

1 DRAFT

2 Page 1 of 2

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4 MINUTES SANDOWN RECREATION COMMISSION

5 TOWN OF SANDOWN, NH

6 DATE OF MEETING: 11-06-19

7 LOCATION: Edward Garvey Recreation Facility

8 TIME: 6:30 P.M.

9

10 Members present George Blaisdell, Chairman; John Donahue; Darren Hudgins, ex officio.

11 Also present Deb Brown Director Parks & Recreation.

12

13 George Blaisdell called the meeting to order at 6:40 P.M.

14

15 There were no minutes to review. Members reviewed and signed requisition forms regarding instructor  
16 payments and a requisition to pay the Town of Sandown the sum of up to \$3,800.00 from rental fees for the  
17 Edward C. Garvey Recreation Facility. This sum represents the second thru fourth quarters of FY 2019.  
18 Previously in 2019 the Commission had returned \$910 to the Town of Sandown from building revenue. With  
19 the authorization of the current revenue the Commission will have returned in excess of \$4,000.00 to the Town  
20 of Sandown. The original projected revenue for 2019 was \$3,402.00.

21

22 A discussion was begun regarding the upcoming budget presentations to the Board of Selectmen and Budget  
23 Committee. Mrs. Brown present a proposed FY 2020 budget for 4520.38 Building Operations which is showing  
24 a 0.07% increase over 2019. Most costs including utilities (heat; electric; telephone; security/fire alarm systems;  
25 mowing; rubbish removal; and internet are fixed or contracted rates. There are small increases to telephone;  
26 electric; internet and field maintenance. There are decreases to alarm monitoring and toilets (portable toilets)  
27 to help offset the increases. There is also a projected increase to the revenue line based on the revenue received  
28 in the current year. The Commission agreed to put forth this budget as is.

29

30 A discussion was begun on the proposed FY 2020 Summer Program budget 4520.37. Mrs. Brown presented the  
31 budget with a 1.60% increase which is reflective of an increase to payroll for the co-coordinator positions. Other  
32 lines remained flat, no increases. The Commission noted that the entire cost of payroll was returned to the town  
33 for 2019 regarding this budget. The Commission expects this would be the case moving forward to 2020 and  
34 therefore increased the revenue line to: \$12,693.00 which is the total sum of payroll for this proposed budget.  
35 In all previous years the payroll line, at the direction of the attorneys for the NH Municipal Association, was to  
36 be placed in the regular budget as the attorneys did not want payroll to come out of the Revolving Fund citing  
37 liability to the town should enough revenue not be raised to cover the cost of payroll.

38

39 Mrs. Brown gave an overview of past years. The program, from the fees paid by participants, was able to cover  
40 the cost of payroll for staff. In re-checking with NHMA she was again advised that it would like to see the payroll  
41 line in the regular town budget, again citing concern for payroll liability. She then contacted members of the  
42 New Hampshire Recreation and Parks Association of which she is a member and polled the membership as to  
43 how they were addressing payroll for their summer programs. It was about an even split with 50 percent  
44 budgeting for payroll within the town budget and 50 percent addressing most, if not all, of it's payroll through  
45 the their Revolving Account from the fees paid by program participants.

46

47 During default discussions in the spring with the BOS, the Commission noted that it would reduce the payroll  
48 line in the budget by some \$48,000 with payroll to be paid from fees paid into the Revolving Account for  
49 participants. It would continue to budget for the 2 coordinators, through the regular budget process however,  
50 it would also return revenue to the town, to cover the cost of the coordinator's positions. Going forward the

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52 DRAFT  
53 Page 2 of 2

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61 Commission agreed it would continue the same process for FY 2020. This budget will be submitted to the Board  
62 of Selectmen as is.

63  
64 An overview discussion on proposed FY 2020 budget 4520.36 Parks and Recreation was presented with a 3.21  
65 percent increase which would restore the New Equipment line of \$2,000; the replacement equipment line of  
66 \$1,000.00 and the BOS approved 2.5 percent payroll increase with no other increases and several decreases in  
67 other areas. A second proposal would see a 2.5 percent increase and would restore only replacement equipment  
68 at \$1,000.00 and the BOS approved 2.5 percent payroll increase with no additional increases and several  
69 decreases. And the 3<sup>rd</sup> proposal was with a 0.02 percent increase which included the BOS 2.5 percent payroll  
70 increase only and reductions to several lines including electric; toilets (portable toilets); repairs/handyman;  
71 lifeguard and recording secretary payroll lines due to the replacement of personnel who would be starting out  
72 at lower payrates. It was noted that these lines were removed in the 2018 and 2019 budgets and are again not  
73 being included in the 2020 budget. There are concerns the department is going to fall further behind on upkeep  
74 and replacement of equipment.

75  
76 To be as conservative as possible the Commission agreed it would present the budget version with only a 0.02  
77 percent increase. Mrs. Brown will prepare and submit the final budget sheets.  
78

79 Mrs. Brown described upcoming maintenance projects including repairs to the parking lot at Miller Field which  
80 sustained significant damage during a particularly damaging rainstorm. She is scheduled to meet with Highway  
81 Dept. Head Artie Genualdo to talk about damage repairs. Upcoming programs will include the 2<sup>nd</sup> Annual Holiday  
82 House Lighting Contest. The Commission authorized 3 prizes. 1<sup>st</sup> prize is to be a \$75 gift certificate to Amazon.  
83 2<sup>nd</sup> Prize will be a \$50 gift certificate to a local eatery. 3<sup>rd</sup> prize will be a \$25 gift certificate. Employees of the  
84 recreation department and members of the Commission are not permitted to participate for prizes. The 2<sup>nd</sup>  
85 Annual Children's Holiday Coloring Contest will also take place with 3 prizes of \$25 gift certificates each to  
86 Walmart for the 1<sup>st</sup> place winner in each of the 3 age categories. The Annual Senior Dinner will take place on  
87 December 11<sup>th</sup> (snow date Dec. 12<sup>th</sup>) at Zorvino's on Main Street. A Holiday Craft Day takes place on Saturday,  
88 Dec. 7<sup>th</sup> at the recreation building and plans are in the works for the annual New Year's Eve Family Event done  
89 in conjunction with Plaistow and Atkinson.

90  
91 The Commission will meet with the BOS on Monday evening November 18<sup>th</sup> to present budgets. It will meet  
92 with the Budget Committee on Dec. 4<sup>th</sup> to present budgets. Town Administrator Lynne Blaisdell joined the  
93 meeting and Mrs. Brown excused herself. The meeting was to continue in a non-public session to do the yearly  
94 employee review.

95  
96 The meeting was adjourned at approximately 9 PM (this time is subject to be changed upon the review of  
97 minutes at the next regular meeting of the Recreation Commission).

98  
99 Respectfully submitted,  
100  
101 Debra Brown  
102 Temporary Minutes Taker