

Peterborough Recreation Committee, (PRC), Meeting
Roland "Beaver" Jutras Recreation Building
Minutes of January 25, 2011 7:00 PM

Attendees: Tina Kriebel, Chair; Andrew Dunbar; Paula Stewart; Douglas Thompson; Todd Weeks; Bob Lambert, Budget Committee Liaison; Jeffrey M. King, Recreation Director; minutes taken by Joyce Carroll, Administrative Assistant; Guests: Monadnock Challenge Series - Erin Lyons, Tom Bishop (Sharon), Jim Sullivan (Peterborough)

- I) Meeting called to order at 7:00 p.m. by Tina.
- II) December minutes were accepted with the following changes: Pages 5 and 6, change Paul to Paula. Page 6, Program Expense, should read "Andy stated that he would not support the current budget due to the availability of email...not e-commerce. Page 5, he would "have" no problem. Paul, Todd, seconded the minutes.
- III) Erin Lyons from Monadnock Challenge Series stated that they have been seeking help for the event from other towns. Jim Sullivan stated they have contacted people in Dublin, Hancock, Jaffrey, Sharon, Temple, and possibly more, with all positive responses (except Sharon). Jim said that they would develop a packet of information as to what is expected for support. Doug asked if there was any structure as to what would be asked of the towns. Jim said he would be approaching them with details, benefits, and suggestions as to what towns could offer. Doug suggested that they have a list of possible services needed. Doug asked Erin if she had a list of what would be needed to run the event (from previous years).

Eric suggested that she would like to reestablish the relationship with the Recreation Department. She added that when she originally worked with Craig it appeared that Recreation Department services would be possible for the triathlon. Erin wasn't aware of Recreation Department fees associated with the event. After the Triathlon she met with Jeff and felt that she should run the event on its own. On the second year, no one mentioned fees, but felt that she took the event and developed the organization and goals, which was a lot more than just running the event.

Erin said that they don't have a board, as it is still under development. She said that she is not comfortable bringing a budget to board, since it is under development, and there is "a lot going on".

Erin was asked if her team had met since she last appeared before the Recreation Committee, which she answered "no". Tina stated that if there is "a lot going on", how they could "not" be meeting. Erin stated that she will meet as a board once the pieces are put together (Support for Sports).

Paula stated that it was confusing, as she thought that it was a joint effort with the town, and the Town incurred expenses with personnel, etc. Paula remarked that she is concerned because this is now the second year that the PRC is not receiving the information for which it has asked. As public officials she wants to be able to answer questions about where the money is going for this activity which the PRC has supported and sponsored. The PRC has a responsibility to the taxpayers when providing town resources for an event such as this. Erin said that she appreciated the support. Tina confirmed that Erin is expecting to be billed for facilities, and asked “are we to bill her for the last two years”?

Tina stated that the Recreation Committee had expectations going into last year’s event that there would be more transparency, they have zero idea of what has happened with the event, and that Erin cannot demonstrate what really transpired. Todd stated that no one knows where the money is going.....and asked “is it going to charity”?

Erin said that she doesn’t want to give out incomplete details. She doesn’t want to be pressured to complete them, and would rather present it when everything was done and looked professional. Tina said that she would prefer to have a draft “in hand” then a perfect finished product. Tina said that the Recreation Committee would not be rushed and pressured to approve without a common understanding. Erin said that an accountant is working on this and could provide a clean document soon.

Doug acknowledged her hard work, however, if she takes a step back two years ago when she came to the PRC and said that she needed to get it done, the PRC said that under certain conditions the event could happen. Doug added that Erin has met none of those conditions, even after a third event.

Erin agreed to the things however after understanding how the PRC works, but that the things are still in development. Andy agreed that event was good, but that events should be funded by participants. He stated that the PRC has to answer questions about the event and that Erin need to have answers to these questions.

Doug asked for a breakdown of enrollments town by town, which Erin agreed she could provide. Todd would like to go forward, however, the biggest questions are the funds....accounting should be easy to show....money in, money out. Erin said she will provide this information and said that non-profit status takes about 1½ year, and expects her board to be set in mid-spring. Erin was asked if she had begun the non-profit paperwork, to which she said no.

Paula asked Erin to come back with a decision to either work with the town or to be billed. Erin requested a copy of event policies. Jeff said that event was the largest event the PRD has handled utilizing all of our facilities and the only such event of its type, therefore there’s nothing to compare it to in terms of policies and rental fees. Jeff wondered if it would be a “straight up” rental for the entire facility or just particular pieces. Paula stated that everything needs to be billed out with the town.

Erin stated that she would be willing to bring in necessary volunteers to be able to keep the event costs down. Tina requested a list of what is needed to run the event: 1) transparency of finances; 2) a breakdown of participants; 3) a timeline of the 503c process; 4) identify officers and board.

Jeff stated that given the scenario we are facing with the town budget constraints, and the town not able to support other events, such as Children & the Arts Day, it would be difficult to expect them to support this event. So, moving forward, a straight-up rental may be the way to go. Jeff said that the PRC would need to approve any such rental fee for this event. The PRC does not want to commit to anything at this point, but will discuss it again for the March meeting.

IV. Kevin Carne, Wine Appreciation Instructor.

Kevin reported that the Wine Appreciation program has been quite successful. He said that his experience has been with wine magazines and stores, and continues to keep up with the business. Jeff reported that the program was very well received, and noted that the course was developed as an educational program, with many of the participants having never registered for previous Recreation programs. Tina reiterated that the PRC made the decision to review and discuss wine appreciation courses. The discussion included advertising, which could include constant contact, possibly the program brochure. The program could be placed in the adult programs section of brochure. Kevin was asked how much wine was consumed over the course of the two hours of each class. He responded 6 oz of wine, with accompanying food. The PRC agreed that a non-wine picture would be acceptable (grapes). Kevin invited staff or board to attend the course.

V. Budget. Vehicle/Maintenance

Jeff reported that he level funded the electricity line and combined supply line items for accounting purposes. Equipment/Furniture/Tools is a new line item we're using. Previously, tools had been purchased under different line items, such as supplies, but that never really fit well. Jeff reported that the increase in the maintenance budget is for a water cannon, as the current irrigation system is antiquated, doesn't reach all areas (including across the street). The water cannon is portable and is self-propelled. Tina asked why the line item is at \$9,100 when the water cannon is only \$7,600? Jeff said he moved \$1,500 from 70305-64300 to more accurately reflect purchases. Jeff shared visual specification of water cannon. Todd asked if we could pull water from the river. Jeff wasn't sure of environmental restrictions to do so, but suspected that would not receive a favorable reaction. Jeff stated that last year's water bill was almost \$7,000 due to watering the fields.

Tina suggested a vote on the budget....make amendments, vote on them individually and then vote on the entire budget.

Andy asked how much we fund Rotary dues, which he realizes is not a decision that Jeff makes, but one that comes from the Town Administration. Jeff said the total dues are \$526, but the dues portion of that is \$100 something, but he wasn't sure the exact total. Andy asked "are we paying for dues and lunch?" Jeff stated that lunch is included as part of the overall dues. Jeff mentioned that Rotary has been very good to the town, donating thousands of dollars to the PRD as well as other town departments and is currently working with the Town to turn the former Wilder Thermometer site into a park.

Amendments: Doug stated that he is not supportive of buying the water cannon. He felt that although a great item, it is not an immediate need, especially with the fact that there have been no pay increases. Jeff said that he has put off this needed equipment for many years, and cautioned board that maintenance always seems to be the item killed. He feels that we have invested the taxpayers' money into our infrastructure and to not properly maintain it, would be hurting that investment. Todd offered that Jeff is asking the board to support the work that the PRC has asked him to do. Andy asked what the high school currently uses to water their fields. Jeff responded that they use a water cannon. Andy asked if we could share the water cannon with the school. Jeff responded that the PRD has cooperated with the schools in the past sharing equipment and purchasing items jointly, etc., but in this case, they need the water cannon at the same time we do so it's not practical to share an item like this. Paula asked if this could come from the revolving fund. Andy suggested that it could come from the revolving fund, as other users have use of the field. Doug asked if there could be a user fee for those using the fields. Jeff stated that maintenance and overhead has been worked into the program budget. Doug moved to remove the water cannon from the budget until next year. Andy seconded. This would reduce line 66860 from \$9,100 to \$1,500. During discussion, Andy said that due to constraints, we should find another way to fund this. Andy also thought we should reduce staff development by \$1,100 and reduce printing by \$3,000 and use electronic methods of marketing instead of printing the Peterborough Press. Jeff mentioned that he recently met with Pam Brenner and Heather McKernan from the *Ledger-Transcript* about reducing costs of the brochure. They were able to come up with a number of ways to save money, but that said, even at current prices, we're still spending less that we were prior to going with the *Ledger-Transcript* and we have a wider distribution. Budget Committee Liaison, Bob Lambert, stated that given that the PRD gave up 14% last year, and that the PRD bailed out other departments in past years, they should move forward with the water cannon.

Motions/Votes:

Water cannon: Motion to reduce line item 66850 from \$9,100 to \$1,500. Failed.

Staff Development/Travel: Motion to reduce line item 68100 to \$3,800. Passed. One no vote by Todd Weeks.

Programs: Motion to reduce line item 65100 to \$3,000. Passed. One no vote by Todd Weeks.

Tina suggested waiting until the end of this fiscal year and see if there's enough money to purchase the water cannon from this year's budget. If so, she suggested buying it this year. Paula moved to accept budget as amended, Todd, seconded. Budget passed **UNANIMOUSLY!**

PAYS payment. Field development fee goes to PAYS. Because of the dollar amount, it must be approved by PRC and BOS. PRC would like to have better accountability with MOU. Doug moved to authorize payment to PAYS. Passed with Andy abstaining.

Meeting adjourned at 9:08 p.m.

Respectfully submitted by Joyce Carroll, PRC Minute Taker 01-25-2011.