

Peterborough Recreation Committee (PRC) Meeting  
Roland "Beaver" Jutras Recreation Building  
Minutes of October 7, 2015, 7:00 PM  
Approved

Attendees: Andrew Dunbar, Chair; Howard Russell, Vice-Chair; Stacey Kolk, Secretary; Stacey Howarth; Heather McClusky; Ed Juengst, Select Board Liaison; Jeffrey M. King, Recreation Director; Lauren Martin, Minute Taker

I) Meeting called to order: Andy called the meeting to order at 7:00pm.

II) Approval of Minutes:

- A. Andy motioned to approve the September 2, 2015 minutes as written; Stacey Howarth seconded. Stacey Kolk had not yet arrived but a quorum of PRC members was present. The minutes were approved unanimously.
- B. Following up on those minutes, Andy noted that he had stepped out of the room when Jeff remarked in September that even on the hottest days the parking lot at Cunningham Pond does not fill, and that if the PRC is ever going to make a proposal to the Town to sell beach stickers to non-residents, Jeff thinks this is the time. Andy offered some historical background on the issue by explaining that at Town Meeting about twenty years ago, residents voted *not* to sell passes to non-residents. Andy felt selling stickers to non-residents now would not significantly affect income and would cause controversy. He expressed concern that non-residents would bring their guests and friends, leading to the possibility that residents might not be able to find parking.
- C. Andy motioned to table any action on the issue of non-resident stickers until another time. Jeff clarified that he had not make a proposal at the last meeting, and that he needs to find out what the procedure would be if the PRC did choose to make a proposal to the Town. Andy clarified that his motion is to table this until they have time to discuss the background of the issue. If the topic is brought up again, he would like it to appear on the agenda so he will have time to prepare background information. Heather stated that if it has been twenty years since the Town voted to not sell non-resident stickers, she would like to have the topic brought up for discussion. She asked what Andy's intention was in motioning to table the discussion until "another time." Andy reworded his motion, moving that the PRC table any action on non-resident pond stickers until a later date when this can be placed on the agenda of a regularly scheduled PRC meeting. Howard seconded the motion. The motion passed with unanimous approval.

III) Director's Report:

- A. Personnel: Terry Reeves has resigned as Senior Program Specialist, wanting to retire and spend winters in Florida. Gloria Schultz, who has been very active in the community for many years through arts programming and catering, has been hired for the position. Gloria will begin work on Oct. 14<sup>th</sup> overlapping with Terry for the last two weeks of October.
- B. Peterborough Community Center (PCC):
1. Jeff reported calling J.P. Pest but has not heard back from them yet.
  2. The Recreation maintenance workers have put up thick, clear plastic on the casement windows, and have tightened, locked and insulated the large garage door. Jeff is hoping these efforts will save on heating costs.
  3. A door by the wood pellet silo was sticking. Since this is a fire exit and must be usable, the hinges have been lubricated and it now works well.
  4. Late this afternoon, Peterborough Farmers' Market representatives told Jeff they will cease markets from December 30 to April 27, reopening outdoors in May. For the last two years they have operated year-round, paying the usual PCC rent of \$35/hour. When

setting up on the front lawn for the summer and accessing the PCC only for bathrooms, Jeff has charged them \$15/hour. A few weeks ago, Jeff met with Market representatives who asked to discuss the rental fee, though Jeff explained that he cannot change what they pay for renting the PCC gym. They complained how the summer outdoor fee prevents them from hiring musicians as they used to at Depot Park. Jeff agreed to skip the outdoor fee if they would hire entertainers, thereby providing a summer concert series at no cost to the PRD. Jeff also agreed to help them publicize their market through the Recreation Department Facebook page and through Constant Contact e-newsletters. Each week we are now featuring a different Farmers' Market vendor on our Facebook page. The Farmers' Market banner that had been on the PCC front lawn looks shabby, so Jeff offered to let them install a permanent sign. They paid \$1,000 toward their outstanding rental balance, but Jeff thinks that with fewer vendors in the winter to shoulder the burden of rent, they decided to take the winter off.

5. Jeff noted that Stacey Kolk had wanted to discuss the rate for renting the PCC kitchen, but she had not yet arrived to the meeting. Andy commented that local churches which rent kitchens do so for events, not for commercial enterprises to prepare food for use or reselling at another venue.
- C. Union Street Reconstruction: Jeff summarized that the company is finishing their punch list of remaining items and have painted most of the lines marking the street. Jeff is eager for them to clear their vehicles out of Adams Playground so we can put down the ice rink liner, which needs a lot of repairs. Jeff has noticed that cars are slowing down now as they pass our facilities.
- D. Cunningham Pond:
1. The Recreation maintenance crew removed the dock and have begun preparations to winterize the restrooms. Jeff commented that on Sept. 18 – 20 there was a big campout with the Cub Scout pack and Boy Scout troop, where the Cubs used kayaks and paddleboards while the Boy Scouts hiked Pack Monadnock for hawk watching.
  2. Jeff explained that the Petersons own the right of way around the pond and we paid to create a buffer zone. If the Petersons are successful in selling their land, Jeff hopes the fence currently in place can be removed.
  3. Stacey Kolk arrived at this time (7:25pm).
  4. Jeff has spoken to Rodney Bartlett (incoming Town Administrator) and Pete Throop (Director of Community Development) about the erosion at Cunningham Pond. Rodney then spoke about it with Matt Lundsted, who does this kind of work and is on the Conservation Commission. Matt thinks it will cost five or six thousand dollars to do a study. Rodney would like Jeff to put this in the operating budget and plan on having a study conducted. Ed confirmed that Capital Improvements Committee member Leandra MacDonald agrees that a study should be done first before spending money.
- E. Adams Pool: The pool is being winterized.
- F. Equipment: Jeff reported that Public Works decided not to purchase our tractor. We will trade it in toward the purchase of a new one. Jeff has already done the necessary purchase order.
- G. Tennis Courts: Jeff was pleased that the Capital Improvements Committee toured our facilities and looked at the condition of the tennis courts. Jeff will propose resurfacing the tennis courts as one of our Capital Improvement Projects.
- H. Scouting: A state-wide recruitment night led to 1200 new Scouts signing up in one night in September. In Peterborough, over 20 new boys have joined, which Jeff thinks is largely due to the convenience of the sign-up night taking place during the Peterborough Elementary School Open House. Cub Scout Pack 8 in Peterborough now has over 43 boys, which is the largest it has been in years. The Peterborough Boy Scout Troop has about 23 boys. Jeff noted that with the loss of some sports programs, Scouting is one of our larger programs. This weekend the pack and troop will be joining approximately 5,000 Scouts at the NH Speedway in Loudon for the NH Jamboree.
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IV) Program Report: Lisa was running pickleball during the meeting, so Jeff offered comments on Lisa's written program report.

- A. Little Spirits Yoga was cancelled due to low enrollment. Lisa thinks the instructor's choice to offer a ten week program was too lengthy. She will suggest trying again with a briefer session. When the timing was questioned, Jeff explained that timing is usually dictated by when the instructor is available, and that the trouble with drop-ins is that the instructor cannot know each week if they will make enough to cover the overhead.
- B. Archery was also cancelled, though Lisa is not sure why we did not have more registrations because this program had been popular in the past.
- C. Senior Fit- Carol Leger is starting two new exercise programs for seniors at the PCC.
- D. African drumming- We are close to cancelling these programs due to very low participation.
- E. Ballroom dancing- We have been running this program for many years and it has had a faithful following, but participation for this session is way down. Lisa will try to reinvigorate it with increased publicity. This program takes place at George Sterling's 9247 studio on Concord Street.
- F. Ski Program- The deadline for purchasing a season's pass at our low club price is at midnight on Sunday Oct. 11<sup>th</sup>. The PRD gets a 7% commission, which we use to offset the cost of chaperone passes for our Friday Night Lights ski program.
- G. Tae Kwon Do has about 20 people regularly participating. While the fee is usually \$58/month, they have a deal for new fall registrations for \$99/3 months.
- H. Cougar Youth Sports Association will apparently run youth basketball.
- I. The Cornucopia Project continues to offer cooking classes at the PCC kitchen but are now doing this as a private rental, not as a PRD program.
- J. Halloween event- Jeff and Lisa met with Pelagia Vincent, who works with the Depot Square merchants, to begin planning a special Halloween event to be held there.
- K. The "Kick Off the Holidays" Craft Fair will return for its fourth season at the PCC on Sat. Nov. 14<sup>th</sup>. Proceeds from vendors renting table space benefits the PCC.
- L. The Second Annual Holiday Trees in Peterborough event will take place at the PCC on Dec. 11 – 13. Proceeds from this event benefit the PCC. PRC members were urged to mark their calendars and plan to participate.
- M. Community Lunch- Andy reported that he attended the lunch last week and that he does not think the value of the meal is accurately reflected in the cost of the lunch. PRD pays \$10 per lunch but attendees pay \$7, with coordinator Ann Lessard making up the difference by selling placemat ads. He pointed out that when having lunch in a restaurant the cost includes a great deal of overhead which this arrangement- having food trays dropped off at the PCC- avoids. Jeff acknowledged that Ann has approached other possible food sources but no one could provide lunch for under \$10. Andy affirmed that the lunch is a very positive social experience for all who attend.

V) Revolving Fund Report:

- A. Jeff stated that the PCC is approximately \$500 in the red, which is particularly good since we are paying an additional amount on top of the actual heating costs to pay back the Town for purchasing the wood pellet boiler. Without the added boiler expense the PCC is actually running in the black.
  - B. Jeff reported that he just ordered ten LED light bulbs for the PCC, which will be installed around the perimeter of the gym. This will hopefully make the gym brighter and should save money on electricity.
  - C. Referring to the second page of the Revolving Fund Report, Jeff noted that last month Summer Teen Challenge (STC) was in the black, but now it is \$8000 in the red. He explained that we take in fees in May and June and spend that money on the program in July and August.
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He also pointed out that the STC staff payroll is subsidized, so he will do a journal entry which will reduce the overall STC expenditures.

- D. Playground Program revenues are up, yet just a few years ago this program was in the hole.
- E. Trips and Shows indicates a positive balance, yet a few years ago this was also in the hole.
- F. Overall, Jeff feels we are in good shape. Since 2003 we have brought in just over \$2 million in program revenue.

VI) Accomplishments:

- A. Andy shared his feeling that while PRC meetings are primarily about planning for the future, we need to also focus on PRD accomplishments by noting all the positive things that have been done in recent years. The things Andy identified as very positive events and resources are the ice skating rink; the wooden gym floor at the PCC; the entire PCC; the Daddy-Daughter Dance, which Jeff initiated; the renovated Adams Pool; and Adams Playground. Jeff agreed that it is important to acknowledge all that we have, especially for people who are new to town and may not have a broader perspective. Jeff summarized, "If you don't know where we've been, you won't understand where we are, and you won't know where we're going."
- B. Jeff noted that a 2001 study on the PRD identified a litany of maintenance deficiencies. For the first seven or eight of the eleven years Jeff has been here, we have worked on addressing items in that report. Andy affirmed that Jeff has taken care of a lot of health and safety issues, including eliminating smoking on recreation properties and ridding the PRD drink machine of high fructose corn syrup soft drinks. Jeff stated that smoking on our property was an issue the PRC wanted to address, although they were limited to only making rules for our parks. The PRC took this issue to the Select Board to make it a town-wide offense to smoke on Town property. Jeff feels we were ahead of the curve on this issue because other towns have asked him how we achieved this.
- C. Jeff remarked that we have five properties in town which are Land Water Conservation Fund (LWCF) sites: the basketball court, the tennis courts, Picard field, the Niemela Conservation Land off Route 101, and \_\_\_\_\_ tree. These properties were funded by Land Water funds and must remain usable for recreational purposes in perpetuity. The state will inspect LWCF sites next week. Jeff asked the PRC to put in a plug for state LWCF assistance if they ever get to speak with our senators.

VII) Goals for 2015 – 2016:

- A. Jeff asked if the PRC might want to schedule a planning retreat to discuss goals and help set the direction for Jeff to guide the department. Jeff thought it might be helpful if we had a facilitator to discuss what PRC members want to accomplish in five to ten years. Jeff has his own ideas but wants to be sure he does what the elected representatives want. Howard agreed that this is a good idea. Andy noted that we need to simplify goals and make them measurable.
- B. Andy said we *could* coordinate a planning retreat with a facilitator but he suggests we discuss goals for ourselves at each PRC meeting. One example that Andy has in mind, is that every PRC member should be knowledgeable about all recreational facilities. He suggested that at least once a year PRC members go to all the facilities and participate in programs, such as attending the Senior Lunch, watching a game, going on a ski trip and swimming in the pool.

VIII) Outstanding Balances Update: Jeff explained that Lauren had been off that day and Lisa had been busy so that we do not have an update to report. Andy asked to have this topic placed on next month's agenda.

IX) PCC Kitchen Rental Fees:

- A. Andy investigated rental fees for the hall at the Methodist Church, which charges \$35 per
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event for the kitchen only, and \$100 for the hall. Other rooms have other charges. They do not rent their hall for commercial use.

- B. When Andy suggested \$35/event, Jeff pointed out that we might have requests to rent the kitchen for multiple events in a day. With the possibility of someone wanting to rent the kitchen for the morning and someone else for the afternoon, Jeff suggested defining what “event” means.
- C. After a discussion about fees that would not seem so high as to be off-putting, Andy proposed charging \$35 for a four hour block for the kitchen, for non-commercial use. Jeff thought this made sense and would increase rentals. Jeff specified that consumables are only part of the cost we want to cover. We also need to cover heat, lights and water/sewer. Right now, he affirmed, our rental rates are what they are because we are cognizant that we have to pay overhead.
- D. Discussion ensued about the intended use of the kitchen, including differentiations between organization fundraising and selling for personal gain. Jeff described how the Farmers’ Market is a non-profit entity yet the vendors are for profit. Andy stated that he does not think we should give a price break for renting Town facilities by someone, like a caterer prepping for an event, whose use of the kitchen would result in their making a personal profit. The price break would not likely be passed on to whomever hired that caterer, but would result in greater profit for the caterer. The decision was made to specify “non-commercial” use as opposed to “non-profit.”
- E. Stacey K. motioned to charge \$35 for the kitchen for up to a four hour event rental for non-commercial use, and \$35 for the dining room for up to a four hour event rental for non-commercial use. Agreement was made to continue renting the gym and other rooms at \$35/hour. Heather seconded the motion. It was approved unanimously. Jeff commented that when the PCC first opened we had to practically give the gym away and now we can charge for it. Stacey K. stated that at some point we should talk about the commercial fee to rent the kitchen, but Andy replied that we should wait until it comes up. Stacey K. asked to have the new fees publicized on Facebook, Constant Contact, and on the Town website.

X) Adjournment:

- A. Andy motioned to adjourn the meeting. Howard seconded. With unanimous approval, the meeting adjourned at 8:42pm.
- B. Andy thanked Jeff for including on the agenda a written reminder of the upcoming CIP meeting on Thursday Oct. 22 at 6:30pm at the Town House. PRC members are encouraged to attend.

Next meeting: Wednesday November 4<sup>th</sup> @ 7pm.

Respectfully submitted,  
Lauren Martin, Minute Taker  
October 12, 2015