



**WRIGHTSVILLE  
BEACH**  
RECREATION DISTRICT

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Wrightsville Beach Recreation District Board of Directors Meeting Minutes  
Draft  
November 20, 2020

**Representatives**

Montpelier – Jon Copans (present)

Middlesex – Jane Dudley (present)

East Montpelier – Kim Kendall (present)

Central Vermont Regional Planning Commission – Zachary Maia  
Manager – Collin O’Neil (present)

The meeting was called to order at 4:00 PM virtually over Zoom.

1. Public Comment

There were no public comments.

2. Adjustments to Agenda

No adjustments were made.

3. Approval of the Minutes of June 9, 2020

Jane stepped in to act as Board Chair for the meeting. Jon made a motion to approve the minutes from the June 9th meeting. Jane seconded the motion. The minutes were passed unanimously.

#### 4. Season Summary from Collin

Collin reported that his crew was fantastic this season. The park opened three weeks later than usual because of extra planning for safety procedures due to the pandemic and closing was also a few weeks early. This season's challenges included the pandemic and problems with the tractor running. Goose droppings continued to require daily clean-up, not to mention that staff had to pull two dead goats out of the water in the spring. The season was productive in terms of grounds projects. And online payments were available for the first time this year.

Season passes sold hit a record number of 470. There were many new customers. Day-use fees dropped slightly from last year. The biggest decrease to revenue was shelter rentals. Due to the pandemic, the Manager had decided not to rent shelters this season. Collin recommended that the Board grant an employee bonus of \$200 to each staff member for coming to work during a pandemic.

#### 5. Tractor Issues

The tractor that WBRD purchased last year has had numerous maintenance issues and was completely unreliable last season. It cost approximately \$9,000. Collin would like to sell it and purchase a new reliable tractor. It was decided to hold a meeting in December to approve the budget and discuss purchase of a new tractor at that point according to the WBRD purchasing policy.

#### 6. Manager pay for 2020

The Board discussed additional pay for the Manager including two years of Collin's unpaid vacation time (66 hours); and a bonus of \$1,500. Board

members thanked Collin for an amazing job this summer providing the community with recreational opportunities at a low cost and implementing safety measures that were critical to keeping the community safe during the pandemic.

## 7. Manager & Supervisor work and compensation plan

The Board discussed long term plans to increase the responsibilities for the Supervisor and to increase employee compensation and adding paid time off for the Supervisor. The Manager shared that he would like to continue to work a reduced amount of hours compared to prior years and continue to increase hours and responsibility for the Supervisor. Collin suggested that the Supervisor position hourly rate increase to \$17 per hour with a reasonable accrual rate for paid time off. It is important to note that while the Manager's hours remain reduced, he still plays a huge role in working with the board, managing employees, and taking care of issues.

## 8. Budget 2021

The current bank account balance this year is \$29,486. There will be \$6,500 coming in for Shady Rill maintenance. There are no significant 2020 expenses to pay. Collin said that WBRD is in a solid financial position going into the 2021 season.

In addition to a reliable tractor, Collin would like to invest in new power equipment (chainsaw and weedwacker). Currently, Wrightsville borrows Collin's personal equipment. Collin is also interested in a new boat for next year. Building a new shelter is also a potential future project. There are potential grants that can serve to fund a new shelter. Jon and Collin volunteered to look into grant funding sources.

## 9. Catch up on issues

FERC is in the process of relicensing Wrightsville Dam. Jon and Collin are planning to set up a meeting with representatives from Washington Electric Coop to discuss opportunities at Wrightsville Beach.

The meeting adjourned by consensus at 5:30 PM.

Respectfully submitted by Kim Kendall