

Minutes of Selectmens Meeting  
November 24, 1997

Selectmen Present: Peter Moore, Carol Smith and Philip Dwight  
Others present as indicated below.

At 6:30 P.M. the Library Trustees: Lyman Gilmore, Connie Kirwin, Dana Welch, Rod Zwirner and the Librarian - Kathy Chisholm presented their requested budget for 1998. (see attached). The requested 25% increase in payroll, either salary increases of 4 to 8% plus additional time, was the main point discussed. It was stated that these increases were necessary for the reasons indicated in the payroll detail section contained within the proposed budget. The Selectmen stated that this was a very large increase and they would have to consider the request in light of other department needs. It was agreed that both groups would attempt to reach a compromise.

The Trustees also stated that they might be considering asking the Town to set aside the rear of the Aiken House lot for use by the Library. They also may request that a capital reserve fund be established for additions to the Library building.

At 7:20 Cathy Burke and Barbara Nichols of the Parks & Recreation Committee presented their committee's request. After discussion the total of \$21,766 was agreed upon, up from \$18,550 in 1997. The increase was primarily due to an increase in the amount requested for the Gym Coordinator position. The attached revised job description was proposed and it was agreed this would be discussed with the involved parties including the Friends of Recreation.

There being no other business the meeting adjourned at 8:15 P.M.

Respectfully submitted by Philip T. Dwight.

Proposed 1998 Tuttle Lib Budget - Town Portion

11/24/97

	10/22/97 actual	97 budget	proposed 98
Payroll	29787.85	40075	50518
Temp Help	456.02	300	450
Telephone	472.64	600	600
Electricity	912.91	1400	1400
Maint/repair	189.00	<u>2500</u>	<u>2000</u>
		44875	54968

Detail for Payroll

Demand for library service has increased.

In an informal survey many folks asked for increased hours; to include Wednesday hours and to have similar hours each day. Proposal allows the library to be open to the public 5 more hours a week for a total of 27 hours. State of NH is proposing 29 hours open for accreditation(not yet approved).

Also as we plan for an enlarged building the director needs more time for plans and interacting and working at raising funds

position	current work hours @ rate/hour	1997 payroll expected	proposed work hours & proposed rate	wkly	annual
director	33hrs@12.977	22270	40 hrs @ 13.50	540	28080
Assist 1	20 hrs @7	7000	25 hrs @ 7.50	187.50	9750
Assist 2	19hrs @ 7	6450	20 hrs @ 7.50	150	7800
Clerks	6 hrs @ 6	1080	6 hrs @ 6.50	39	2028
Maintenance		<u>2250</u>		44.61,	2320
special project(inventory)			2x36hrs @ 7.50		<u>540</u>
		expected total 39050			50518
		budget 40075			

98 Repair/Maint

Roof	300
Snow Removal	250
Plumb/Heat	250
Paint, screen door	1000
Emergency	<u>250</u>
	2000

RECREATION COORDINATOR/GYM COORDINATOR  
JOB DESCRIPTION

Main Objective: Part-time position (20 - 25 hours per week) to perform various administrative duties as deemed necessary for the Antrim Parks and Recreation Commission as follows:

Reports To: Antrim Parks and Recreation Commission and the Board of Selectmen

Attends monthly APRC meeting. Records Minutes of each meeting, schedules following meeting with agenda and distributes copies to all APRC members and posts copy at Town Hall.

Works with Antrim Parks and Recreation Commission in all scheduling of the following areas: Antrim Town Gym and/or Rec Center, Antrim Town Beach, Memorial Park, Sports Programs(i.e. Baseball - all levels, Soccer, and Basketball), and any other recreational activities(i.e. Town Christmas Tree Lighting, Open Volleyball, Basketball, etc.). Also, posts information in conspicuous areas as well as media to keep public informed of any recreation activities. An outline of each area follows:

**ANTRIM TOWN GYM/REC CENTER**

Organizes all activities at Antrim Town Gym, including Rec Center, Open Volleyball & Basketball, schedules usage of Antrim Town Gym, and insures that groups have proper clearance to use the facility and that all forms are completed. Unlocks gym and secures gym after any activity. Enforces all policies regarding the Antrim Town Gym and works with all groups, private and public, to facilitate greater usage of the building, and try to expand the recreational and educational programming available to the public.

Work with school janitors to ensure that Gym is properly maintained and cleaned.

Works closely with Antrim Friends of Rec and schedules all volunteers to work on any afternoon or evening that the Rec Center is open.

Schedules activities to be carried out by volunteers at Rec Center and sees that volunteers are following all proper procedures and enforcing all policies set up by Antrim Friends of Recreation including a members only policy.

**SPORTS PROGRAMS**

Baseball (T-ball, Instructional, Little League, Babe Ruth) April - June

Soccer (Grades 1-4) August - October

Basketball (Grades 3-8) November - January

Schedules all sports programs including the following: Schedules one Saturday morning and one evening registration for each sport program. Distributes registration information/requests for volunteer coaches to Antrim Elementary School, posts all information in conspicuous areas around town and at Town Hall, as well as newspapers.

Schedules volunteers to line fields 2-3 during baseball and soccer seasons.

Solicits volunteer coaches per amount of registered players/teams and schedules coaches meeting. Schedules practices and games as well as team rosters. Orders t-shirts and trophies for each player.

Attends scheduled coaches meeting and distributes coaches manuals, team rosters, games schedules, and necessary equipment to each team's coach. (Each coach should be given a list of all equipment and sign a form saying that they received the proper equipment. This form should be returned at end of season with equipment to ensure no loss of the towns equipment.) Remains in contact with coaches to ensure proper procedures and to distribute trophies prior to season end. Schedules an end of season coaches meeting to discuss any issues that should be resolved for the next season and to have coaches return all equipment.

Sends Thank you notes to all volunteer coaches.

#### TOWN BEACH

Contacts previous lifeguards and advertises lifeguard job openings in local papers and reviews applications for proper credentials. Schedules lifeguard interviews with APRC beach representatives. Sends regret letters as well as all information to hired lifeguards, follows up on certificate information, etc.

Ensures that all procedures of opening and closing of beach are handled(i.e. beach telephone and water turned on/off, vending machine and dumpster drop-off/pick-up).

Organizes and schedules Town Beach Clean-Up Day and Swimming Lesson Registration. Types and posts swimming lesson schedule.

Devises Lifeguard Schedules and helps head-lifeguard with lesson itinery as well as organizes end of swimming lesson party.

#### MEMORIAL PARK

Concert/Band Stand Scheduling  
Orders Porta-potties etc.