

Peterborough Recreation Committee, (PRC), Meeting
Roland "Beaver" Jutras Recreation Building
Minutes of March 30, 2011 7:00 PM

Attendees: Tina Kriebel, Chair; Paula Stewart; Douglas Thompson; Todd Weeks; Andrew Dunbar; Barbara Miller, Select Board Liaison; Bob Lambert, Budget Committee Liaison; Jeffrey M. King, Recreation Director; minutes taken by Joyce Carroll, Administrative Assistant;

I) Meeting called to order at 7 p.m.

II) Approval of January minutes.

III) **Peterborough Community Center Update:**

Jeff reported that the architects have been continuing to work on the final draft of the master plan report, and provided cost estimate reports (in committee packet). In the interim, the building has been opened for up to 99 person capacity per the Fire Dept. The following programs have either begun, or are scheduled to use the facility, with operations going well at this point:

- Monadnock Roller Derby - Monday, Wednesday evenings, Sat. morning,
- Youth Lacrosse - Tuesday and Thursdays
- Golf program - in partnership with the Monadnock Golf Course.
- Antique and collectible market beginning in the spring, with proceeds to benefit the Armory renovation.
- Inquiries from a farmer's market group
- Cal Ripken would like to do practices
- Babe Ruth Softball will have practices as well.

Rodney has done a great job with Allen and Mathewson to drastically reduce the heating costs, with some radiators being shut off. The radiators in six rooms have been shut off (out of eight) with it costing approximately \$42/day to heat the building. The original costs were inaccurately stated in the paper (\$450), but the actual was \$280/wk. Buildings and grounds have been helpful in preparing the building for use. Doug asked if the heating costs will go up if the other rooms are opened. Jeff said it is difficult to estimate what those costs will be, but will be less than earlier. Tina noted that heat is being used for the Food Pantry.

Andrew asked if there is a balance sheet as to who is paying for what, Jeff said that the original intent was to run all the expenses through the revolving fund; renovation money and expenditures on the renovation itself must be in a special fund, and was created by the Select Board this week. Jeff has requested expenditures from Rodney's office. Tina said that we are preparing ourselves for when the expenses come in. Andrew asked how the revenues will be reported. Jeff said he will provide an update as new clients come on board to use the building. Andrew asked if there will be different fees for different uses. Jeff said that rental agreements are being formalized, which are being reviewed by the town attorney. Jeff reported that there are several categories; residents, non-residents, profit, non-profit, with the American Legion at no charge, and as more offerings are provided, the fees would probably change. At this point only the large drill hall is being used, and fees will go up as the other rooms can be operated. Jeff said

that at this point they are only charging \$10/hour for the drill hall. Andrew felt that this is below in-town building fees, with the committee noting that there are no amenities compared with other buildings. Jeff stated that it is important to get people engaged in the use of the building. Tina suggested that a discussion on fees be included at the next meeting, and said that Jeff has made it clear to current users that the building is available as is, and that fees would most likely be going up. Andrew asked if the committee should be responsible for setting fees. Paula felt that setting rates is something that Jeff is qualified to do. The board agreed that it would be important to be informed of his Jeff's plans; however, that he needs to set the fees so that he can set his expenses.

Jeff noted that the antique market will be outside and will be donating \$20 per table, which will benefit the armory.

Andrew asked if a commercial vendor would pay \$10/hour, Jeff said no. Jeff said that he put out a note to the NHRPA list serve regarding the community center agreements, which is now being reviewed by the attorney.

Doug asked if someone could bring alcohol to the building, Tina said that currently no. Jeff said that at some point (weddings), this policy may change.

Andrew asked about smoking is permitted in the building, and if the building was owned by the Recreation Department or the Town of Peterborough. The committee discussed the town and Recreation Department's policy about smoking on the grounds. Tina asked if the rental agreements/fees could be completed as soon as possible.

Tina said that the proposal is to move forward with Phase I based on the funds that we have in Isabelle Miller, Jeff stated that there is \$175,000 currently in the fund. Phase I cost estimate is \$150,000, \$20,000 more than the original, due to the added items. Originally they had not included interior demolition and painting. Doug asked who would be overseeing the project – Jeff stated it would be the Architect, Rodney and Jeff. Andrew asked if the architect gave a five-phase billing. Jeff said that it was a limited scope.

Regarding tile removal, the original cost estimate was for removal only, and did not include new tile installation.

Andrew asked about the percentages allocated for profit and overhead, contingency fees, and general conditions. Jeff felt that the figures were a bit higher than what the actual costs will be. Bids could bring these figures down. Barbara Miller asked what general conditions means.

Tina stated "we've done the work, gotten to this point, but we need to do this phase before we do anything else with the armory, including fundraising". Jeff stated, regarding the Miller fund, that he needs to recommend to the board, and they have the responsibility to approve (or disapprove). Tina asked if there were any questions. Paula felt it was not voted last month as the numbers were not complete and that there was a question about fundraising efforts.

Andrew asked about the electric - if exterior emergency lighting is included in the costs. Jeff said there are lights now that are on a switch, but those may be changed to motion sensors at some point. Jeff reported on the timeframe, if approved: bid documents are nearly complete, and by the end of June/July we could see Phase I completed (depending on contractors and bidding process). Todd made a motion to accept the proposal, Paula seconded, Tina asked for comments.

Todd commented that we are not prepared to lose money.....they may have to moth-ball it for the winter. Paula said that Pam agreed that it may have to be shut down for the winter months due to heating costs.

Andrew asked if Phase I would take us to the middle of July/August, and if the next project was the kitchen. Jeff agreed that with more amenities we could offer more and charge more. If the insulation was broken out it would be upwards of \$250,000 and includes the redo for wall and final renovations. Jeff said that the kitchen would be the next priority. If grant opportunities are successful, that could get us there more quickly; however, we may have to rely on fundraising or additional Isabelle Miller funds.

Andrew asked when the insulation could be done. Jeff said that based on the advice of the architect, only the roof could be accomplished without disturbing other interior renovations. Tina said that the timeline on renovations depends on grant writing, fundraising, or generous donations. Andrew asked if the Isabelle Miller money is used now, can it be used later for additional maintenance. Todd stated that in his opinion, it can be used to build upon current new amenities.

Doug asked if the Isabelle Miller fund is for recreation purposes, and wanted to know if the town wanted to make it into an event center in the future (example), is there anything that states the town can't change its mind on the building's use for recreational purposes, and the monies spent. Tina said they they have been given the authority to spend the Isabelle Miller fund. Jeff said that he would not recommend this (expenditure) if he thought the town would take back the armory. Jeff said that given the commitments that have been made, he could not imagine that this could happen. Tina stated that in order for Peterborough use the building as an asset, we have to be able to implement the plan. Andrew stated that there has not been anything in writing that the town has given us control of the building. Barbara said that \$50,000 worth of grants has been put into the project, and that the Select Board voted to hand over the building to the Recreation Dept. Barbara said that it was also included in a survey that the Recreation Department would operate building. Andrew asked again for the record of the Select Board approval and reiterated his overriding concern about rental fees. Jeff noted that the current rental fees are consistent with other PRD rentals.

A vote was taken: Andrew abstained, Tina, Paul and Todd approved.

Barbara noted that the Select Board is disappointed that Tina is not running again, and thanked her for

the years of service.

IV. Cunningham Pond

Tina noted an incident that happened last year between a staff member and a resident (without the proper identification) that put the staff member at risk. Tina recommended that stickers NOT be sold/provided at the beach. Jeff noted that residents are circumventing the system and getting stickers for friends who are non-residents. Tina's noted that her biggest concern was the safety of the young staff at the pond. In the past the second parking sticker was \$10, should it be increased to \$20? Doug noted that it is not fair to increase the fee based on a few people abusing the system. Jeff noted that according to Town Ordinance 195-19.1, people are subject to a parking fine of \$25 for not having a sticker. The chief said that they have not been too heavy handed with this ordinance, but he would be willing to have officers strictly enforce the ordinance, which would send a message. Tina noted that she will be sending out press releases and our other avenues through the Recreation Department to update people of the new policy. Todd asked that we prosecute individuals who sell their resident stickers to non-Peterborough residents.

V. Director's Report

The Bond for the pool is the only major item on the Town Meeting, May 11th (unless the budget fails). Next Wednesday is the deliberative session for the items that are on the ballot.

The Triathlon will be paying \$1,000 for the event. Five hundred will go to the town's general fund and \$500 from the Support4Sports fund will go to help renovate the Community Center. This will cover costs, which is only the lifeguards. A refundable security deposit will be required in case it is needed for maintenance, cleanup costs. Jeff noted that Erin Lyons and Chris Vachon were notified that next year's fees would be going up. It was noted that they donated \$1,400 to the Peterborough Fire Department, and paid for police coverage as well.

VI. Program Report: Paula asked about basketball in the Community Center.

VII. Revolving Fund: No report was given.

VIII. New Business:

Doug asked if anyone would object to moving the meetings to Monday evenings. The board agreed to change the meetings to Monday evenings.

IX. Action Items: Doug – basketball committee.

Meeting adjourned at 8:30 p.m.

Respectfully submitted by Joyce Carroll, PRC Minute Taker 03-30-2011.