DEPT/BOARD: Recreation Commission Meeting

DATE: February 7, 2019

TIME: 8:00 a.m.

PLACE: Human Services Building Room 215

AGENDA

8:00 a.m. Call Recreation Commission Meeting to Order

New Business
Discuss and approve FY 20 department budget

Old Business

Executive Session

Adjourn

NEXT MEETING: February 11, 2019
Commissioners in Attendance: Chair Kristine Brown, Vice Chair Kevin Sullivan, David Norden, Thomas Murphy and Paul Raymond

Staff in Attendance: Parks & Recreation Director Brendan Egan, Program Coordinator Kelly Lehman

Chair Brown called the meeting to order at 8:02 am in the Human Services Building Room 215, 61 Center Street.

**New Business**

Discuss and approve FY20 department budget

Director of Parks & Recreation Egan presented the proposed FY20 department budget totaling $1,814,028. This is a 2.93% increase over last year’s funding. He indicated the major drivers for the increase is the BMEA contractual increases, increased part-time staffing and the increase to minimum wage.

Commissioner Brown asked that a copy of the current BMEA contract be shared with the full commission.

Director Egan went on to explain the increase in the part-time salary line. The increase is due to the need for increased staffing in the Therapeutic Recreation division due to increased enrollment and program offerings. The specific increases in this division include an increase to inclusion staff and the addition of a year-round T.R.I.B.E. program. Other increases to the part-time salary line are due to funding 3 intern positions (marketing, TR and programming) and an increase to the minimum wage.

Commissioner Raymond would be interested in seeing a breakdown of the money spent on TR programs and services as the division grows.

Commissioner Sullivan had concerns that the total increase to the part-time salaries was for the programming side of the department. He asked if the maintenance side was decreasing the amount of hours for their part-time staff. Director Egan explained that there is often turnover in the seasonal maintenance staff and those staff members have contractually mandated rates based on the employees years of service with the department. Commissioner Sullivan asked how many non-residents participated in our inclusion program. Program Coordinator Lehman indicated that there are not many non-residents, she believed that there was 1 non-resident included in the inclusion program at Simonds Park during the summer.
Commissioner Murphy asked if minimum wage will surpass the contracted salaries for the seasonal maintenance staff. Director Egan explained that the Town is entering into contract negotiations with BMEA in the coming weeks and he anticipates those salaries would be addressed as part of the contract.

Commissioner Brown inquired about the special account line for TR transportation and wondered why those costs weren’t absorbed by the program offerings. Program Coordinator Lehman explained that the costs that are listed, do not cover the full amount for transportation and some user fees are generated to cover the difference.

Commissioner Norden would like to look into the cost to purchase a 15 passenger van to eliminate some of the funding in the special account line.

Director Egan reviewed additional increases to the budget including occupancy and MELT. In the occupancy line, the heat was increased by 5% which was under the budget guidelines. The MELT line saw an increase of 21.81% due to increases in conference fees (the total increase for the line is $700).

Director Egan reviewed a number of other items that contributed to the FY20 budget. First, capital outlay. This line saw a 16.16% decrease due to a lower cost of requested equipment. The request this year is for a zero turn mower; all other equipment is in good working order. He reviewed the list of donations to the Department totaling $133,325 (which includes $90,000 donated from Lahey for the Fitness Court).

Commissioner Sullivan asked if Director Egan was comfortable level funding the overtime line for the maintenance staff. Director Egan indicated that he is comfortable with the funding; We had $15,000 for center of town work transferred from DPW last year. Commissioner Brown asked if the $35,000 for fall and spring clean-up was necessary. Director Egan explained that the allotment is for all 8 staff members for 5 weekends each season.

Commissioner Sullivan questioned the amount of money reserved for the playground fiber. Director Egan indicated that there was enough money reserved for this purpose.

Commissioner Sullivan moved to approve the FY20 budget as presented. The motion was seconded by Commissioner Norden.

VOTE: 5-0-0

Old Business
Rahanis Playground Tennis Committee

Commissioner Sullivan wanted to discuss the Rahanis Playground Tennis Committee and the use of the committee’s funds held in the revolving account. Director Egan reviewed the history of the committee, its fundraising throughout the years and the purpose of the fund raising. Commissioners discussed a few capital items in need of repair at Rahanis Playground. All agreed to take up this topic at a future meeting.

**Agenda Item: Rahanis Playground improvements**

At 9:03 am Commissioner Raymond left the meeting.

Commissioner Sullivan began discussing upcoming warrant articles, including the update to the lights/electrical at Simonds Park and the shade structure at Wildwood Park. All commissioners were in agreement to discuss all warrant articles at the next meeting on February 11.

**Executive Session**

Not Required.

**Adjournment**

Motion to adjourn was made by Commissioner Sullivan, and seconded by Commissioner Murphy.

**VOTE:** 4-0-0

Meeting adjourned at 9:07 AM.

**Next meeting is scheduled for February 11, 2019**

Respectfully submitted,
Kelly Lehman
Program Coordinator