

Town of Weare

Parks and Recreation Commission

Meeting Minutes

October 17, 2023

**MEETING CALLED TO ORDER:** 6:36pm

**MEMBERS IN ATTENDANCE**: Vice Chair, David Lundeen; Pam Moul; Denise Purington; Director, Lisa Grolljahn, Salim Blume Ex-Officio.

**EXCUSED:**

**NOT PRESENT**:

**Pledge of Allegiance**

**AMENDMENTS TO AGENDA:** None

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES**: none

**Agenda Topics**

**Topic:** Salary budget for Chase Park

A discussion took place regarding the 2023 salary budget and the current overages and how to manage to 2024 season while keeping the salary budget within the default budget. The Commission members looked at park hours, number of employees needed to cover park operating hours and the coverage and cost of a lifeguard. Park hours will be set as follows:

Weekends only from May to mid-June with park hours being 10am-7pm (boat ramp closed at 6:30pm)

Mid-June to Labor Day open seven days a week from 10am-8pm (boat ramp closed at 7:30pm)

September until closing in October, weekends only, 10am-4pm (boat ramp closed at 3:30)

Daily staffing will include one supervisor or assistant supervisor, one lifeguard if available, one general staff member. Staff hours will be managed to approximately two thousand eight hundred and ninety hours (2,890) for the season with park hours being open to approximately eight hundred and eighty-one (881) hours for the season. The average hourly salary will be monitored to try and keep it at an average of $14.18.

**Action Items**: Ms. Purington made a motion to accept the default salary budget of thirty-seven thousand eight hundred and twenty-one dollars ($37,821). The motion was seconded by Ms. Grolljahn, all were in favor and the motion passed.

**Topic:** Telephone Increases

A discussion took place regarding the changes Granite State Telephone made to services at Chase Park when the internet was installed this spring. Charges went from fifty six dollars per month ($56) to one hundred and forty-six dollars ($146) per month. Ms. Grolljahn contacted Granite State Telephone but they would not discuss issue with her as she is not on the account. As a result of the increase the default budget will not cover monthly obligations as this line item will need to increase to one thousand seven hundred and fifty-three dollars ($1,753) to cover annual cost unless Ms. Rouse is able to get these charges reduced.

**Action Items:** Ms. Purington will speak with Ms. Rouse and request she contact Granite State Telephone to determine why the significant increase and options for decreasing service cost.

Ms. Purington made a motion with respect to the telephone line item to set the 2024 budget at one thousand seven hundred and fifty dollars ($1,750) or the lesser of the cost of monthly services if the Town Finance Administrator is able to have the cost lowered after speaking with the telephone provider. Ms. Grolljahn seconded the motion and all were in favor and the motion passed.

**Topic**: Remaining Budget line items

The remaining budget line items were discussed and will remain the same except for Recreation Activities 631. This line will be reduced from five thousand dollars ($5,000) to two thousand dollars ($2,000). Two thousand (2,000) of the reduced amount will be moved to Park Repairs 596 and the remaining one thousand (1,000) will be used to offset the increase in telephone fees.

**Action Items**: Ms. Purington made a motion to reduce 631 Recreation Activities to two thousand dollars ($2,000), increase 596 Park Repairs from three thousand dollars ($3,000) to five thousand dollars ($5,000) and the remaining one thousand dollars ($1,000) will be used to offset the increase in phone fees. Ms. Grolljahn seconded the motion, all were in favor and the motion passed.

**Topic:** 2023 Budget

Ms. Purington reported that the Town Financial Administrator moved the cost of the fence and gate repairs to the revolving fund allowing those dollars to remain in the budget to assist with covering expenses through the year end. The intent of the revolving fund was to cover these types of repairs. As of tonight’s meeting, six thousand three hundred and fifty dollars and fifteen cents ($6,350.15) remains in the budget.

**Action Items**: none

**Topic:** Senior Holiday Meal

The Commission discussed the plans for hosting a holiday meal for seniors in conjunction with the Weare Middle School. This will replace the holiday senior baskets which did not reach many seniors in town. The meal will be held on December 6, 2023 from 4-5:30 in the Middle School Cafeteria. They will be able to accommodate between 30-50 seniors from the town which will require us to have seniors sign up on a first come basis. The Parks and Recreation Commission will cover the cost of food and supplies from the Sr. Citiizen Activity line 687 and the School will assist with preparing and serving the meal along with entertainment from the music program. Input from the Weare-ites and Hands and Hands was solicited prior to contacting the school.

**Action Items**: Ms. Purington will be the contact person working with the school and will work with local organizations to get the word out.

**Topic:** Repairs not addressed in the 2023 fiscal year

1. Barck mulch at Bolton Playground estimated at $1,600 -2,000.
2. Slide repair at Bolton Playground estimated at $1,450 plus $400 in shipping costs.
3. Sandbox repair at Bolton Playground estimated at $2,400 for sandbox timbers and $3,400 for sand and installation.
4. Well pump repair at Ineson field estimated at $8,000.

**Action Items:** These items will be addressed in the spring from the 2024 operating budget and from funds remaining in the revolving account.

Next Meeting: November 14, 2023 at 7:00 PM

MEETING ADJOURNED: A motion was made by Ms. Purington to adjourn the meeting, it was seconded by Ms. Grolljahn, all were in favor. Motion passed and meeting was adjourned at 8:28pm.

Minutes Recorded by Denise Purington