

Peterborough Recreation Committee (PRC) Meeting
Roland "Beaver" Jutras Recreation Building Minutes
of January 6, 2016, 7:00 PM
Approved

Attendees: Andrew Dunbar, Chair; Howard Russell, Vice-Chair; Stacey Kolk, Secretary;
Heather McClusky; Ed Juengst, Select Board liaison;
Jeffrey M. King, Recreation Director; Lisa Koziell-Betz, Program Coordinator; Lauren Martin, Minute Taker

- I) Meeting called to order: Andy called the meeting to order at 7:01pm, noting that Stacey H. is unable to attend tonight and Stacey K. will be arriving 20 minutes late.
- II) Approval of Minutes: Andy motioned to approve the December 9, 2015 meeting minutes as written. Howard seconded. Constituting an appropriate quorum, Andy, Howard and Heather voted unanimously to approve the minutes.
- III) Director's Report:
- A. Budget:
1. Jeff pointed out the important budget meeting dates at the bottom of the agenda page.
 2. Budget update: Since the last PRC meeting, Jeff learned that the I.T. Department is installing a number of security cameras at Town buildings. The fee is \$299 per site for the installation, with a \$50 monthly service fee. Jeff has ordered cameras for the PRD (one at the front door and one facing the street by the public rest rooms) and the PCC (one at the blue door facing the walkway and one in the exercise room, where there has been some misuse of PRD recreation materials). We are unable to order cameras for Cunningham Pond because there is no internet access there. The PRD and PCC can be covered in this year's budget but Jeff will add the monthly fee into the budget for FY2017. Jeff is unclear on the exact details, but he explained his understanding that the service through Comcast will allow him to select which camera to look at (live) on his computer or even on his phone. The service is cloud-based and will also allow viewing of previously recorded time periods. Jeff noted that we have a \$1,000 deductible on our insurance, so if we cannot catch a vandal causing a problem we have to spend up to \$1,000 from our budget to fix the issue. Jeff added that the person who recently drove through the new traffic island outside the PRD and knocked over the light pole, causing damage of around \$7,200, has turned himself in. Lisa remarked that she put up reflectors around the traffic island since someone else also drove right through the median.
 3. Jeff explained that the Finance Department asked him to switch the budget category for employee drug tests. He budgets about half of the 35 summer employees for drug tests since we only test new hires, not returning employees.
- B. Peterborough Community Center (PCC):
1. Jeff described how the PCC is staying open longer and being used more. Gloria Schultz, our Senior Programming Specialist, is offering more senior programs during the day and Kathy Bosk, our facilities supervisor, is working evening and weekend hours. Local homeschoolers to whom we reached out will begin using the gym on Friday afternoons starting this week. Jeff noted that he will keep track of payroll and PCC income to see how they balance.
 2. Andy asked if the Meals on Wheels program is renting the PCC. Jeff responded that this is a service we are providing. The meals began this week with four attendees paying \$2 per meal. We charge our own programs \$25/hour toward PCC rent, but seniors do not pay the true cost of their programs.

- C. Ice rink: Jeff announced that the ice rink opened yesterday. There is one corner where kids had stomped through the slush and it froze, which can take weeks to repair. Part-time winter maintenance worker Bob Kruger has been working hard getting the ice ready. Bob has been using a garden hose to transfer water from the pool filter room. The filter room is being kept at 40 degrees so lines do not freeze.
- D. Scouting:
 - 1. The Scoutmaster's Report was accepted as read.
 - 2. Jeff pointed out the framed document on the wall acknowledging that the PRD is sponsoring a new Girl Scout troop. In the past, Jeff had offered to sponsor any Peterborough Girl Scout troops, but the Girl Scout organization never came back to him to renew that agreement. Jeff invited Heather, a current Girl Scout leader, to let the Girl Scout administration know that he would be happy to sponsor more troops. Stacey K. clarified that this would be an in-kind kind of sponsorship where the troop would be allowed to use the copier and use the meeting room.
- E. Holiday Trees in Peterborough:
 - 1. Jeff's written report thanked the Holiday Trees Committee for all their hard work putting on another successful event for the benefit of the PCC. Stacey K., one of the event's primary organizers, reported that the Holiday Trees committee met on Monday night to make notes for next year. The group is proud that significantly more people attended the event this year, that we had more trees (43 this year compared with 38 last year), and that on Saturday and Sunday this year we did not charge admission. It was satisfying to offer a free event to the community, and it was a pleasant surprise that the profit was almost the same as last year.
 - 2. Stacey K. recounted that the only negative aspect of the event was learning that a couple of important figures at the PRD and PRC had some bad feeling about the event name. She explained that the committee chose the name "Holiday Trees" last year after considerable thought and that the PRC at that time supported it. If there is now some discomfort with the name, however, she suggested that the Holiday Trees Committee could attend a future meeting of the PRC to discuss this together. Stacey K. wanted to be sure there was no controversy or discomfort behind the scenes. After some in attendance expressed personal preferences for acknowledging the name "Christmas," the entire group agreed that Holiday Trees is a terrific event, that they have been and will continue to support the event, and that the Trees Committee can name it whatever they want.

IV) Program Report:

- A. Pickleball: Lisa reported that Pickleball is a blast and has a growing, enthusiastic following. Sessions are currently held Tuesday and Thursday nights at 6:30pm and Thursday morning at 10:00am. The group has asked to have a second morning added.
- B. Registrations: The December Program Report included news of programs being cancelled due to low registrations, though Lisa reported that now some of the ongoing or repeat programs are doing better. She thinks the busy holiday season accounted for lower participation.
- C. Friday Night Lights Ski Program: Skiing begins this Friday. Lisa thinks our lower than usual participation is because there are fewer students in the age group this program targets. Jeff commented that since we did not run soccer this fall, we did not have the same face time with families that we had in the past. He wonders if that impacted families with younger kids who might have otherwise registered. Heather remarked that her youngest child has a number of friends who do not have older siblings, and these families are concerned about allowing their young children out on the mountain. Stacey K. agreed that there are a lot of new families who may not have a relationship with the PRD, but she also thinks the flyers attached to the electronic school newsletters may not always get opened. She believes many families would

keep hard copy brochures on hand and refer back to them throughout a season. Jeff responded that we used to do a quarterly brochure but printing and mailing was cost prohibitive. Our new copier, purchased for approximately \$8,000, will allow us to do our own brochures in-house. Jeff's goal is to get back to mailing brochures as soon as possible. A conversation ensued about the presence of fewer children in the area overall, and Stacey K. noted that every single school district in NH has declining enrollment. When Jeff noted that we do not have many people walking in to the office any more, Lisa remarked that we lost youth sports in the fall and winter and that people do not always think of us as offering adult programs. Jeff added that we have always included adult programs, and that since losing youth sports we are trying to offer as many adult programs as we can with the resources we have. Andy complimented the PRD for adapting to the changing landscape.

- D. Tae Kwon Do: Lisa reported that Tae Kwon Do is expanding to offer a kids' only class, a beginning family class and an advanced family class. She said we are expanding where we can. When it was questioned whether we could offer roller skating, Jeff replied that we have purposely not offered roller skating out of deference to South Meadow School, which holds roller skating every Friday. If they ever stop that program he said we could add it. Jeff remarked that there was a ton of offerings in the most recent Constant Contact e-newsletter and that the PRC should let us know if they ever have program ideas.
- E. Open gym: Starting in March we will be offering open gym time for youth on Saturdays. While we would have liked offering this sooner, we do not have consistent Saturday availability until March and once this program begins we want to offer continuity. A small fee (\$3 residents/ \$4 non-residents) will be collected when students are dropped off. Parents will provide emergency contact information and sign a liability waiver. Lisa noted that since this will be a drop-off opportunity we are not offering it to students below fourth grade, since we do not want it to become a baby-sitting service. Jeff remarked that this is the infancy stage of what may evolve into PCC memberships. He thinks that perhaps members could get discounts on all programs as well as free gym time. Stacey K. asked if we knew whether high school students might be interested in having a ping pong or pool table. Jeff replied that in the past he worked in a department that had those items, plus arcade games, but that home game systems now offer much better graphics than arcade games. In addition, game tables take up a lot of space and the rooms at the PCC need to be multi-purpose. Jeff is not sure if we would get enough business to make that work, pointing out that the teen center, using that format, at the former G.A.R. Hall did not last.
- F. Other:
 - 1. Stacey K. mentioned that The Place To Go/Kids Together is closing at the end of the school year. Jeff responded that he has had an initial conversation with Linda Guyette, who serves on their board. Jeff had not previously wanted to offer after school programs because he did not want to step on the toes of The Place To Go or SKIP, but he now wants to get things into place so that we can possibly fill this need in the fall. Stacey K. suggested that we try to keep the name Kids Together, but Jeff said that might not be possible, pointing out that if they are a 501(c)(3) non-profit, the Town is tax-exempt, but is not considered a non-profit.
 - 2. Heather asked how someone could arrange to rent the PCC and then be at risk of getting bumped, mentioning specifically that this is what the travel soccer group understood when they inquired about reserving gym time. Lisa said if a PRD program surfaced it would take precedence, but that if a group wanted to make a recurring reservation for a block of time we would try our best to work around that. Thus far, the soccer group has made inquiries but has not come back to us to reserve specific days.
- G. Senior Program Update: Andy expressed appreciation for Gloria's written report about senior programs, complimenting her for increasing the offerings.

- V) Outstanding Balances Update:
- A. Collections: The written report on outstanding balances reflects that just over \$1000 was collected in the past month. Jeff commented that he made bill collector calls to accounts with over \$200 due. When asked if the Finance Department will be sending collection letters, Jeff replied that we cannot export our data to their system so we are doing the letters internally. Jeff noted that the bulk of our collections are from our summer camp programs because many families cannot pay that much at one time. Many families set up payment plans, but then after the summer ended some have ceased making payments.
 - B. Scholarships: Jeff clarified that we offer scholarship support to Peterborough residents who request aid. Scholarship monies are not part of our budget but come from donations Jeff seeks from charitable organizations like Rotary and Kiwanis. In October, Mark Bemont has been holding an annual softball tournament where half the proceeds go toward breast cancer, in memory of a former player, and the other half is donated to our scholarship fund. Summer Teen Challenge also held a car wash to raise money for PRD scholarships.
- VI) Other:
- A. Handouts: Jeff called attention to two handouts in the agenda packet. A timeline leading up to Town Meeting has been provided by the Town House. Jeff provided a document with important dates including regular PRC meetings, when agenda items are due, and when minutes will be available to the public. Although only mandated to post in two locations, he has posted the PRC meeting dates at the Town House, PRD and PCC.
 - B. Town Report: Andy remarked that he will compose the Recreation Committee report for the Town Report, and he welcomed everyone to send him things they would like to have included. Jeff also asked for pictures of recreation activities or events that anyone might share. Andy will send a draft of his report to the PRC for review before submitting it for publication. Jeff clarified that the final copy will be due at the beginning of March.
- VII) Revolving Fund Report:
- A. Jeff pointed out that PCC revenue was just over \$9,000 and expenditures were just over \$8,000, which is the first time the PCC is in the black. A situation arose, however, which negates that progress. Jeff explained that there is a 3,000 gallon oil tank buried at the PCC, and the plan had been to remove that tank and replace it with a small tank that can serve as an oil backup to the primary heating source- the wood pellet burner. Last year we purposely did not fill the oil tank and relied solely on the wood pellets. The Allen and Mathewson oil company has been bought out and their records are apparently in confusion. The new owners may have thought we were on automatic delivery because they just filled the tank, submitting an oil bill for \$1,500. Jeff was told that we cannot make them take the oil back, so he assumes we will need to burn all this oil in order to empty and eventually remove the large tank. Ed concurred that his personal use of this company's services has been a disaster, noting that their billing system is messed up. When it was suggested that someone at Public Works must have initially set up the service with the oil company, Jeff replied that he has not handled this before and he does not know if the problem is due to a mistake made by the company or the Town. Jeff expressed frustration that the PCC is actually in the black except for this setback with the oil company. Andy said he would join Jeff in talking about this with Town Administrator Rodney Bartlett. All were agreed that Jeff should not pay the bill at this time, though Jeff was unsure if the payment was already being processed. Jeff noted that despite last year's severe winter, the wood pellets were sufficient and we never even touched the oil.

VIII) Adjournment: Howard motioned to adjourn the meeting. Stacey K. seconded. With unanimous approval, the meeting adjourned at 8:46pm. Next meeting: Wednesday February 3rd @ 7pm.

Respectfully submitted,
Lauren Martin, Minute Taker
January 12, 2016