

Barrington, NH Recreation Commission Meeting Minute
August 19, 2019

Present: Dennis Haug, Dale Sylvia, Steve Graves, Doug Langdon, Tara Baker, Jim Noble, Lisa Allis, Tracy Hardekopf

Absent: NONE

Call To Order: Lisa Allis CTO - 1800

Administrative Note: Meeting order adjusted to account for commission member's need to depart early. Fiscal Year 2020 Budget was moved to the front of the agenda.

Budget: FY2020 Budget discussed with commission members. Grey line items (staff salary and employee benefits/buyout) remained untouched as town administrator Connor will adjust these blocks.

WASTE MANAGEMENT – annual cost to increase 3% from \$400 in FY19 to \$412 in FY20. Report adjusted due to calculation error. Listed increase was \$410, actual increase was to \$412.

****MOTION:** Lisa made motion to adjust waste management cost to reflect correct 3% increase. Steve Graves second, commission voted unanimously to accept correction. Adjustment made to line item 01-4520-01-4431 Waste Management. The 2020 Proposed Budget line increased from \$410 to \$412 the correct amount.

VERMONT SYSTEMS – annual cost of Vermont Systems computer security firm increased by \$128.05 in FY20 budget. This brings the total cost to \$4,396.25 in 2020. The bill cannot be paid before January 1, 2020.

SEACOAST COMPUTERS – Line item 01-4520-01-4350 Recreation- Contracts- SEACOAST Computers decreased \$1000 to \$0 in FY20. Services are going to be included in the town's computer service contract.

Lisa requested that a line item be added to the budget sheet format to include a "Total Line"

Dale Sylvia suggest that the annual step increase should be automatically added to the salary prior to making COLA adjustments to employee pay.

****MOTION:** Dale introduced a motion to increase salary to step level before adding COLA. Lisa Allis second, commission voted to accept unanimously.

****2nd MOTION:** Lisa introduced a second motion to multiple salary by 1.75% (annual step increase) to account for step increase and include in the comments that this action is to allow for future COLA allowances. Jim Noble second, commission vote to accept unanimously.

****MOTION:** Lisa Allis proposed motion to accept budget with proposed changes. Steve Graves second, commission voted to accept budget unanimously.

Minutes of Previous Meetings: Minutes outstanding from previous meetings held in April, May, and July need approved.

****1st MOTION:** Lisa Allis motioned to accept July meeting minutes as written. Doug Langdon second, commission voted to accept unanimously.

****2nd MOTION:** Lisa Allis motioned to accept May meeting minutes with correction to the second to adjourn changing name from Steve to Dennis. Steve Graves second, commission voted to accept unanimously.

****3rd MOTION:** Lisa Allis motioned to accept April minutes as written. Steve Graves seconded, commission voted to accept unanimously.

Old Business:

Dennis Haug is the new Recreation Commission Secretary

Gary Berthelson.... Has accepted the Administrative Assistant position

The before and after staff is in place and ready for the upcoming school year.

Cameron Sutherland... was hired as the evening and weekend supervisor.

The commission reviewed the Programs Participation Report. Summer camp ended successfully August 2, 2019.

Jesse is attending a meeting with the Conservation Commission in September to discuss trail usage.

Financial Review:

Beginning budget for July was \$688,207

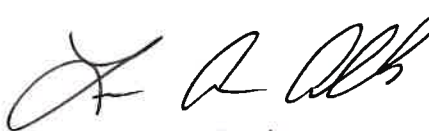
Ending budget for July was \$713,955

Bills paid in July totaled \$109,034

Earmarked expenditures were added back into the expense spreadsheet to account for the Recreation Department's future expenditures. The building blocks section of the expense sheet was also added back into the monthly expense report.

New Business:

Lisa Allis discussed the need to expand the Recreation Department's office space to accommodate the expansion of their staff. The commission proposed three possible solutions to further develop – Temporary rental space; Relocating the food pantry converting space into office space; Onsite storage container to free up current storage space for conversion to office space.

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