

Chairman George Blaisdell called the meeting to order at 6:40 PM. Present were Mr. Blaisdell; John Donahue; Heidi Dyer. Absent: Jennifer Dangas and Darren Hudgins, ex officio.

Mr. Blasdell made a motion to accept the minutes of October 21, 2020. Seconded by John Donahue. Mrs. Dyer noted a correction was needed to her name. Motion to accept the minutes with correction: Unanimous.

A discussion was begun regarding the amount of revenue to pay back to the town from the recreation revolving account for payroll for the summer program. Mrs. Brown noted the amount is approximately \$27,587.00. Mrs. Brown is suggesting a motion be made in the amount of "up to \$30,000" due to some confusion over payroll tax. Payroll tax for employees has always been budgeted in the town's "Benefits" budget for town employees. The finance director wishes to know if she should still include the payroll tax for the summer staff in the benefits line and is looking for clarification. Members felt it should be included in the benefits line where it always has been paid from just as it is for all town employees. The Commission will seek some clarification prior to meeting with the Board of Selectmen.

MOTION: George Blaisdell: To reimburse the Town of Sandown up to \$30,000 from the recreation revolving account from the summer program fees. Second: John Donahue. VOTE: Unanimous.

A discussion on the FY2021 budgets was undertaken.

**OPERATING BUDGET 4520.36** was reviewed first. Last year's approved budget was in the amount of \$94,146.00. The budget for 2021 shows a slight increase of one percent overall for a figure of \$95,402.00. Noted was the largest increase in the lifeguard payroll line of 14 percent. In previous years, the line had been underspent significantly due to the inability to staff the beach completely with lifeguards who are in short supply. This caused various committees to cut the lifeguard line. This year all lifeguards were high school students whom Mrs. Brown feels may very well continue to be available in future years. The line was overspent for 2020 coming in at 129 percent or a \$3,384 overage. This was due to the availability of lifeguards and the town adopting an ordinance that now requires that residents obtain a beach pass. Staff worked hard to ensure this new ordinance was adhered to. This meant staffing the beach until Labor Day which was accomplished.

It was noted that several lines have been reduced including the recording secretary line; mowing line; dues; and senior recreation. Mrs. Brown explained the reduction in senior recreation stating she felt that due to Covid-19 there would be no upcoming travel scheduled. Mr. Blaisdell thought the telephone line should be increased slightly. Mrs. Brown suggested holding off on that as she is reviewing the detailed report and thinks there may be some errors of assignment. The Commission accepted the budget as is.

### **SUMMER RECREATION 4520.37**

The next budget under discussion was the Summer Program budget. The budget is showing a zero percent increase. There is a 3 percent increase in the payroll line for the two staff members in that budget. Other staff are now paid from the Revolving Recreation Account. There was a slight reduction of 5 percent in the Transportation Field Trip line and the Summer Rec Supplies line of 8 percent. Last year's budget was at \$19,193.00 For 2021 the amount of \$19,164.00 is being submitted with an anticipated revenue of \$13,064.00 for Net Expenses of \$6,100.00. The Commission accepted this budget as is.

### **RECREATION BUILDING OPERATIONS 4520.38**

The final budget under review are the operating expenses for the Edward C. Garvey Recreation Facility. This budget is also being presented with a zero percent increase. Last year's budget was set at \$17,452.00. For FY2021 the summer of \$17,440.00 is being submitted with an anticipated revenue of \$3,000.00 and Net Expenses of \$14,440. The Commission accepted the budget as is.

Mrs. Brown discussed with the Commission the circumstances surrounding budget lines that are underspent this year. Lines that were underspend, in general were those most effected by Covid-19 and having to cut back on activities. Other expenses were covered under grants for Covid expenses such as transportation expenses for the summer program; cleaning supplies, portable toilets; rubbish removal and safety items.

Mr. Blaisdell and Mrs. Brown noted that the turnout for the Halloween Flashlight Egg Hunt was very good and the kids and their families enjoyed it. John and Joanne Donahue helped Mrs. Brown during the day with setting lights and spreading the 'eggs'. Over 100 people were in attendance and all wore masks. Parents expressed thanks that the recreation department was able to host this event.

Budget paperwork is due to the Board of Selectmen next week. The Commission will meet with the BOS on Monday, November 16<sup>th</sup> at approximately 7:30 PM. The Commission will meet downstairs at Town Hall at 6:15 PM for it's regular meeting to make any adjustments to the budgets if needed. The Commission will meet with the Budget Committee on Wednesday, December 2<sup>nd</sup> with time to be determined.

Th meeting was adjourned at approximately 8:15 PM.

Respectfully submitted,

Debra Brown  
Serving as Interim Recording Secretary