

# **Town of Sanbornton ~ Recreation Commission~ Meeting Minutes**

***November 10, 2020 ~ 7:00 p.m. ~ Old Town Hall***

**Members:** Joel Smith (Chair), Tracy Seavey (Secretary), Colleen Longo, Jacquelyn Riendeau, Barbara Whetstone and John Olmstead (Selectmen Representative)

**Present:** Joel Smith, Tracy Seavey, Dolly Elliott, Colleen Longo, John Olmstead, Amanda Pelissier (Coordinator), Barbara Whetstone

Meeting opened at 7:00pm.

## **Meeting Minutes:**

A motion was made by Whetstone and seconded by Smith to accept the meeting minutes for the September 1, 2020 Recreation Commission monthly meeting as written.

### **Vote: Affirmative-Unanimous**

A motion was made by Whetstone and seconded by Smith to accept the meeting minutes for the October 13, 2020 Recreation Commission monthly meeting as written.

### **Vote: Affirmative-Unanimous**

A motion was made by Whetstone and seconded by Smith to accept the meeting minutes for the November 2, 2020 Recreation Commission monthly meeting with corrections.

### **Vote: Affirmative-Unanimous**

## **Budget:**

The Commission reviewed and discussed the proposed budget

- Pelissier corrected the Assistant Director line as the previous number was incorrect
- IT services listed on budget are for Cyber Security coverage
- Telephone line was mentioned at a previous meeting as the amount used as a reference for budgeting had shown as too high. Pelissier spoke with the TA and found the high number was a “catch up” amount due to a previous month’s invoice not being charged. The budget number will only be slightly higher than previous years due to annual increases with the supplier.
- BOS meets with the Budget Committee on Dec 1<sup>st</sup>
- Review of Recreation Department budget with BOS on Nov 11<sup>th</sup>
- Budget is reviewed by the Commission, BOS, Budget Committee, then Town (respectively). If the Town budget doesn’t pass, we would use the previous budget, plus 10%.
- The budget is calculated based on trends of increases/decreases over the past few years, known upcoming repairs or replacements, and other information provided.

A motion was made by Seavey to accept the proposed budget as written. The motion was seconded by Whetstone. Olmstead abstained.

**Vote: Olmstead Abstained. Seavey Affirmative. Smith Affirmative. Longo Affirmative. Whetstone Affirmative. Motion passes.**

## **Financials / Non-Lapsing Fund:**

- Although the BOS is not asking the Recreation Commission to contribute 50% of the previous year’s budget as has been done in the past, the Commission would like to offer some type of contribution
- Pelissier presented several options for the Commission to pay at different percentages
- The Commission discussed the lack of income so far this fiscal year and keeping the Non-Lapsing Fund’s balance at an amount that would continue to secure enough money to cover the necessary fiscal year’s expenses

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## **Financials / Non-Lapsing Fund (continued from previous page):**

- If the Commission made a small contribution to the Town of Sanbornton in good faith for the December installment, the discussion could be revisited before the June installment would be due to assess the prosperity of the Commission and if more could be contributed at that time.

Whetstone made a motion to reimburse \$2,941.95 to the Town of Sanbornton as the December installment. Seavey seconded the motion. Olmstead abstained.

**Vote: Olmstead Abstained. Seavey Affirmative. Smith Affirmative. Longo Affirmative. Whetstone Affirmative. Motion passes.**

## **Coordinator Update:**

- **Before and After Care:** Pelissier had notified all parents and staff of the decision to temporarily suspend BSP/ASP after 11/20/2020 however, since then the school district has shifted to all-remote learning and thus suspending the programs as of 11/10/2020 until further notice.
- **CPR/First Aid Training:** Pelissier had scheduled a date but found that there was conflict of scheduling and location so she will work to reschedule.
- **Basketball:** Some registrations have been received but with rise in COVID cases in the area, the program may not occur this year. Pelissier has asked all registrants to hold off paying registration fees until more information is available.
- **Gunstock Program:** Meeting scheduled with a parent volunteer to help assist with program
- **Christmas Tree Lighting:** Attendees are invited to bring their own ornament to hang on the tree. Templates for writing to Santa will be available to take. A mailbox will be set up to collect letters for a few days after the event. Craft packages to take home will be distributed. Pelissier is hoping to keep the event under an hour and move participants through quickly (similar to Trunk-or-Treat) to keep with CDC safety guidelines. Music will be played but there will be no musicians playing live this year.
- **Kids Craft Workshop:** Schedule/location conflicts for the original proposed date, new date TBD.
- **Ice Rink:** Pelissier contacted the Tilton Parks Commission regarding their rink. They are hoping to put it back up this year but with the new police station being built at the same location, they are trying to finalize the details. This is a public skating rink, however and those that use it are responsible for shoveling it before each use. Whetstone mentioned that when the location for the Sanbornton Town Park was first determined, it was selected in part for the ability to flood an area for a rink. She would like this to stay in our long-term plans.

## **Other Business:**

- Whetstone requested the date or time of the Commission meetings each month be moved as she is also on another town commission. Since the Recreation Commission has held meetings on the second Tuesday of each month for so long, she will request the change with the other commission she is committed to as well.

**A motion** was made by Seavey and seconded by Smith to adjourn the meeting.

Meeting adjourned at 7:57pm.

**Next Meeting:** Tuesday, January 12, 2021 at 7:00 pm at the Old Town Hall.

Respectfully Submitted:

**Amanda Pelissier**

Amanda Pelissier, Coordinator

*These minutes are in draft form and are subject to review/change and approval of the Recreation Commission*