

Parks and Recreation Budget Meeting

Date: 10/23/12

Meeting Begins: 8:03am

Attendees:

1. Bob Wentworth
2. Carol Aten
3. Mike Favreau
4. Greg Bisson
5. Don Woodward

Don Woodward quickly congratulated the team on the success of the Beer and Chili Festival.

Quick Overview:

Mike Favreau begins by explaining that they operate with a procreated budget and a revolving fund. A revolving fund is like a town-run checkbook – all of our programming money goes in there, all expenses come out of that fund (sports, chili fest, beer, etc... (Money in, money out)) Only exceptions are that they are paying for their own water bill, coffee bill, flyers, concert series, Halloween parade, eater egg hunt, capital projects.

He mentions that they bring in 400K, spend high 300K-400K.

Parks/Cemetery:

Carols asks about the breakdown of parks and cemetery (Budget 163K: Salary, benefits is 100K and 63 town pays for parks). Mike will email those details.

Volunteers adopt the various sites all over town. They mulch, maintain flower beds, etc... There are 12 volunteers. Carol mentions that these volunteer opportunities are not publicized; everyone takes for granted that there is a volunteer that maintains flower beds.

Mike mentions that he would like to have more landscape volunteers. He goes on to explain that they have 2 full-time park employees (mowing, weeds, mulching, lining fields, trash). Mike mentions that they tend to cut branches during winter. Don asks if the fire department can do it. If it is an in-depth project, they definitely need professionals. Outside the Library for example: the town split the cost with the library (Urban Tree did it). If it is something simple the town can take care of it.

Budget Discussion:

Bob asked about the revolving fund. “Does anyone look at and review the revolving fund?” “It is here in the budget?” Mike explained that they keep track of everything internally. All details go through finance, just like appropriated budget. There is a budget that was submitted to town.

Carol mentioned that last year the budget was brought to the meeting. "Is it possible to see it?" It is important to see full context (what is capital and what isn't). Greg went to get it from the office. Carol reminds everyone that in the past no one was looking at revenue, its is important that everything is vetted and looked at so proper analysis can be made.

Plow Truck:

Don asks about their need for a new truck. Mike explains that they want to replace their 2001 truck. The back gate constantly breaks. They want it to last until spring. Their 2006 truck is great. They want to avoid using that truck for major routes.

The new truck will be funded by the town.

Transportation Fund:

Don asks about taxi vouchers. The voucher sales are way up. People tend to stock up for the winter. They find that they are cashed all around the same time of year.

Appropriated Budget:

The overall budget is down, but this is due to the 13.6% decrease in the Parks portion.

- Cost of personnel and health insurance has gone up. Cost of living has gone up 2.3%
- Office Supplies and Postage – remain the same
- Everything else is in the revolving fund
- Dues: printing – expenses that used to be in this budget – they have moved to the revolving fund which generate revenues to cover that

Carol mentions that the town is staffing the admin piece, but P&R is self funding programmatically.

Parks is down

Mike goes on to explain that wages in full-time positions is down (24% decrease). He explains that they used to have a foreman and a laborer. Parks ended up hiring temporary seasonal personnel, which they have now become permanent. The loss of those two positions (Foreman, Laborer) has cut costs.

Don asks about hiring another temp for summer. Carol says maybe they can hire a college student for the summer: May – Aug (\$11/hr). Mike says they would like to hire 1 PT for summer.

Health Care:

Mike thinks that healthcare will go down, this year is better than years past.

Vehicles/Equipment:

Increase due to repairs. They already spent 80% of 2012 budget.

Recreation Park Maintenance:

Annual Repairs have increased Rec. Park Maintenance. For example, playground umbrellas need to be replaced each year.

Carols brings up the fact that although it is wonderful when a playground is donated, the town must keep in mind that these locations need constant maintenance and add to budget.

Docks:

Don asks about the docks and the cranes. They pay for cranes to come in for spring and Philips Brooks pays for the fall.

Mike tells the group that the Town docks are in pretty rough shape and need to be replaced. The PBA docks are in better condition. He asks building maintenance to fix, but it isn't supposed to be their job.

The docks are essentially for the moorings and harbor master (the State). Carol asks about the fees that the mooring users pay. Mike explains that that money goes to the state. Mike has tried to find a "dock company" to get estimates. Carol says maybe contact Phillips Exeter, they may have suggestions.

Carols explains that initially the docks and walkways were a resuscitation project of the water front area (Chamber initiative). It makes sense that this is an issue; no one really "owns" the responsibility.

Mike mentions that next year there will be a warrant article – Purchasing new docks will be a 30K expense.

General Expenses:

Mike discusses equipment supplies. They have spent 86% this year. He is requesting same amount for 2013. Everything in the budget is very specific, but this line is the leftovers (garbage bags, nails, etc...).

Contracted Services:

Mike says that this line item will be fully used this year. Carol asks why it has increased for 2013. Mike explains that the fertilization is all organic, no chemicals. They are not licensed to do it, so this service is contracted out. This service is 90% of the budget increase.

Mike mentions that they also want to move the pool fence back and add a fence around the memorial at the swimming pool. There was some vandalism and he would like to keep people back from it. These two projects will have to be contracted out.

Landscape Supplies:

Mike says they are requesting the same amt. They have spent 98% so far. This line item covers the special mulch (Fibar) that needs to be put down at all playgrounds. Fibar is tested and rated for cushion.

Chemical toilet rentals:

This line item was lowered. They found that they only use chemical toilets during spring (before toilets open) and fall (right after toilets are closed for winter).

Signage:

Increased. Mike explains that the P&R would like to replace their sign out front. The logo is 25 years old and is no longer used. It is time to change it. He explains that they usually use the entire sign budget, so they have to add for above project.

Uniforms:

Decreased: They now allow jeans and t-shirts

Equipment Purchase:

Increase – would like to install Bike racks throughout the town. Want to encourage biking in the town.

Fuel:

Level funded

Recreation Revolving Fund:**REVENUE:**

Right now 402K (Will be over 410K by end of year). The reason it is up this year is because of the good summer (swimming pool concession). They are working on sponsorships for the summer playground program, flag football, soccer, etc...

- **Concession Stand revenue:** They took in over 30K this year. The budget is planning for 28K next year. Of course it all depends on weather.
- **Swimming Pool:** They took in 48K this year and are planning for 45K next year. (Mike mentions that this could be a stretch). Carols says that it might be smart to revisit this projection.

Carol asks if Mike touched base with the finance department to make sure all their line items match. Mike says they input data weekly and sometimes they do not match with the finance dept.

Don asks: “does the finance department provide guidelines for determining eligibility for capital?” Mike replies that in order to purchase a capital item, he must go to the board and make a proposal for purchase to get approval.

Don also asks about a separate reserve for the revolving fund. Mike explains that there is a reserve. An example is one sport program goes over or under. Any leftover goes into a general reserve.

Projected large purchases in the coming years:

Tennis courts

Pool painting

Carol mentions that it is important to be clear and consistent. Town budget vs. P&R budget.

Cover for Pool:

Don asks about the cover for pool, changes, and improvements. Mike was skeptical since there are so many other pieces that would need to be fixed. For example the bath house isn't winterized, would need to heat the pool, etc...

Phillips Exeter wanted to raise money for the project. They got architects in there, spent 18K, and then pulled out. Since then, no one has discussed it. (It will be 350K to complete the project)

P&R would like to do it, but not sure they want to get into a long term project with the PE board (the board is always changing, it's difficult to work with an ever changing group).

Full Committee Meeting Plan:

Carol would like to see a more specific summary for the full committee meeting. Mike will be creating a Power Point for the budget.

Meeting Adjourns: 9:30am

Minutes by: Laura Jeffords