

Peterborough Recreation Committee (PRC) Meeting
Roland "Beaver" Jutras Recreation Building Minutes
of February 3, 2016, 7:00 PM
Approved

Attendees: Andrew Dunbar, Chair; Stacey Howarth; Heather McClusky;
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.
- II) Approval of Minutes: Lacking the necessary quorum of PRC members who attended the January 6, 2016 meeting, the minutes from that meeting were unable to be approved.
- III) Director's Report:
- A. Budget:
1. Jeff thanked Andy and Stacey K. for attending the Budget Hearing with the Selectboard last week. He said he was there only about ten minutes, and that he thinks it helps when the elected members of the PRC are present to show they have already vetted the budget and approved it.
 2. Jeff summarized that the PRD budget is up 2.6% in the amount to be raised by taxation. The \$18,900 for repairing the tennis and basketball courts which was requested to be a CIP item was moved into the regular budget because it is not a fixed asset. Seven thousand dollars is for the Cunningham Pond erosion study. Jeff noted that he has made cuts in other areas. We are requesting no capital items this year, which he thinks the Budget Committee recognized. Jeff did have to cut \$1,500 from his printing line item, which was painful because we had been discussing the value of printed program brochures. Jeff felt he had already cut as much as possible and there was nowhere else he could cut. He hopes that at the end of the budget year he may be able to find a balance that will allow more to be spent on printing, noting that we have a bottom line budget. Jeff can overspend in one line item and underspend in another, as long as the bottom line comes out as intended.
- B. Peterborough Community Center (PCC):
1. Jeff stated that the PCC hours of operation have increased with Kathy Bosk working 15 hours/week and Gloria Schultz working 28 hours/week.
 2. Security cameras are being installed tomorrow in the dining room and the conference room, adding to the two already in place at the door (facing outside) and in the gym. Jeff does not feel a security camera is needed in the kitchen because we do not have as many people in there at once.
 3. Jeff reported that Bob Crowley came in to talk about youth futsal using the PCC gym. When we purchased the used wooden gym floor, Peterborough Area Youth Soccer (PAYS) contributed \$10,000 in prepaid rent and they have been working that amount down. PAYS has been absorbed by ConVal Volunteer Youth Sports (CVYS), so now they will be using the gym. Bob asked for Tuesday and Thursday evenings but that is when we hold pickleball, so CVYS will take Mondays and Wednesdays. Mentioning how we have pulled all PRD programs out of the schools except for adult volleyball, Jeff noted that this remaining program meets ConVal School District guidelines because it does not charge a difference in fees between Peterborough residents and non-residents. Adult volleyball has been in place for at least twenty years. It works well in the South Meadow School gym because they can use two nets and conduct simultaneous games.
 4. We will soon be scheduling indoor practices for Peterborough Youth Lacrosse and Monadnock Youth Softball.

5. Local homeschoolers have booked the gym every Friday afternoon through the end of April.
 6. Stacey K. rented the kitchen and dining room recently for a ConVal Hockey Team breakfast, which reportedly went well.
 7. The dishwasher seems to be leaking, which we have to investigate.
 8. The Bernie Sanders campaign rented the PCC for an event focused on seniors, paying us \$930 in rent and custodial fees. We would love to have more candidates use the PCC for similar events.
 9. Jeff remarked that the Revolving Fund Report shows the PCC is in the black again for December 2015. After five years of running in the red, Jeff acknowledged that this is huge progress.
 10. Increased usage of the PCC has necessitated completing a project to build a hallway separating the rest rooms from the rest of the “exercise room.” The sectioned off area will create office space and additional storage. Jeff reactivated seasonal maintenance worker Roland, and is using Bob’s winter maintenance role differently. The cost for this project, which Jeff believes will be less than \$1,000, is coming from the recreation revolving fund. Before the men finish the walls, Fairpoint will install a phone line. Jeff has run this project past Code Enforcement Officer Dario Cararra, who has no issues with it.
- C. Ice rink: After finally getting cold weather, the ice rink has been well maintained by Bob Kruger and was getting considerable use until warmer temperatures returned the past few days. Last weekend Kathy Bosk and Lisa held a low key Family Skate Night with a campfire and hot chocolate. Assuming the weather cooperates, we will schedule skating opportunities for younger children to learn from ConVal hockey players during February school vacation.
- D. Scouting: Cub Scouts will be very busy this month with their Blue & Gold celebration of Scouting’s birthday, Scout Sunday when they will wear uniforms to church, and the Pinewood Derby on Feb. 21st. In March, four Webelos Scouts will cross over into Boy Scouting with Troop 8. The Boy Scout troop has a new website, www.troopeight.org and has two Scouts planning to attend the National Jamboree in West Virginia in 2017.
- E. Youth Lacrosse: We plan to offer the full spread of boys and girls youth lacrosse teams. If we do not have enough registrations for the younger girls’ teams, we will consolidate ages and offer clinics. Improving the odds we will have enough to form complete teams, this year the regulations have changed for U11 and U9 to play 7 on 7 using small sized fields. We are creating a small sided lacrosse field near Ecco Field to ease up the burden of scheduling everything at the Dublin School.
- F. Youth Baseball: The regional leadership of Cal Ripken Baseball have reportedly resigned, and Jeff has been trying, unsuccessfully, to meet the Peterborough coordinator, Bill Theriault. Peterborough Cal Ripken still owes us \$2,200, but Jeff has heard they are out of funds. Town Administrator Rodney Bartlett has told Jeff that if Cal Ripken does not pay us the money we are due, they cannot use our baseball fields. Assuming they will begin taking registrations by March, it is important that we connect with them as soon as possible. Andy offered to help contact Bill Theriault, if Jeff will furnish Andy with the necessary contact information. Heather asked if Cal Ripken might be trying to set up something with another organization, but Jeff could not imagine anyone else with physical resources like ours. Jeff noted that when the Monadnock Youth Softball League president resigned, a similar problem was avoided because the PRD, Antrim Recreation and Rindge Recreation held permanent seats on the board. Youth softball is financially solvent, mandated to maintain a minimum \$10,000 bank balance which prevents situations from happening as they are now with Cal Ripken.

G. Charitable Event: Goals for Gus had scheduled a fundraising soccer tournament at the PCC, renting the gym at the standard \$35/hour. We have agreed to co-sponsor the tournament along with the Hope for Gus Foundation, as we have The Place to Go in the past. As a PRD-associated event, the rental fee is now \$25/hour and no additional insurance will need to be purchased. More funds can go directly to this charity, which supports efforts to cure Duchenne Muscular Dystrophy.

IV) Program Report: Lisa had to briefly depart the meeting to help someone at the PCC. Jeff added comments to Lisa's written Program Report.

- A. Our Senior Fitness instructor's schedule has changed and she cannot offer her Friday class any more, which is unfortunate since it was just starting to take off with increased participation.
- B. Jeff said Lisa did a great job explaining pickleball as the guest speaker for today's Kiwanis meeting. Jeff and Kiwanis member Brian Manfre demonstrated the game. Jeff remarked that we have all the brighter light bulbs we need for the PCC gym and after our maintenance workers finish their wall/hallway project they will install the light bulbs.
- C. Jeff noted that the following programs are all going well: dog obedience, ballroom dancing, skiing, Tae Kwon Do, and men's futsal.
- D. Jeff stated that archery is underway and we hope to offer another session. The only problem is that this is an expensive program, due to the instructor's fee.
- E. The 11th annual Daddy-Daughter Dance is this Saturday.
- F. Summer Teen Challenge has been advertised at the middle schools and we have begun receiving registrations.
- G. An indoor field hockey clinic for middle school students will begin soon.
- H. Senior Program Update: Senior Program Specialist, Gloria Schultz, had submitted a written report.
 1. Meals on Wheels started off with very low participation but is picking up steam.
 2. Senior Lunch is going along fine. This Friday Gloria is holding a special Chinese food lunch and cooking demonstration in honor of Chinese New Year. Thirty people have signed up, including many folks who participate in other senior programs but not typically in Senior Lunch.
 3. Indoor walking at the PCC gym created some conflict when walkers arrived at their own convenience, without understanding we had programs scheduled in the gym at those times. We have placed more prominent signs indicating the hours the gym is available for walking.
 4. Jeff remarked that he explained to the Budget Committee that Senior programs do not bring in much money. Although we are spending money on these programs, we only charge a couple of dollars to participate.
 5. Kraft Korner is going well. The Let's Explore New England monthly lunch group is very popular and is already booked with a waiting list for this month.
 6. Jeff reported that he handed out copies of today's Director's Report, Program Report and Senior Program Update at a Town department heads meeting. Attendees were impressed with all the recreation opportunities we are providing.
 7. Jeff mentioned that the Town is down one custodian and the PRD staff is having to take care of a lot of our own custodial needs. When our summer maintenance staff returns they will resume these duties.

V) Revolving Fund Report:

- A. Jeff announced that we have crossed the \$2,000,000 threshold for Grand Total Revenues since the Revolving Fund Report began in 2003. The PCC is operating in the black with \$12,267 in revenues and \$11,503 in expenditures through December 2015.

- B. Jeff reviewed how last month we had discussed an unexpected oil delivery to the PCC. We will have to pay for that oil but that is not a burden since oil is so inexpensive this year. We will burn the oil down to a couple hundred gallons, then the oil company can suck that out and we will replace the oil tank with a household-sized above ground tank that will be used exclusively as a back up to the pellet boiler. If the pellets do not work for some reason, the oil burner will automatically turn on.
 - C. Jeff has submitted a list to the Finance Department of former programs he would like consolidated into a category called "Former Programs." Some of these old programs appear on the Revolving Fund Report to be losing money, creating a false impression that has looked bad to the Budget Committee.
 - D. Jeff explained that the Revolving Fund Report has been cumulative since 2003. Jeff knows the history of these programs so this report allows him to not only see where we are now, but to compare our status on each program from year to year. When he looks at the Net and sees positive figures for Trips & Shows and for our summer programs, he knows the history and is proud to see how much progress we have made. Trips & Shows was \$19,000 in the hole a few years ago but Lisa has worked hard and now it shows a net profit of \$572.
- VI) Scoutmaster's Report: Troop 8's Scoutmaster did not furnish a report this month, so this agenda item was skipped.
- VII) Outstanding Balances Update: Referring to the new format for the report on balances due, Jeff remarked that it is easy to see the progress we have made since November 4, 2015. We have collected a total of \$3,585.50 and have active payment plans in place for another \$6,649.00. When asked where these monies go, Jeff and Lisa explained that they are put back into the Revolving Fund in the specific program where the money was owed. The vast majority of what is owed comes from our two biggest ticket items- Playground Program (costing residents over \$500) and Summer Teen Challenge (costing residents close to \$300). Jeff noted that if we get this money collected it will help us break even all year long. When questioned why we do not insist everyone pays the total cost of their programs up front, Jeff explained that these summer programs are so expensive that people often agree to a payment plan that spreads out their payments. It has been hard for us to keep on top of whether or not regular payments continue. He noted that the system will not allow folks with outstanding balances to sign up again without first resolving their bills. He described talking with the family who owes us the most money. The husband did not know that his estranged wife has been overpromising payments all over town, but he came to the office the next day to make a payment and sign a new payment plan.
- VIII) FY2017 Budget Update: Jeff summarized that our gross budget is \$524,871, including the capital budget. After revenues of \$46,750, the total to be raised through taxation is \$478,121, which is a 2.6% increase over the prior year. Overall, the Town budget is up just under 4%. Jeff thinks our progress through the budget approval process is relatively safe at this point. He was pleasantly surprised that he was not asked questions about the tennis court repair or the Cunningham Pond erosion study. He affirmed that it was hugely successful for the Budget Committee to visit to see these two situations in person as it familiarized them with the need for the projects.
- IX) Chairperson's Comments:
- A. Andy referenced a letter he emailed on January 12, 2016 to the Holiday Trees Committee, copying the PRC and PRD, which he would like entered into the minutes (see attached). Andy asked the PRC to join in officially thanking the Holiday Trees Committee for raising over \$3200 for the PCC in the past two years, and for creating an event for the Monadnock region to enjoy. There was unanimous agreement in sharing that sentiment. Andy asked where that money has gone, and Jeff replied that it is considered PCC revenue for the Revolving Fund.
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- B. Andy has a resource which he will pass on to Jeff: a listing of convention sites *from NH Business*, which might be a valuable place to post the availability of the PCC.
- C. By March 1st, Andy will write a report for the Town Annual Report on behalf of the PRC. Jeff will write the PRD report. Jeff invited the PRC members to send any photos they may have that show PRD events and activities.
- D. Heather asked if there are plans for fundraising for the PCC for fire suppression. Jeff responded that we have extinguishers and a suppression system over the hood of the stove, but that fire suppression for the whole building would be hundreds of thousands of dollars. Jeff's higher priorities are to sand and repaint the gym floor, purchase a floor cover, and paint the gym. Jeff remarked that with voting next week, he has a feeling the Town might be interested in moving future voting to the PCC. This could have huge implications for PCC improvements that would not have to come from our Revolving Fund, such as exterior lights and the driveway. Andy suggested creating a maintenance and repair schedule for the PCC. Jeff agreed with this, adding that we could also include plans for renovations. Jeff hopes this spring he can have the gym floor done and then get a floor cover. We cannot hold basketball games there now because the lines are sized for a college court, but repainting and refinishing the floor would add to its usefulness. Andy asked Jeff to send the figures for repairing, sanding, refinishing and covering the gym floor, to give the PRC a focus on which to start. Jeff remarked that we might use Isabelle Miller funds for the floor project, since by repairing a physical structure we can offer new programs. Andy asked Jeff to bring to the March meeting the information they need to approve using Isabelle Miller funds. Jeff replied that the floor would be \$28,000 and the cover would be \$8,000, totaling \$36,000. Andy asked how the timing of the project would impact PCC programs and revenue. Jeff stated that he thought we could do the floor project in May or June, after spring sports have moved outside and before our summer programs begin.

X) Adjournment: Andy motioned to adjourn the meeting. Stacey H. seconded. With unanimous approval, the meeting adjourned at 8:15pm. Next meeting: Wednesday March 2nd @ 7pm.

Respectfully submitted,
Lauren Martin, Minute Taker
February 9, 2016

Attachment: Thank You Letter from Andrew Dunbar to the Holiday Trees Festival Committee

Thank You Letter from Andrew Dunbar to the Holiday Trees Festival Committee

January 12, 2016

Dear members of the “Festival of the Holiday Trees in Peterborough Committee;”

I would like to thank all of you who organized and participated in this second annual holiday event. You have not only brought back an enjoyable holiday tradition, (and expanded it), but have financially benefited Our Town and the Peterborough Community Center through your efforts. I believe I can speak for the rest of the Peterborough Recreation Committee, in expressing our thanks to all of you, but I will make sure an official “Thank you,” is brought forward at our next scheduled meeting so our appreciation can be expressed and officially recorded in the minutes of our next public meeting.

I look forward to you continuing your work each year for Peterborough, and the entire Monadnock region to enjoy.

Thank you again and Best Wishes;

Andrew Dunbar, Chair
Peterborough Rec. Committee.

Cc: S. Kolk; S. Howarth, H.Holt, H. Russell

