

FY 2017 BUDGET DETAIL						
DEPARTMENT:		Recreation				
ACCOUNT NAME:		Personnel Services, Salaries				
ACCOUNT NUMBER:		001-01400-00100-4520				
Description	Grade/Step	\$ Per Unit	Hrs/Wk/Yr or Salary	Extension	FY 2017 Request	FY 2017 Administrator Recommended
Recreation Director		\$34.00	\$2,720.00	\$70,720.00	\$70,720	\$70,720
Assistant Recreation Director		\$19.96	\$1,596.80	\$41,516.80	\$41,517	\$41,517
Program Coordinator	100 %/ 0%RRF	\$18.06	\$1,444.80	\$37,564.80	\$37,565	\$37,565
Office Clerk	40 Hours	\$16.62	\$664.80	\$17,284.80	\$17,285	\$17,285
Longevity	48	\$20.00	\$960.00	\$960.00	\$960	\$960
Totals					\$168,046	\$168,047
ACCOUNT NAME:		Overtime				
ACCOUNT NUMBER:		001-01400-00110-4520				
Description	Quantity	\$ Per Unit	Hrs/Wk/Yr or Salary	Extension	FY 2017 Request	FY 2017 Administrator Recommended
Assistant Director	140	\$30.00		\$4,200.00	\$4,200	\$4,200
Totals					\$4,200	\$4,200
ACCOUNT NAME:		Part Time				
ACCOUNT NUMBER:		001-01400-00120-4520				
Description	Quantity	\$ Per Unit	Hrs/Wk/Yr or Salary	Extension	FY 2017 Request	FY 2017 Administrator Recommended
Waterfront - Positions						
Waterfront Director	12	\$12.25	35		\$5,145	\$5,145
Lifeguard	10	\$10.25	35		\$3,588	\$3,588
Lifeguard	10	\$10.00	30		\$3,000	\$3,000
Lifeguard	10	\$10.00	30		\$3,000	\$3,000
Lifeguard	10	\$10.00	30		\$3,000	\$3,000
Lifeguard w/WSI	10	\$11.75	20		\$2,350	\$2,350
Lifeguard w/WSI	10	\$10.75	25		\$2,688	\$2,688
Lifeguard	10	\$10.00	30		\$3,000	\$3,000
Lifeguard	9	\$10.00	25		\$2,500	\$2,500
Lifeguard	9	\$9.75	25		\$2,194	\$2,194
Lump Sum Adjustment						-\$4,465
Totals					\$30,464	\$26,000
ACCOUNT NAME:		Withholding & Insurances				
ACCOUNT NUMBER:		001-01400-00210-4520				
Description	Quantity	\$ Per Unit		Extension	FY 2017 Request	FY 2017 Adminstrator Recommended
Fica				\$12,142.00	\$12,142	\$12,291
Medicare				\$2,840.00	\$2,840	\$2,875
Health Insurance				\$61,387.00	\$61,387	\$65,922
Dental Insurance				\$3,882.00	\$3,882	\$3,158
Life, AD & D				\$296.00	\$296	\$312
Year R LTD				\$681.00	\$681	\$693
Worker's Compensation				\$3,100.00	\$3,100	\$3,214
NH State Retirement				\$16,546.00	\$16,546	\$16,998
Totals					\$100,874	\$105,463

ACCOUNT NAME:		Professional & Technical Services			
ACCOUNT NUMBER:		001-01400-00300-4520			
Description	Quantity	\$ Per Unit	Extension	FY 2017 Request	FY 2017 Administrator Recommended
Telephone/Computer					
476-8868	12	\$114.00		\$1,368	\$1,368
253-9592 (LI Beach)	3	\$50.00		\$150	\$150
BCN	12	\$10.00		\$120	\$120
Replace Computer					\$0
Computer Repair	misc	\$300.00		\$300	\$300
Computer Support	12	\$143.25		\$1,719	\$1,719
Toilet Leasing					
Playground 1 toilet 7 months	1/7	\$75.00		\$525	\$525
Playground 1 handicap 7 months	1/7	\$125.00		\$875	\$875
Playground 1 toilet 3 months	1/7	\$75.00		\$225	\$225
Long Island 1 toilet 6 months	1/6	\$75.00		\$450	\$450
Long Island 2 add. 5 months	2/5	\$75.00		\$375	\$375
States Landing 1 toilet 6 months	1/6	\$75.00		\$450	\$450
Lee's Mill 1 toilet 6 months	1/6	\$75.00		\$450	\$450
Long Island 1 handicap 3 months	1/3	\$125.00		\$375	\$375
Ice Rink 1 toilet 3 months	1/3	\$75.00		\$375	\$375
Lee's Mills Steamboat 2 = extra cl.				\$150	\$150
Extra cleanings	misc			\$200	\$200
					\$0
Totals				\$8,107	\$8,107
ACCOUNT NAME:		Property Services			
ACCOUNT NUMBER:		001-01400-00400-4520			
Description	Quantity	\$ Per Unit	Extension	FY 2017 Request	FY 2017 Administrator Recommended
Beach/Waterfront					
Raft Repair	misc	\$115.00		\$115	\$115
Keys/Padlocks/Chains	misc	\$45.00		\$45	\$45
Cement Blocks/Rope - lines	misc	\$100.00		\$100	\$100
Replacement Lines and buoys	misc	\$180.00		\$180	\$180
Lifeguard Safety Equipment					
Whistles and Lanyards	2 sets of 6 @ 45.00	\$45.00		\$90	\$90
Guard Training Materials	misc	\$50.00		\$50	\$50
Guard Training and Incentives	misc	\$110.00		\$110	\$110
Extra Sunglasses	2	\$15.00		\$30	\$30
Rescue Tube Replacement	2	\$52.00		\$104	\$104
AED batteries and updates	misc	\$100.00		\$100	\$100
				\$924	\$924

ACCOUNT NAME:		Other Services			
ACCOUNT NUMBER:		001-01400-00500-4520			
Description	Quantity	\$ Per Unit	Extension	FY 2017 Request	FY 2017 Administrator Recommended
Dues and Subscriptions					
NRPA	1 agcy membership	\$425.00		\$425	\$425
NEPA	1 individual	\$25.00		\$25	\$25
CCRD Dues	1 dept. membership	\$275.00		\$275	\$275
NHRPA	organiz. Membershi	\$265.00		\$265	\$265
BJ's	2 staff	\$80.00		\$80	\$80
Uniforms					
Staff Apparel Year Round	4	\$50.00		\$200	\$200
Lifeguard Apparel	misc	\$1,000.00		\$1,000	\$1,000
Advertising					
Salmon Press	2	\$25.00		\$50	\$50
Laconia Daily Sun	2 wks	\$150.00		\$300	\$300
Other Services					
Docks, install, remove, repair, store	2x/yr. misc	\$1,200.00		\$1,200	\$1,200
Time Warner Cable	12	\$60.00		\$720	\$720
Tri State Fire - Inspection	1	\$15.00		\$15	\$15
Post Master	1	\$50.00		\$50	\$50
NH DES water tests	4	\$60.00		\$240.00	\$240
Misc.	misc.	\$250.00		\$250	\$250
Totals				\$5,095	\$5,095
ACCOUNT NAME:		Other Services			
ACCOUNT NUMBER:		001-01400-00500-4589			
Description	Quantity	\$ Per Unit	Extension	FY 2017 Request	FY 2017 Administrator Recommended
Red Hill Outing Club	1	\$500.00		\$500	\$500
Zamboni Repairs	1	\$2,000			\$2,000
Totals				\$500	\$2,500
ACCOUNT NAME:		Supplies			
ACCOUNT NUMBER:		001-01400-00600-4520			
Description	Quantity	\$ Per Unit	Extension	FY 2017 Request	FY 2017 Administrator Recommended
Printing/Office Supplies					
Office Supplies	misc	misc		\$475	\$475
Paper (white)	6 boxes	\$59.00		\$354	\$354
Paper (color)	50 reams	\$15.00		\$750	\$750
Lease - copier	12	\$97.73		\$195	\$195
Printing - brochures	1	\$1,750.00		\$1,750	\$1,750
Programs					
Water Carnival	misc	\$100.00		\$100	\$100
Winter Carnival/Activities	misc	\$100.00		\$100	\$100
States Landing Clean-up Green up	misc	\$400.00		\$400	\$400
Field Day	misc	\$50.00		\$50	\$50
Year Round Programs					
CATCH		\$0.00		\$0	\$0
CC Special Events	4	\$40.00		\$160	\$160
Senior and Adult Programs					
misc. supplies	misc	\$75.00		\$75	\$75
Fuel					
Dennis K. Burke	misc	\$300.00		\$500	\$500
Lifeguard Supplies					
Batteries	misc	\$35.00		\$35	\$35
Water and Ice	misc	\$200.00		\$200	\$200
First Aid	misc	\$165.00		165	\$165

Patriotic Purposes						\$0
Floral Creations Mem. Day	misc	\$445.00			\$445	\$445
Sound System - Mem. Day	1	\$250.00			\$250	\$250
Fireworks Center Harbor July 4th	1	\$8,750.00			\$8,750	\$8,750
Lion's Club Barbecue July 4th	1	\$1,000.00			\$1,000	\$1,000
Trophies etc. July 4th	misc	\$200.00			\$200	\$200
Band Concerts						\$0
Entertainers	misc/varies	\$1,800.00			\$1,800	\$1,800
Ice Cream Social (Concert)	1	\$150.00			\$150	\$150
Holiday Lighting	misc	\$2,400.00			\$2,400	\$1,000
				Totals	\$20,304	\$18,904
ACCOUNT NAME:		Other Charges & Expenses				
ACCOUNT NUMBER:		001-01400-00800-4520				
Description	Quantity	\$ Per Unit	Extension	FY 2017 Request	FY 2017 Administrator Recommended	
Expenses						
Meetings Hosted	3	\$10.00		\$30	\$30	
Meetings Attended	6	\$20.00		\$120	\$120	
Special Events/Winter Days	14	\$20.00		\$280	\$280	
Cell Phone Reimbursement - 3 staff	misc.	\$1,000.00		\$1,000	\$1,000	
Mileage						
Year round staff	misc	\$1,000.00		\$1,000	\$1,000	
Training						
NNEPRC	3 attendees	\$850.00		\$850	\$850	
National Conference - La	1	\$1,500.00		\$1,500	\$1,500	
NHRPA Conference/Annual Mtg	2	\$70.00		\$140	\$140	
Lifeguard Training	misc	\$700.00		\$700	\$700	
Lifeguard Background checks	10	\$50.00		\$500	\$500	
				Totals	\$6,120	\$6,120
					\$344,635	\$345,360

FY 2017 BUDGET DETAIL						
FUND:	002					
DEPARTMENT:	RECREATION REVOLVING FUND					
	FY 2017 Bdgt Estimate	FY 2016 Bdgt Approved	FY16 YTD as of 12/31	FY 2015 Bdgt Actual	FY 2015 Bdgt Approved	FY 14 Bdgt Actual
Revenue	\$96,590.00	\$80,005.00	\$ 80,205.66	\$103,045.00	\$103,045.00	\$88,030.00
Expense	\$109,841.50	\$168,415.00	\$ 155,601.52	\$122,917.50	\$122,917.50	\$113,979.00
Surplus/(Deficit)	-\$13,251.50	-\$88,410.00	-\$75,395.86	-\$19,872.50	-\$19,872.50	-\$25,949.00
FY 2017 BUDGET DETAIL						
DEPARTMENT:	Recreation					
ACCOUNT NAME:	Personnel Services, Salaries					
ACCOUNT NUMBER:	001-01400-00100-4520					
Description	Grade/Step	\$ Per Unit	Hrs/Wk/Yr or Salary	Extension	FY 2017 Request	FY 2017 Administrator Recommended
			\$0.00	\$0.00		
				Totals	\$0	\$0
DEPARTMENT:	Recreation - Revolving					
ACCOUNT NAME:	Part Time					
ACCOUNT NUMBER:	002-01400-00120-4520					
Description	Quantity # of Weeks	\$ Per Unit	Hrs/Wk/Yr or Salary	Extension	FY 2017 Request	FY 2017 Administrator Recommended
Waterfront - Swim Lessons						
Lifeguard w/ WSI	6	\$10.75	7		\$451	\$451
Lifeguard w/ WSI	6	\$11.75	7		\$494	\$494
HC Counselors						
HC Supervisor	10	\$12.25	22		\$2,695	\$2,695
Counselor	8	\$9.75	20		\$1,560	\$1,560
Counselor	8	\$9.75	20		\$1,560	\$1,560
Counselor	8	\$9.50	20		\$1,560	\$1,560
Counselor	8	\$9.25	20		\$1,480	\$1,480
Counselor	8	\$9.25	20		\$1,480	\$1,480
Counselor	8	\$9.25	20		\$1,480	\$1,480
Counselor	8	\$9.25	20		\$1,480	\$1,480
RC Counselors						
RC Supervisor	10	\$12.50	25		\$3,125	\$3,125
Counselor	8	\$10.00	23		\$1,840	\$1,840
Counselor	8	\$9.75	23		\$1,794	\$1,794
Counselor	8	\$9.50	23		\$1,748	\$1,748
Counselor	8	\$9.50	23		\$1,748	\$1,748
Counselor	8	\$9.50	23		\$1,748	\$1,748
Counselor	8	\$9.25	23		\$1,702	\$1,702
Counselor	8	\$9.25	23		\$1,702	\$1,702

Teem Adventire Counselors

TA Supervisor	10	\$12.25	20	\$2,450	\$2,450
TA Counselor	8	\$9.75	17	\$1,326	\$1,326
TA Counselor	8	\$9.25	17	\$1,258	\$1,258

Year Round**Part-Time Staff**

Part-Time Staff	27	\$9.50	8	\$2,052	\$2,052
Part-Time Staff	10	\$9.25	6	\$555	\$555

Balance Adjustment - \$4,000

Totals \$37,288 \$33,288

ACCOUNT NAME: Withholding & Insurances

ACCOUNT NUMBER: 001-01400-00210-4520

Description	Quantity	\$ Per Unit	Extension	FY 2017	
				Request	Adminstrator Recommended
Fica			\$2,352.00	\$2,352	\$2,064
Medicare			\$550.00	\$550	\$483
Health Insurance			\$0.00	\$0	\$0
Dental Insurance			\$0.00	\$0	\$0
Life, AD & D			\$0.00	\$0	\$0
LTD			\$0.00	\$0	\$0
Worker's Compensation			\$550.00	\$550	\$3,160
NH State Retirement			\$0.00	\$0	\$0
Totals				\$3,452	\$5,707

ACCOUNT NAME: Professional & Technical Services

ACCOUNT NUMBER: 002-01400-00300-4520

Description	Quantity	\$ Per Unit	Extension	FY 2017	
				Request	Adminstrator Recommended
Telephone					
One Call Tell All	misc	\$2,700.00		\$2,700	\$2,700
Software update/renewal	1	\$800.00		\$800	\$800
On Line Registration Capability	1	\$1,300.00		\$1,300	\$1,300
Online Reg. Yearly Maintenance	1	\$750.00		\$750	\$750
Credit Card Transaction Fees	unk	?			\$0
				Bal. Adj.	-\$2,000

Transportation

These are based on last year's trips and projected for this year - they are subject to change

Bus costs estimated based on former trips and bus company verbal estimation

Seniors

Varied locations	7	\$1,300.00		\$9,100	\$9,100
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Teen/Family Trips

SNHU Arena	1	\$900.00		\$900	\$900
Smitty's Ciniema - Tilton NH	1	\$250.00		\$250	\$250

Happy Campers

Varied locations	7	\$300.00		\$2,100	\$2,100
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RECKing Crew

varied locations	7	\$400.00		\$2,800	\$2,800
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Teen Adventure

van rental for summer	20	\$175.00		\$3,500	\$3,500
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Facilities					
MCS/MA 2 toilets 3 months	2	\$75.00	8	\$1,200	\$1,200
				Balance Adj.	-\$5,000
				Totals	\$25,400
					\$18,400
ACCOUNT NAME: Property Services					
ACCOUNT NUMBER: 002-01400-00400-4520					
Equipment					FY 2017
Description	Quantity	\$ Per Unit	Extension	FY 2017 Request	Administrator Recommended
Youth Sports					
Soccer	12	\$19.00		\$228	\$228
Basketball Trainers	3	\$16.00		\$48	\$48
Basketball Trainers	3	\$17.00		\$51	\$51
Basketball - Game Balls	2	\$33.00		\$66	\$66
Basketball - Practice Balls	2 sets	\$65.00		\$130	\$130
Softballs	2 doz	\$65.00		\$130	\$130
Incrediballs (softball)	1 doz	\$68.00		\$68	\$68
Incrediballs (baseballs)	1 doz	\$60.00		\$60	\$60
Bats	2	\$25.00		\$50	\$50
Batting Tees	2	\$30.00		\$60	\$60
Safety Equipment	130	\$0.75		\$98	\$98
Scorebooks	12	\$7.00		\$84	\$84
Whistles	12	\$6.25		\$75	\$75
Lanyards	2 sets	\$5.95		\$12	\$12
Swimming/Tennis					
Tennis Balls	2 cases	\$25.00		\$50	\$50
Squeegie	1	\$125.00		\$125	\$125
Adult Sports					
Replacement pickle ball nets	2	\$170.00		\$340	\$340
Pickle Ball balls	10 doz	\$28.00		\$280	\$280
Adult softball scorebooks	10	\$8.00		\$80	\$80
Adult softballs	12 doz	\$60.00		\$720	\$720
Adult Softball - extended plates	3	\$7.50		\$23	\$23
			Totals	\$2,777	\$2,777

ACCOUNT NAME:		Other Services			
ACCOUNT NUMBER:		002-01400-00500-4520			
					FY 2017
Description	Quantity	\$ Per Unit	Extension	FY 2017 Request	Administrator Recommended
Uniforms					
Tennis Tourney	32	\$6.50		\$208	\$208
Happy Campers	125	\$7.75		\$969	\$969
Recking Crew	125	\$7.75		\$969	\$969
Teen Adventure	55	\$7.75		\$426	\$426
Soccer shirts	130	\$7.75		\$1,001	\$1,001
Soccer Travel Team Shirts	6	\$14.50		\$87	\$87
Goalie Shirts	3	\$17.50		\$53	\$53
Soccer socks	130	\$5.00		\$650	\$650
Volleyball shirts	20	\$7.75		\$155	\$155
Basketball Shirts	135	\$7.75		\$1,046	\$1,046
Bball Travel Team shirts	6	\$15.00		\$90	\$90
Coaches shirts	50	\$7.75		\$388	\$388
Officials shirts (replace)	5	\$8.00		\$40	\$40
T-ball/Grade 1-3 softball - full uni's	40	\$34.00		\$1,360	\$1,360
Grade 4-6 full uni's	12	\$33.00		\$396	\$396
Seasonal Staff Shirts (Counselors/Tennis)	28	\$14.00		\$392	\$392
Granite State Track & Field	12	\$7.75		\$93	\$93
				Bal Adj.	-\$1,000
			Totals	\$8,322	\$7,322
ACCOUNT NAME:		Programs			
ACCOUNT NUMBER:		002-01400-00600-4520			
					FY 2017
Description	Quantity	\$ Per Unit	Extension	FY 2017 Request	Administrator Recommended
Summer Program Supplies					
Arts and Crafts	misc	\$600.00		\$600	\$600
Camp/Event Supplies and Games	misc	\$2,000.00		\$2,000	\$2,000
Creative Writer's Workshop (children)	10	\$15.00		\$150	\$150
Ice cream social	misc	\$45.00		\$45	\$45
Special Events					
Tennis Tourney					
Prizes	misc.	\$500.00		\$500	\$500
Lunches	misc	\$110.00		\$110	\$110
Basketball Hoopla					
Prizes	misc	\$100.00		\$100	\$100
Mother - Son Event					
Barbecue	misc	\$135.00		\$135	\$135
Supplies	misc	\$100.00		\$100	\$100
Father Daughter Dance					
DJ	1	\$200.00		\$200	\$200
Dinner	75	\$11.00		\$825	\$825
Decorations/pictures	misc	\$175.00		\$175	\$175
Halloween Party					
Trophy & Ribbons	misc	\$100.00		\$100	\$100
Prizes	misc	\$200.00		\$200	\$200
Candy & Refreshments	misc	\$200.00		\$200	\$200
Pizza	16	\$10.00		\$160	\$160

Trick or Treat Bags	500	\$0.59	\$295	\$295
Supplies	misc	\$100.00	\$100	\$100
Vacation Activities				
Misc.	2	\$25.00	\$25	\$25
Instruction				
Skating	6	\$45.00	\$270	\$270
Writing Workshops	2	\$125.00	\$250	\$250
Tennis	2 sessions	\$500.00	\$1,000	\$1,000
Safe Sitter Materials	36	\$17.50	\$630	\$630
Swimming/Beaches				
American Red Cross Authorized Provider	1	\$350.00	\$350	\$350
American Red Cross Swim Cards	66	\$3.00	\$198	\$198
Senior and Adult Programs				
Yoga & Fitness Instruction	misc	\$1,500.00	\$1,500	\$1,500
Fitness (Strength & Toning)	misc	\$800.00	\$800	\$800
Entry Fees - trips	7	\$1,000.00	\$7,000	\$7,000
Voice Class	1	\$90.00	\$90	\$90
Winter Activity	1	\$250.00	\$250	\$250
Writing Program (Adults)	misc	\$100.00	\$100	\$100
materials	10	\$10.00	\$100	\$100
Families/Teens				
Field Trip Entry Fees	40	\$40.00	\$1,600	\$1,600
Teen First Night				
Rental	1	\$600.00	\$600	\$600
Pizza & Refreshments	misc	\$215.00	\$215	\$215
Summer Camp Entry Fees				
Entry Fees - Teens Summer	misc	\$4,000.00	\$4,000	\$4,000
Entry Fees - HC Summer	misc	\$3,000.00	\$3,000	\$3,000
Entry Fees - RC Summer	misc	\$3,500.00	\$3,500	\$3,500
Drama Program				
Children's Stage Adventures	1	\$2,700.00	\$2,700	\$2,700
Reimbursements				
Program Reimbursements	misc	\$550.00	\$550	\$550
Trophies/Awards				
Traveling Plaques	2	\$5.00	\$10	\$10
Basketball	misc	\$250.00	\$250	\$250
Adult Softball	1	\$5.00	\$5	\$5
Sportsmanship/Brown Award	4	\$10.00	\$40	\$40
Adult Softball				
Field Rental - Prescott	1	\$280.00	\$280	\$280
Youth Sports				
Officials	106	\$15.00	\$1,590	\$1,590
Officials	6	\$20.00	\$120	\$120
Tourney Entry Fees	1	\$80.00	\$80	\$80
Other				
Concession	misc	\$400.00	\$400	\$400
First Aid	misc	\$400.00	\$400	\$400
Totals			\$37,898	\$37,898

ACCOUNT NAME:		Other Charges & Expenses			
ACCOUNT NUMBER:		002-01400-00800-4520			
Description	Quantity	\$ Per Unit	Extension	FY 2017 Request	FY 2017 Administrator Recommended
Expenses					
Trips	30	\$15.00		\$450	\$450
Training					
Summer staff training	1	\$1,100.00		\$1,100	\$1,100
Background checks summer staff	23	\$50.00		\$1,150	\$1,150
Background checks volunteers	50	\$35.00		\$1,750	\$1,750
Totals				\$4,450	\$4,450
				\$119,587	\$109,842

Budget Worksheet Listing

Dept. Number	Account Number	Account Name	W. Space	PriorFY Budget	PriorFY Expend	Current Budget	Current Expend.	Request	T Admin.Rec	Selectmen
01400		Recreation Department								
001-01400-00100-4520	Recreation Dept Personnel Services, Salaries			158,556.00	162,732.56	136,580.00	121,529.26	0.00	168,047.00	0.00
001-01400-00110-4520	Recreation Dept Overtime			0.00	118.06	0.00	148.99	0.00	4,200.00	0.00
001-01400-00120-4520	Recreation Dept Part Time			34,000.00	22,110.62	26,470.00	24,975.00	0.00	26,000.00	0.00
001-01400-00210-4520	Recreation Dept Insurances			55,584.00	49,969.10	45,374.00	35,693.61	0.00	70,085.00	0.00
001-01400-00220-4520	Recreation Dept FICA			11,938.00	10,877.33	10,109.00	9,148.80	0.00	12,291.00	0.00
001-01400-00230-4520	Recreation Dept Medicare			2,792.00	2,543.88	2,364.00	2,139.11	0.00	2,875.00	0.00
001-01400-00240-4520	Recreation Dept Workers Comp			3,379.00	2,303.42	3,100.00	3,330.27	0.00	3,214.00	0.00
001-01400-00250-4520	Recreation Dept NH Retirement			16,389.00	16,138.31	13,498.00	12,426.36	0.00	16,998.00	0.00
001-01400-00300-4520	Recreation Dept Professional & Technical Services			9,000.00	7,711.62	7,482.00	6,158.04	0.00	8,107.00	0.00
001-01400-00400-4520	Recreation Dept Property Services			2,250.00	1,606.11	1,146.00	1,975.84	0.00	924.00	0.00
001-01400-00500-4520	Recreation Dept Other Services			4,750.00	5,976.04	4,955.00	2,746.78	0.00	5,095.00	0.00
001-01400-00500-4589	Recreation Dept Other Services Red Hill Outing Club			500.00	500.00	500.00	0.00	0.00	2,500.00	0.00
001-01400-00600-4520	Recreation Dept Supplies			18,000.00	16,561.35	18,622.00	14,336.99	0.00	18,904.00	0.00
001-01400-00800-4520	Recreation Dept Other Charges & Expenses			5,750.00	5,893.17	5,995.00	5,577.16	0.00	6,120.00	0.00
	Subtotal for dept. Recreation Department:			322,888.00	305,041.57	276,195.00	240,186.21	0.00	345,360.00	0.00

MEMORANDUM – MOULTONBOROUGH RECREATION

TO: Walter Johnson
FROM: Donna Kuethe, Recreation Director
RE: Fee Increases
CC: N/A
DATE: 10/26/2016

Walter –

As requested, please find attached the schedule of fees for the past seven years. Those shown are the consistently offered programs and events where the fees have adjusted over time. Please note the following:

I did not include the fee structure on programs where fees are dependent on instructors' charges; those special events such as tournaments where fees traditionally don't change; trips or any event that varies in costs; sponsor fees (pretty well set); or programs where the program/event changes significantly from time to time, which drives the fee structure i.e. teen nights, writing workshops, etc.

Also please note the * on the 2015 REcking Crew and Happy Camper program. In 2015 the registration fee stayed the same as in 2014 but we ran only 6 weeks rather than the 7 weeks we traditionally run and had run the year before. In 2016 we raised that fee and continued to offer a 6 week program. In 2017 we are proposing another increase but a return to the 7 week program. If more clarification is needed on the 6 week – 7 week program is needed I'm happy to go into further detail. It had a lot to do as to when Moultonborough children were getting out of school for the summer.

The * next to 2017 indicates that this is the proposed fee for 2017.

Let me know if you have other questions and if more information is needed.

Thanks

DJK

Fees

[illegible]

Recreation Projected Revenue 2017					
Program	Fees 2017	Reg. Projected	Total Projection	YTD 2016	Projected 2016
RECKing Crew	\$90.00	95	\$8,500.00	76,348.96	80,005.00
Happy Campers	\$90.00	95	\$8,500.00		
Teen Adventure	\$55.00	30	\$1,650.00		
Rexploration	\$0.00	0	\$0.00		
Tennis Lessons	\$50.00	30	\$1,500.00		
Swim Lessons	\$35.00	60	\$2,100.00		
Hot and Happy	\$25.00	10	\$250.00		
Creative Writers	\$35.00	8	\$280.00		
Toddler Programs		0	\$0.00		
In Other Words	\$35.00	6	\$210.00		
Children's Stage Adventures	\$95.00	25	\$2,375.00		
Carroll County fun meet	\$1.00	45	\$45.00		
Edith's	\$20.00	26	\$520.00		
Summer Camp Trips	varies	varies	\$18,000.00		
Adult Softball	\$190.00	6	\$1,140.00		
Extra T-Shirts	\$10.00	15	\$150.00		
Pickle Ball - Summer	\$35.00	60	\$2,100.00		
Pickle Ball - Winter	\$35.00	40.*	\$1,400.00		
PB Tourney	\$15.00	28	\$420.00		
Teen/Family Trips	varies	varies	\$800.00		
Adult Trips	varies	varies	\$23,000.00		
Halloween Party	\$3.00	65	\$195.00		
Skating Lessons		25	\$525.00		
Voice Class	\$15.00	10	\$150.00		
Vacation Activities	varies	varies	\$900.00		
Youth Soccer	\$40.00	130	\$5,200.00		
Youth Basketball	\$35.00	125	\$4,375.00		
Youth Volleyball	\$20.00	12	\$240.00		
T-ball	\$35.00	15	\$525.00		
Softball	\$40.00	40	\$1,600.00		
Sponsors		varies	\$3,050.00		
Adult Fitness		varies	\$2,000.00		
Teen Nights	\$20.00	45	\$900.00		
Father/Daughter Dance	\$25.00	35	\$875.00		
Misc. Special Events		varies	\$800.00		
Safe Sitter	\$10.00	24	\$240.00		
Concession		varies	\$650.00		
Track and Field	\$15.00		\$500.00		
Beyond the Bell	\$10.00	25	\$250.00		
Beyond the Bell	\$15.00	45.00	\$675.00		
Total			\$96,590.00		

Donna Kuethe

From: Donna Tatro
Sent: Tuesday, September 27, 2016 2:19 PM
To: Donna Kuethe
Subject: Online Registration/Credit Card acceptance Quote

Hi Donna,
I spoke with a sales rep at Peak Software Systems, who is our software provider for Sportsman SQL.

Here are the additional fees it would cost to add online registration capability:

Initial Cost:

\$800 – online registration capability

\$500 – account login which allows user to create a password, so the next time they use online registration, they will not have to input all of their personal information

Yearly Maintenance:

\$529 – online registration capability

\$219 – account log in

Please note, MRD would have to set up an account with MVSb and purchase equipment so that a credit card can be swiped in the office.

Once we have a contract with MC/Visa and the bank, and purchase equipment, we can take credit cards in person at the office. Currently, we do not need to purchase additional software to accept a credit card in person. However, we would need to purchase additional software for the online registration piece.

Hope this helps.

Donna

Donna Tatro
Program Coordinator
Moultonborough Recreation Department
PO Box 411 10 Holland St.
Moultonborough, NH 03254
603/476-8868
www.moultonboroughnh.gov

Donna Kuethe

From: Dan Sturgeon
Sent: Thursday, September 29, 2016 2:30 PM
To: Donna Kuethe
Subject: FW: USAVE/ ADVENTURE CAR & VAN RENTAL - Confirmation No.: 103085C
Attachments: FWAR EXTERIOR BLACK 2016.jpg; FWAR SEATING BACK DOOR.jpg; FWAR SEATING.jpg

Dan

From: INFO@PASSVAN.COM [mailto:mailer@tsdnotify.com]
Sent: Thursday, September 29, 2016 2:23 PM
To: Dan Sturgeon <dsturgeon@moultonboroughnh.gov>
Subject: USAVE/ ADVENTURE CAR & VAN RENTAL - Confirmation No.: 103085C

USAVE/ ADVENTURE CAR & VAN RENTAL Reservation

Confirmation No. 103085C Booked Date 09/29/2016

This Reservation is valid until **07/03/2017**.

CANCELLATIONS MUST BE MADE AT LEAST 48 Hours PRIOR TO PICK UP TIME FOR ALL VEHICLES. ***A NON REFUNDABLE DEPOSIT EQUIVALENT TO A ONE DAY RENTAL +TAXES AND SURCHARGES WILL BE CHARGED TO ALL RESERVATIONS NOT CANCELLED AT LEAST 48 HOURS PRIOR TO PICK UP TIME***.

LESSOR

BOSTON (ALLSTON)
25 HARVARD AVE.
BOSTON (ALLSTON), MA
02134
(617)783-3000(W)
(617)903-4385(Fax)

RENTER

MOULTONBOROUGH RECREATION PARK, DAN -STURGEON
61 WHITTIER HWY
MOULTONBOROUGH, NH
USA 03254-3615
(603)476-8868(H)
DSTURGEON@MOULTONBOROUGHNH.GOV

Company

RENTAL

Pick-up (date & time): 07/03/2017 08:00 AM
Drop off (date & time): 07/31/2017 08:00 AM
Total Days: 28
Total Deposits: 0.00

VEHICLE

Unit Class: FWAR 15 PASSENGER TRANSIT
Estimated Miles: 0
Unit No.:
Unit VIN:

Description	Amount
1 Month(s) @3499.00	3499.00
0 Charged Mile(s) @0.49	0.00
SURCHARGE	10.60

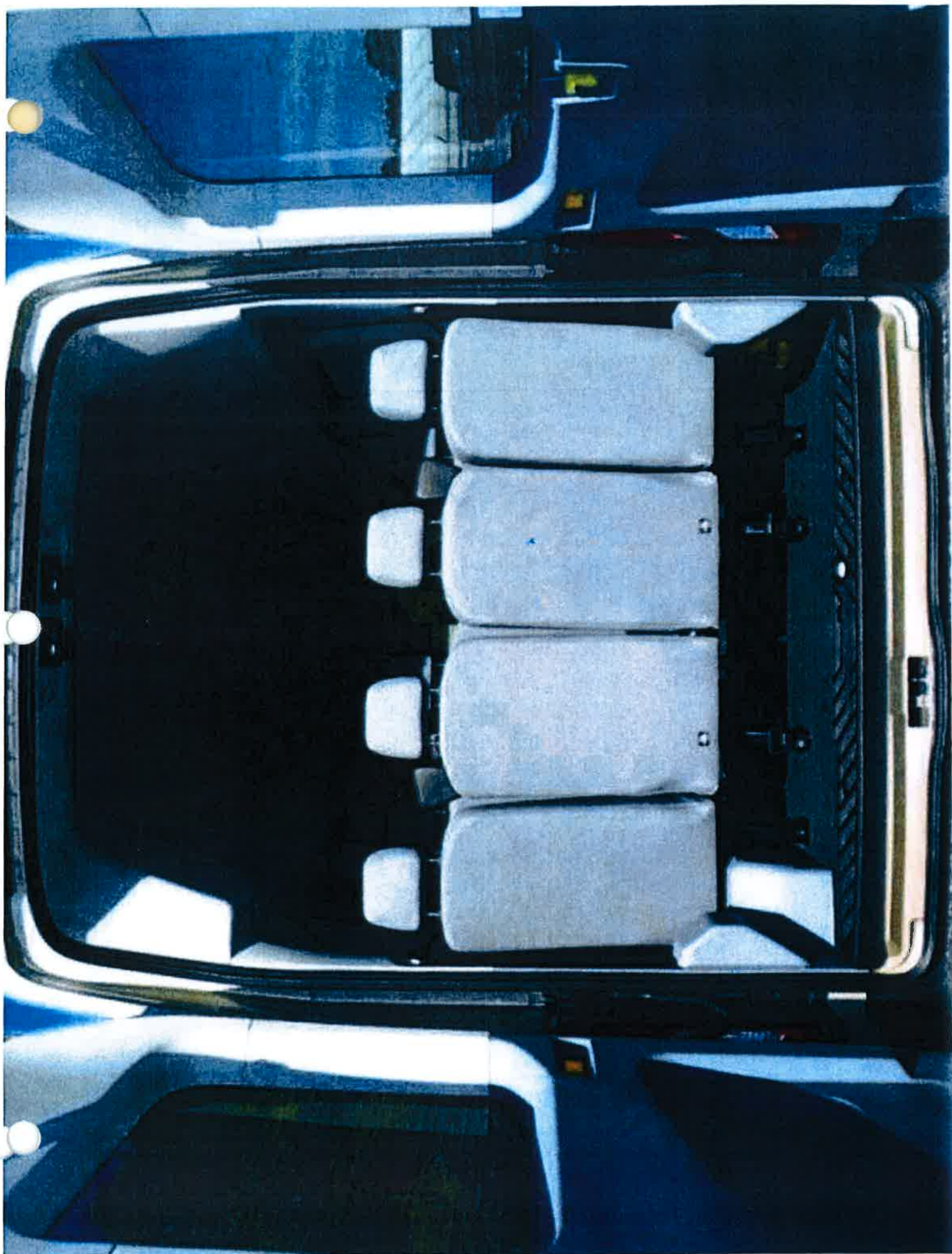
SALES TAX (6.25%)	218.69
VLCRF (3.00%)	105.29
Total Charges	3833.58

The van is equipped with
 Back-up camera and alarm
 Bluetooth
 Navigator systems
 Lane change sensors
 110v outlet
 USB port
 Recline seats (7-8 degrees)
 Private windows
 Ecoboost Fuel efficient

Thanks for your call ...! We appreciate your business 🙏

Rosa 🌸 🚗 🚚 🚛 617-783-3000

Reserve today! Adventure Vehicle Rental 🚗_🚚 🚛 Your Total Transportation Solution.... Attention to Detail
 with the Client Always in Mind







Play Equipment

The CIPC approval for the Recreation Department Play Equipment was for \$75,000.00 – this request was based on previous purchases taking into account the inflation over the last decade and was intended to include surfacing and installation (community build-with assistance). This was an educated “guesstimate”.

As of this writing we have reached out only to Landscape Structures, who makes the equipment we are replacing and have been clear that we are looking for a ball-park figure and design for budgeting purposes only; that they would be one of several companies who would make proposals on the project. The estimate received from them was \$36,000.00 based on a very preliminary design. While this is significantly less than my “educated guesstimate” I would like to keep the figure at no less than \$55,000 so that we have some “wiggle room” in the design and company.

Please see below for an explanation of the process we have used in the past and plan on using for this:

Purchasing Playground Equipment is handled somewhat differently than the purchase of other large pieces of equipment, due to the fact that, companies’ have different components and configurations and it can often be comparing apples and oranges. The process we followed in the past and planned on following for this time would be as follows:

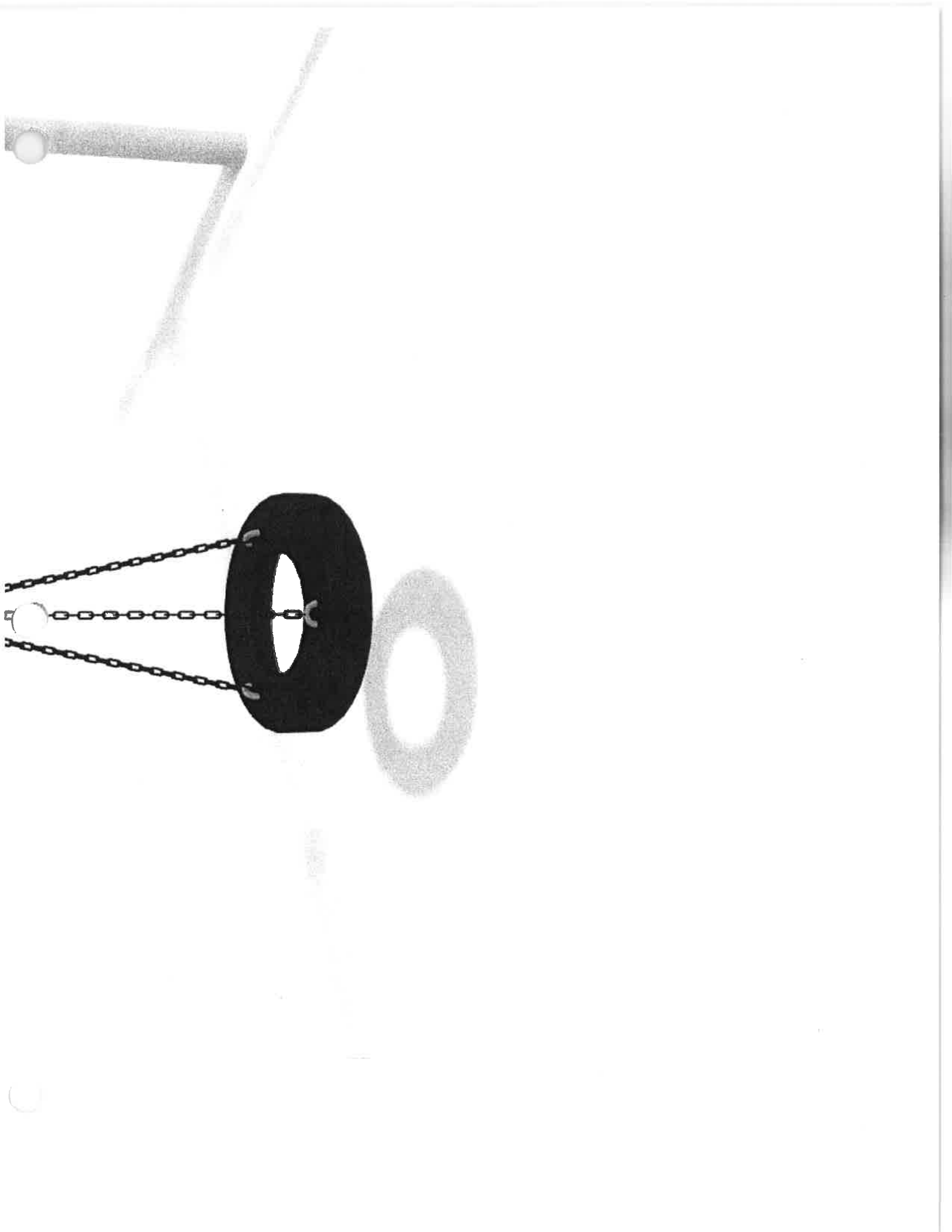
Contact 3 or 4 of the most reputable Playground Equipment Companies that have representatives in the New England Area.

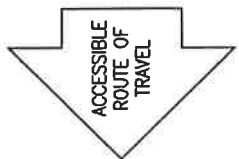
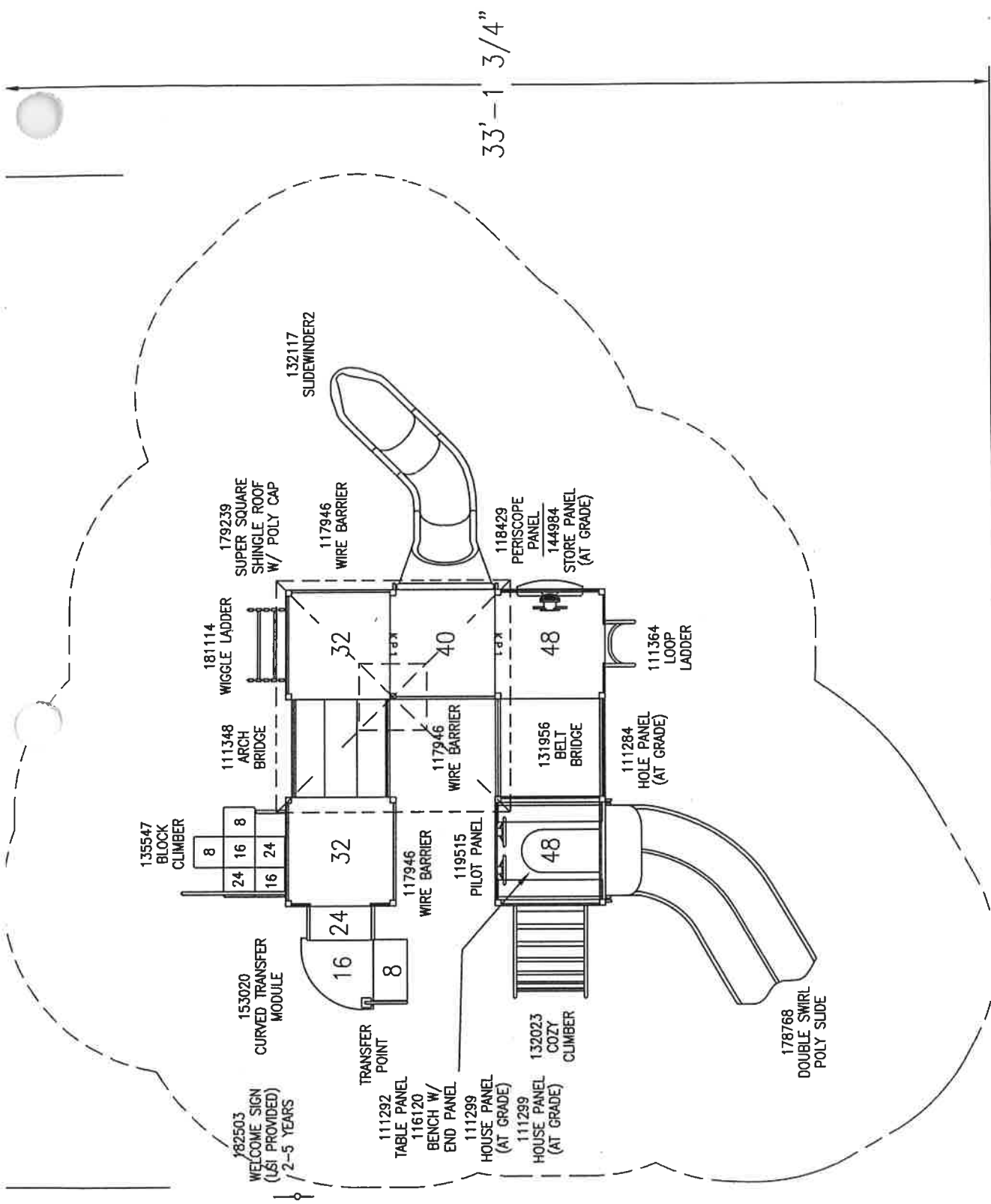
Meet with their sales representative to elaborate on our goals and any specifics that we may want.

They then go back and put a design and proposal together and present it. We choose the one that most fits our needs, taking into account how it met our goals, budget, that it meets all ASTM standards and guidelines and our targeted age group, and the level of commitment from the company’s representatives in the community build.

For our past purchase an amount was raised at Town Meeting through a petitioned warrant article. Once approved a small committee was formed that included two citizens (parents) the Recreation Director and we also consulted with several youngsters as to what they would like for equipment. We reached out to 4 play equipment companies for proposals. They then made their presentations to the committee. The committee provided input and the sales representatives made changes and then made a final proposal. The committee chose the configuration/equipment and company that they preferred. The committee then made a recommendation to the Board of Selectmen who approved their recommendation.

Once the budget is approved we’ll pursue the process as outlined above. Please note that this equipment is designed for the younger aged children – 2-4.





JARE FOOTAGE
 , SQ.FT.
 ALL HEIGHT
 S STRUCTURE
 48"

10	0	0	0
BLE BY RAMP	0	REQUIRED	0
BLE BY TRANSFER	10	REQUIRED	5
IPONENTS SHOWN	3	REQUIRED	3
EVEL COMPONENTS	3	REQUIRED	3

6"/8" RISE KICKPLATE
 (K.P.1) QTY. (2)

