Montpelier Recreation Department
Advisory Board Meeting Minutes
September 15, 2015

DRAFT MINUTES

Attendees: Karlynn Koenemann, James Surwilo, Andrea Talentino
Absent Board Members: Sue Aldrich, Tom Goloka (City Council)
Attending Recreational Department Staff: Arne McMullen, Kaitlin Nelson
Attending Assistant City Manager: Jesse Baker

Call to order 5:40 p.m.

I. **Approval of August 2015 Minutes**
   a. Motioned: Andrea
   b. Seconded: Karlynn
   c. Approval: Unanimous

II. **Financial Statements**
   a. How long does it take for the state funding for day camp to come in?
      i. All of it is in now.
      ii. This was a very good year. Revenues are about $6,000 above last year.
      iii. Higher enrollment numbers.
   b. However, new regulations in the day care license may cause us to have to drop kindergarten-aged children. This may change revenue for next year.
   c. All-in-all revenue looks pretty good this month.
   d. There was a minor miscommunication that caused a bill to appear in an incorrect budget line. This caused one line to look over spent and another line to look underspent; this has been caught and will be corrected shortly.
   e. This year's salaries expenses appear to be down compared to the previous years. This is due to a shortage maintenance staff this year.
   f. In short, FY'15's revenue came out as follows (these numbers are a guideline and not yet finalized):
      i. $873,929—approx. in revenue.
      ii. $836,000—approx. in expenses.
      iii. $ 37,000—approx. added to this year's fund balance.

III. **Old Business**
   a. Grant
      i. Unfortunately, the grant proposal was rejected.
      ii. Can we request criteria on how to improve for reapplying in the future?
   b. Mountaineers Contract costs
      i. Why are the percentages not consistent?
      ii. The percentages are based on their uses vs. our uses.
      iii. In the letter add the information about how these numbers and percentages were determined.
      iv. Explain that this letter is not a bill, just a reference as they begin to do their budgets for next year. However, next year it is planned that it will be implemented.

v. This is not a fixed bill, it will change based on the cost rate from year to year.
vi. This needs to be added to the contract, signed and approved (by the superintendent) before the rec department is officially under the city (July 1, 2016).
vii. Contract clause should be drafted for review by the board before the next meeting.

c. Board Member Advertising
   i. Put out more ads on social media. (Facebook, Front Porch Forum, etc.)
   ii. Connect with the retirement community.
   iii. Post fliers at the senior center.
   iv. Advertise in the local newspaper.
   v. Work with Norwich University's Center for Civic Engagement.

IV. **New Business**

a. Updates and Discussion of Transition
   i. The City has drafted an outline that has monthly steps, as we get closer to a full merger in 2016.
   ii. This merger is being put forward because there is a strong overlap in expertise and programs that it will provide an opportunity to combine resources and services. This may also open some more funding opportunities as well.
   iii. Will there still be the presence of an advisory board after the merger?
      1. Yes, the role of advisory board to staff will not change.
      2. However, this may provide the opportunity for there to be a change in structure, or not, but it is certainly a matter that can be up for discussion.
      3. The city recognizes the value of an advisory board to the Recreation Department and wants that to continue.
   iv. Eventually, there is a strong hope that the Recreation Department and other Departments will be combined into a Community Service Department.
   v. The cemetery is a unique, government entity.
      1. In order to incorporate it into this plan it would require a charter to go through the legislature.
   vi. In short, this merger is the first step to an unknown outcome.
      1. The goals are effectiveness and efficiency in our commitments
         a. No benchmarks.
      2. Sharing resources for grant opportunities, funding, and expertise.
   vii. The City's staff plans to meet with the Recreation Department's staff tomorrow to start the conversation about how the changing of employers would affect them.
      1. Strong belief that the benefits offered by the city are very generous.
      2. Want to make sure the employees are comfortable with these changes.

b. Outline of Budget Process and Goals
   i. In the next couple of weeks the FY'17 budgeting process will begin.
   ii. Asking that a priority/focus list for the department be constructed.
      1. i.e. new building/upgrade building?
   iii. There is a strong feeling that this year (through the professional assistance of the city) there will be more back-and-forth and expertise in goal-based budgeting than in previous budget cycles.

c. Bid Proposal for Pavilion Walk-way

        i. We only received one bid, $16,900.
        ii. Eventually, that bid was worked down to $13,950, but this is still $2,000 over budget.
            1. Without the paving portion, it would then cost $11,000.
        iii. Department of Public Works offered to help with polishing the bidding process on our end.
            1. To smaller contractors.
            2. Advertising early (February/March).
        iv. **Vote:** Rebid this project in conjunction with the DPW in the spring?
            1. Unanimous approval (3-0-0)
    d. Director's Report
        i. Recreation Baseball Field was regraded at a 1% pitch, rototilled, graded with a dozer, and then graded with a laser grader.
            1. A big rainstorm came through the next day, and fortunately there were no big puddles in the middle of the field.
            2. However, there is a thought about possibly putting in a drain to be on the safe side, this is not a high priority.
    e. Other Business
        i. Upcoming Budget Meeting
            1. Advisory Board meeting proposals for October 5, 19, and 26 (if needed) to go through line items in the budget.
                a. Oct 5 start time 5:30pm
            2. City Council Community Forum will be holding a meeting on 9/24 and 10/ 13
                a. 9/24 at Capitol Plaza 6:30pm
                b. 10/13 at the Montpelier High School 6:30pm
                c. These meetings will impact the Recreation Department as well.
        ii. Ski and Skate Sale
            1. October 24th
            2. Volunteers are still needed.
                a. They are few and far between.
            3. Setup is October 22 and 23.
            4. On the 24th need to empty and breakdown
            5. School will be in session.

V. **Move to adjourn 7:00pm**
    a. Motioned: Andrea
    b. Seconded: Buz
    c. Unanimous approval