



**WRIGHTSVILLE  
BEACH**  
RECREATION DISTRICT

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Wrightsville Beach Recreation District Board of Directors Meeting Minutes  
Draft  
April 8, 2021

**Representatives**

Montpelier – Jon Copans (present)

Middlesex – Jane Dudley (present)

East Montpelier – Kim Kendall (present; left meeting at 6:30)

Worcester – Carl Witke (present)

Montpelier - Bill Bruzzese (present)

Central Vermont Regional Planning Commission – Zachary Maia (present)

Manager – Collin O’Neil (present)

The meeting was called to order at 5:30 PM virtually.

1. Public Comment

There were no public comments.

2. Adjustments to Agenda

No adjustments were made.

3. Review of Minutes from the December Meeting and Approval

Jon made a motion to approve the minutes from the November 20th meeting. Kim seconded the motion. The minutes were passed unanimously.

#### 4. New Tractor

The District has owned a tractor for two seasons. The tractor has been extremely unreliable. We used loaner tractors for a lot of the last two seasons while the old tractor was serviced. The Board reviewed WBRD's purchasing policy. Collin obtained two bids for a new tractor consistent with the policy. He prepared a spreadsheet showing the bids for the board to review.

Jon made the motion to approve the purchase of a Kubota tractor per the spreadsheet. Jane seconded the motion. The approval passed unanimously.

#### 5. Manager's pay for 2020

The board discussed a bonus for Collin of \$2,000. Kim made the motion to approve Collin's bonus. Jane seconded the motion, and it passed unanimously. The Board expressed appreciation for Collin's work last season to open the park safely by implementing social distancing and sanitization practices among the staff and public. Wrightsville Beach was one of the few recreation areas open to the public during the pandemic.

#### 6. Manager & Supervisor's work and compensation plan

Collin's role as Manager will not change from last year. There is an on-call component that covers Collin's work (from anywhere) on handling issues that arise at the park. The other component of the Manager's pay is his hourly work in person at the park.

Collin discussed a benefit of paid time off for Ryan and an increase in his hourly pay to \$16 per hour. Ryan's responsibilities have increased especially since last year. He has also taken on more of a supervisory role.

Jane is interested in understanding the underlying pay structure model and reserving time in the future to discuss it in greater detail. And Jon commented that we may want to understand it better for a day in the future if Collin were to retire, and the Board would have to hire a new manager. Jon also volunteered to be part of a smaller board group that would examine the entire compensation structure.

## 7. Budget 2021

Collin prepared a budget for the 2021 season. Collin expects shelter revenue, retail sales, and additional boat rentals compared to last year with an overall increase of revenue of approximately \$18,000. As long as the season is not excessively rainy, Collin expects to exceed last year's revenue of \$74,462.

The new tractor is the only new expense item in the budget.

Jon made a motion to adopt the budget for 2021. Bill seconded the motion. The budget passed unanimously.

## 8. 2021 Season Discussion (if time permits)

The meeting adjourned by consensus at 7:00 PM.

Respectfully submitted by Kim Kendall