changes, seconded by S. Lemoine. Vote 6-0. Motion passes.

**Welcome visitors:** Nixon welcomed the representatives from:

- Assured Partners – Eric DeWitt – Vice President, Strategy & Engagement
- Newline Skatepark – Andrew Doyle, PLA, ASLA - Design Project Manager
- RCL Architects – Paul Dimitrios - Architect
- Neel Schaffer -Barry Brupbacher – Senior Project Manager

**Guest Presentations #1:**

- Eric Dewitt with Assured Partners shared a 5-page document titled; “Summary of Insurance for: Recreation District #1/Pelican Park”. Eric wanted to stress that the new renewal will be in April, which is 90-days-out. He would like to help us be proactive with an underwriter privilege as he has modeled on page 4 of the document. This will include several incumbents and new carriers that are also listed on page 4. Eric will bring the underwriters to the District in the near future and also schedule a meeting tomorrow, while he is in town, to discuss the health plan with the Park Representatives from 1:00pm-2:00pm.

**Guest Presentations #2:**

- Andrew Doyle with Newline Skatepark gave a Power Point presentation on the Master Plan Skateboard Project. He gave a brief history on where the project started, an overview of the 2 public meetings that were held, and displayed the options that have developed from the original concept until now. D. McLemore and Barry Brupbacher, from Neel Shaffer, both had questions and comments about the water drainage, fencing, electrical, lighting and the Hwy 190/1088 road project that has been projected to start in this calendar year. Andrew Doyle presented the digital overlay of the skatepark design that was placed over the Parks current drone footage to visually show the proposed design on the actual property. He also presented the prospective budget for the project and a list of possible amenities that are options to add if the board approves as part of the skatepark project. A few of these, for example, the lighting, would need to be approved before the project begins to make sure the electricity is run through the conduit in the concrete.

Motion by R. Danielson to authorize Newline Skatepark to move forward with their construction documents with the cost package with amenities as presented that could be added as alternates. The Board has requested that the amenities be prioritized and all agree that the lighting and shade structures should be moved to the top of the approved amenities list. Second by d. Richardson. Vote 6-0. Motion passes.

**Guest Presentations #3:**

- Paul Dimitrios, the Architect with RCL Architect, was present to discuss the Event Stage Project and also prepared to discuss the Science Center/Planetarium. The Stage Project falls in the agenda under the Report in Briefs.

Motion by R. Danielson to defer the Science Center/Planetarium discussion into another scheduled meeting as to have the time to discuss the projects in detail. Paul requested to be invited. Second by J. Neill. Vote 6-0. Motion passes.

**Financials:**

N. Adams stated that we are in an excellent place to start this year and the District has already received the first revenue figure. With the last payroll only reporting 36 employees, the payroll cost is a lot lower than normal. D. McLemore reported that he is trying hard to find the employees he needs to fill the open positions. He would like the Board to know how much he appreciates the payrate that has increased to \$16.50 an hour, because he has received several applications since this adjustment. N. Adams reviewed the bank statements and all of the balances are accurate with no discrepancies.

- S. Lemoine reviewed the credit card statements and did not find any discrepancies or have any questions.

Motion by J. Neill to accept the financials as presented. Second by d. Richardson. Vote 6-0. Motion passes.

**Report in Brief #1: Transfer of 2023 Surplus**

- S. Goodwill reported on the financials and how the accounts have been organized in the past and voiced his recommendations on moving forward. Scott recommends to replenished the Capital Replacement and move the remainder of the funds into Strategic Planning. He believes by adding all excess funds, such as the Insurance Reserve, and combining them all into Capital Replacement, will be easier for all departments by continuing with only one reserve account instead of several to keep track of.

Motion by W. Matthews to accept the financials as presented and move forward with S. Goodwill's recommendations of where to move the surplus funds. Second by R. Danielson. Vote 6-0. Motion passes.

**Report in Brief #2: Event Stage**

- Paul Dimitrios presented the upcoming projects for RCL Architects including the Event Stage Project. Paul presented the bids that have been submitted with and

without the alternate projects and is asking the board to approve one of the three bids, with or without the alternates so RCL Architects can start the project. The responsive low bidder is Sieverding Construction. **Discussion.**

Motion by R. Danielson to accept the base bid with all three alternates. Second by S. Lemoine. Vote 6-0. Motion passes.

Motion by R. Danielson to adjust the budget and bring the total project budget up to \$750,000 and the funds would come out of the Development Bond Money. Second by J. Neill. Vote 6-0. Motion passes.

### **Report in Brief #3: Pickleball Complex Expansion**

- Barry Brupbacher, Senior Project Manager with Neel Schaffer presented the contracts for professional services in the amount of \$395,292, to the Board and would like the approval from the Board to start the Pickleball Expansion Project with the current budget (400K). Barry would also like to discuss the design placement and options, by working with Louissette Scott, for the expansion in the near future before further planning. **Discussion.**

Motion by R. Danielson to move forward with the contract with Neel Schaffer for the expansion of the Pickleball Courts. Second by S. Lemoine. Vote 6-0. Motion passes.

### **Report in Brief #4: Castine Center Storage Fee**

- S. Goodwill presented a situation that occurred when a Castine Center event with Barefoot holdings Co. This event hosted a large event over two consecutive weekends that had a lot of expensive inventory that can be damaged by moving in and out of the trucks and buildings on fork lifts. The company was asking if they could store their products (hot tubs) after the first event and until the next event. The staff was present without Jenny or Kia available, to make the final decision of what to do in this situation. There has not been a historical situation similar to this in the past. Since this vendor had the halls for 2-weekends and there were no other events booked during this time. The staff made a decision to allow the vendor to store their product in the halls provided the vendor would pay a storage fee and have proof of insurance that would cover their inventory during that time period. They offered half of the move in rate and the customer accepted. **Discussion.**

This was a one-time situational agreement, that may or may not happen again. The Board agrees to let the Castine Center Staff make these professional decisions based on the possibility that it may present itself again in the future. If the staff believes that this situation may occur again in the future, they can prepare a cost analysis and price structure for storage fees and have the Board approve the rates. No decisions or votes were taken at this time.

**Report in Brief #5: Personnel Committee recommendations on policies**

- W. Matthews, S. Lemoine and J. Neill are on the Personnel Committee and held a recent meeting where they collaborated on the updated Recreation District #1 policies. The team worked on three main employee policies during the last meeting. These three policies included:
  - Remote Work Policy
  - Hostile Work Environment
  - Grievance Policy Recommendations

**Discussion.** Since the Board did not receive these policies from the Executive Director to add to the Board Packets this month, the Board would like to review the updated policies at the next Board Meeting. No decisions or votes were taken at this time.

**Report in Brief #6: Personnel Committee Employee Vacancies**

- W. Matthews, S. Lemoine and J. Neill are members of the Personnel Committee and held a recent meeting where they reviewed the current candidates that would fill the three open employee positions at Recreation District #1/Pelican Park. These three open positions include:
  - Human Resources Manager
  - Recreation Superintendent/Director
  - Concessions Supervisor

J. Neill mentioned that there are companies that the staff could hire that would go through the applicants and verify their listed references and review their social media accounts for us, before we make any decisions on who to interview. Erika Lehrmann, a Pelican Park staff member (Recreation Supervisor) was present in the Board Meeting and discussed the research that she had done with J. Dexter with a similar company that they had chosen to possibly use for the current list of applicants. **Discussion.**

The Board would like to review the candidates after the interviews this week, and schedule a Special Meeting before approval. No decisions or votes were taken at this time.

- The Organizational Chart was presented to the Board, d. Richardson noted that the Concession Supervisor needs a connecting line to show that they report to the Assistant Director. The Personnel Committee also discussed the salary-vs-hourly personnel. Supervisors and above will be on a salary basis and employees under the supervisor role, will be on an hourly basis. **Discussion.**

Motion by R. Danielson to accept the organizational chart as presented with one adjustment over the Concession Supervisor that needs a connecting the line, so that the Concession Supervisor reports to the Assistant Director. Second by J. Neill. Vote 6-0. Motion passes.

**Resolutions: None****Division Reports:**

- **Parks**- (Report included in official minutes on green paper)
  - D. McLemore discussed the timeline of issues with several pumps, motors and wells that have gone out and replaced over the years. Some have been going strong for 30 years and some have only lasted only a few years and have already been replaced.
- **Recreation**- (Report included in official minutes on blue paper)
- **Castine Center**- (Report included in official minutes on pink paper)
- **Environmental Education/Park Planning**- (Report included in official minutes on gold paper)

**Board Notes:**

- Next Board of Commissioner Meeting, February 21st.
- R. Danielson and N. Adams attended the last Parish Council meeting where the Council unanimously approved a resolution to move forward with our millage renewal proposal. The RD#1 millage renewal will be added to the April 27th ballot.
- The Board would like to discuss the pickleball court project options and the planetarium project at the next Board of Commissioners meeting on February 21st

**Executive Session:**

Motion by R. Danielson to move into the Executive Session Meeting at 8:04pm with the present Board to continue previous Executive Session discussion from November 15, 2023. The main agenda for this Executive Session; is to discuss of the current Executive Director, Jennifer Dexter, and her work performance and other issues related thereto. Second by S. Lemoine Vote. 6-0 in favor.

- Motion to adjourn out of the Executive Session and back into the Regular Session Meeting at 8:37pm by R. Danielson. Second by S. Lemoine.
- N. Adams announced the Executive Session was held to discuss personnel - No votes were taken

**Reconvene:**

The Board moves back into Regular Session at 8:42pm with the full board and staff members present are: Kia Knight, Assistant Director, Niki Butler, Marketing and PR Supervisor and staff member, Erika Lehrmann.

Motion by J. Neill, to terminate the current Executive Director, Jennifer Dexter, and appoint Kia Knight and Doug McLemore as Recreation District #1's Acting Interim Co-Executive

Directors. The motion was seconded by S. Lemoine. R. Danielson added, we appreciate everything that Jennifer Dexter has done and brought to the table in the last year, but as a Board we have decided that she is not the right fit for this organization, and we would like to move forward with the Board and staff in a new direction. This decision, stems from the Recreation District #1 Board of Commissioners, who, have collectively deemed Jennifer Dexter, as not the correct fit for the organization at this time.

A roll call vote was conducted by, Marketing & PR Administrator, N. Butler:

- Nixon Adams – For
- Rick Danielson – For
- Shearn Lemoine – For
- John Neill – For
- deShea Richardson – For
- William Matthews – For - Made a statement to the Board and staff, “Based on the fact that there are at least two, if not more key positions that are not being filled timely, I vote – For.”

With a unanimous vote of 6-0 in favor, the motion passes. Through the Board's decision, Kia Knight and Doug McLemore are officially appointed as the District's Interim Co-Executive Directors, effective midnight, the 17th day of January, 2024.

#### **New Business**

No new business at this time.

#### **Public Comments**

No public comments.

#### **Meeting Adjourn:**

Motion to adjourn at 8:51pm by J. Neill. Second by S. Lemoine. Vote 6-0 in favor.