



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **Management Agreement between the Town of Bennington and Berkshire Family YMCA (October 23, 2019)**

It is the mutual desire of the parties listed to enter into this management agreement for the purpose of providing efficient and effective management of the town of Bennington Recreation Center by the Berkshire Family YMCA for a three-year term, starting November 4, 2019. The goal in signing this agreement is to establish strong programs for the Bennington community through programs that focus on Youth Development, Healthy Living, and Social Responsibility.

### **The Berkshire Family YMCA's role in this agreement will be as follows:**

- The BFYMCA will oversee all operations of the Bennington Rec. Center, including all staff and programs. The Berkshire Family YMCA will hire a Branch Director who will report directly to the CEO of the Berkshire Family YMCA. All staff, including the current Program Director and Aquatics Director, will report directly to the Branch Executive Director.
- The BFYMCA, with the assistance of Town staff, will provide an annual budget to be reviewed and approved by the Town of Bennington Select Board. The BFYMCA will manage the budget and operational cost of staff and programs.
- Provide operational assistance with all human resource function including staff development, management, hiring, and training. The Branch Director will be responsible for maintaining the budget set and approved by the BFYMCA and the Town of Bennington.
- The Berkshire Family YMCA will develop and implement YMCA programs and services based on the needs of the community and focus on Youth Development, Healthy Living, and Social Responsibility. Programs will focus on all age groups from youth programs to senior programs.
- Conduct a full operational assessment at the end of each year and report to the select board.
- As appropriate, the Branch Director and/or BFYMCA CEO will provide oversight at and/or attend meetings with Town of Bennington committees that meet during the month, and attend relevant community meetings mutually identified by the signing parties.
- Provide full transparency and cooperation of the Berkshire Family YMCA board and staff in sharing operational and management information with the Town of Bennington Select Board and staff.
- Participate in joint-capital fundraising efforts with the Town and community partners for proposed future expansion to the footprint of the Recreation Center.
- The Berkshire Family YMCA will provide workmen's compensation coverage through their policy.

**BERKSHIRE FAMILY YMCA:** [www.bfymca.org](http://www.bfymca.org)

**Pittsfield (Corporate Office):** 292 North Street, Pittsfield, MA 01201 **P:** 413-499-7650 **F:** 888-965-0663  
**Northern Berkshire:** 22 Brickyard Court, North Adams, MA 01247 **P:** 413-663-6529

**The Town of Bennington's role in this agreement will be as follows:**

- Provide Full transparency and cooperation of the Town of Bennington Select Board and staff in sharing operational and management information with the Berkshire Family YMCA Board and staff.
- The Town of Bennington Select Board will continue to set all membership, use and rental fees for the Bennington Recreation Center.
- The Town of Bennington will fund the annual budget submitted by Town staff and the Berkshire Family YMCA as approved by the Town of Bennington Select Board.
- The Town of Bennington will continue to maintain the facility and grounds at its current condition.
- The Town of Bennington Select Board will allow the Berkshire Family YMCA to participate in an annual fundraising campaign that will be guided by the YMCA leadership team to provide additional financial support to the communities served at the Bennington Rec. Center.
- The Town of Bennington will provide and maintain the types and amounts of insurance coverage on the Rec Center facility buildings and grounds as mutually agreed upon by the Town's and YMCA's insurers.


**Additional Agreement Details:**

If there is a dispute between the parties that is not timely resolved, then either party may request that the dispute be mediated by a mediator reasonably acceptable to both parties. The cost of mediation shall be shared equally by both parties. If the mediation is unsuccessful, or if both parties agree not to mediate the dispute, then, this Agreement may be terminated by either party upon 30 days written notice to the other party.

All pre-existing fee arrangements in place prior to the date of this Agreement for use of the Rec. Center pool by organizations or institutions shall remain effective and in force unless a change is approved by the Select Board.

As consideration for the agreed services provided by the Berkshire Family YMCA, the Town of Bennington shall pay a Management Fee to the Berkshire Family YMCA in the amount of \$12,216 per month, , which fee shall be adjusted annually on July 1 during the term of this Agreement based on projected revenue (based on previous year actual revenues) and costs (as approved in the Recreation Center annual budget).

We, as duly authorized representative of the organizations listed below, agree to this management agreement.

  
Town Manager, Town of Bennington 10-29-19  
Date

  
BFYMCA CEO, Jessica Rumlow 10-29-19  
Date

## 2020 Operating Budget

<b>Income</b>	
Membership & Guest fees	100,000
Swim Lessons	\$2,600
Pool Parties	\$1,200
Red Cross Courses	\$1,700
Youth Programs	
Kids Night Out	\$4,200
T-ball	\$620
Camp Green Mountain	\$37,040
<b>Total Revenue</b>	<b>\$147,360</b>
<b>Expenses</b>	
Personnel	Salary w/benefits
Administration Fee	\$15,000
Administration Salaries	\$135,600
Support Staff	
Welcome Desk (\$11/hr)	
Week Day (M/W/F 6:30AM-9PM)	\$28,400
Weekend Desk (38 wks- S/Su 8AM-4PM)	\$6,700
Weekend Desk (14 wks- S/SU 8AM-12PM)	\$2,000
Aquatics (\$11/hour)	
Week Day LG (6:30AM-9PM)	\$28,100
Weekend LG (38 wks- S/Su 8AM-4PM)	\$6,700
Weekend LG (14 wks- S/SU 8AM-12PM)	\$1,900
Extra LG (11.5 hours/week)	\$6,600
Swim Instructors	
School Year	\$3,500
Summer (2 sessions/3 instructors)	\$1,800
Camp Green Mountain Staff	\$34,800
<b>Operating Supplies</b>	
Uniforms	\$400
Office Supplies	\$1,500
Small Tools/Equipment Purchase	\$1,450
Communications	\$1,720
\$30/mth Phone Stipend (Aquatics and Dir.)	\$720
Youth Sports Supplies	\$300
Camp Supplies	\$1,500
<b>Contract Services</b>	
Daxko Operations	\$12,160
Daxko Accounting	\$300
Insurance	\$1,800
Professional Development	\$1,000
<b>Total Expense</b>	<b>\$293,950</b>
Total Revenue	\$147,360
Total Expenses	(\$293,950)
<b>Contract Fee</b>	(\$146,590)
	Per/month: \$12,216