

Peterborough Recreation Committee (PRC) Meeting  
Roland "Beaver" Jutras Recreation Building Minutes  
of November 4, 2015, 7:00 PM  
Approved

Attendees: Andrew Dunbar, Chair; Howard Russell, Vice-Chair; 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 7:00pm.

II) Approval of Minutes:

- A. Andy thanked Jeff for getting the October 14<sup>th</sup> meeting minutes out on a timely basis. Andy thanked Jeff for letting the Committee know Stacey K.'s mother is ill, remarking that we will keep Stacey and her family in our thoughts and prayers. Andy thanked Jeff for selecting a great staff, and for helping get a great Recreation Committee on board.
- B. Andy asked Jeff to send him a copy of the ordinance prohibiting smoking on Town property. Jeff noted that he has shared this with many other towns who wanted to follow suit.
- C. Andy questioned if Jeff was going to look into the buffer zone and fencing at Cunningham Pond. Jeff replied that he will not do anything about this unless the neighboring property is sold since we are bound by the agreement that was made by the Selectboard with the Petersons.
- D. Andy asked to have the October 14<sup>th</sup> minutes amended as follows: Section IX) PCC Kitchen Rental Fees: A. Andy investigated rental fees for the hall at the Methodist Church, which charges \$35 per event "for the kitchen only, and \$100 for the hall. Other rooms have other charges."
- E. Howard motioned to approve the minutes as amended. Heather seconded. The amended minutes were approved unanimously.

III) Director's Report:

- A. Personnel: Our summer maintenance workers have finished working for the season and will return April 1<sup>st</sup> of next year. Bob Kruger remains available for winter tasks, primarily maintaining the ice rink. Jeff noted that the recent warm weather has led many people to continue enjoying the playground, though we no longer have the staff to empty trash barrels. Andy questioned whether Town properties are carry in/carry out facilities. Jeff responded that if people purchase water or concessions (sold at tournaments) on our property we need to provide trash receptacles.
  - B. Peterborough Community Center (PCC):
    - 1. Jeff has contracted J.P. Pest to address the mice situation. They charge \$415 for the initial set up and then \$79/month thereafter.
    - 2. Jeff received an estimate of \$28,500 from New England Sports Floors for sanding, painting, and applying polyurethane to the gym floor. Danaher Flooring, who did the initial installation, had verbally estimated \$43,000. Panels in the floor have separated over time because of general wear and tear, so this needs to be fixed. The work would include marking properly sized courts for basketball, pickleball and volleyball. When we purchased the wooden floor, Danaher felt it had three full sandings left in it, indicating it could last approximately 25 years. Jeff affirms that having this work done will be very helpful to these programs and the floor will look a lot better. He would not ask the company to do any of the tasks excluded from the estimate except for wood repair to a few boards. Jeff noted that this project is not in the budget because it is for the PCC, but he is going to look for money to do this in the spring when heavy usage ends and the heating season concludes. Andy asked if sanding dust in the air would present a health concern, but Jeff said we would not use the facility while this work was being done. Andy questioned whether Jeff will put this out to bid but Jeff does not know if there are
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many other companies who refinish gym floors. He will ask Town Administrator Rodney Bartlett for guidance.

3. A clog formed in the kitchen sink drain but our maintenance workers were able to get it going. Jeff stated that we will keep an eye on it.
  4. Rodney has agreed to allow other Town departments to be billed for using the PCC. The PRD charges our own programs to use the PCC, but other departments have been scheduling meetings there without being charged. They will now begin paying the \$25/hour that the PRD pays. Regular PCC room rentals are \$35.
- C. Union Street Reconstruction: The construction crew should finish their punch list in the next week or so. The Highway Dept. will grade the parking lot and expand it down the westerly side of the tennis courts. The extra parking will be crucial when the ice rink is up but will also be used during the summer. Jeff shared his long-term goal to reclaim the area in front of the basketball court with grass so that all cars are kept over by the tennis courts and people can move about freely near the playground and basketball courts.
- D. Cunningham Pond: A small water storage tank for the restrooms is broken and will need to be repaired or replaced in the spring.
- E. Adams Pool: Jeff commented that a lock on the concession stand window is missing and the hasp is bent, indicating that someone tried to break in. Heather asked if we sold concessions there, and Jeff replied that we have tried in the past, but lost money on it due to the combined cost of labor and food.
- F. Equipment: Jeff reported that we have purchased a new John Deere tractor and traded in the 755. The new backhoe attachment is currently sitting in the breezeway at the pool, but Jeff is concerned about vandalism and will have that moved.
- G. Tennis Courts:
1. Jeff presented the tennis court repair project to the Capital Improvements Plan (CIP) Committee, and he was pleased they came to view the tennis courts beforehand. Jeff thanked Andy for attending the CIP meeting. Since Jeff has not been called back to answer CIP questions, he is hopeful this will make it through the budget process. Andy expressed appreciation to Jeff for asking him to attend the CIP meeting, and he also thanked Lisa for inviting him to participate in "Boo Night."
  2. Jeff explained that three of the four tennis nets have been removed for the season. He will buy new nets next year since these are at the end of their useful life.
- H. Scouting: Since the Recreation Department is the chartering organization for Boy Scout Troop 8, Jeff included in the agenda packet Scoutmaster Chris Edscorn's monthly report to his troop committee. Jeff reported that the Mt Monadnock District Cub Scout Campfire was held at Adams Park with about 100 people from southwestern NH participating. The Cub Scout pack currently has approximately 45 boys, which is the largest it has been in years. This weekend Scouts will place Scouting for Food door hangers, and next weekend they will collect donated food for the local food pantries. They will also be marching in the Veteran's Day parade. Girl Scouts and Cub/Boy Scouts comprise the majority of the parade marchers.
- I. Meeting with Temple Town Representatives:
1. Jeff met this day with Temple Selectman John Kiely and two members of the Temple Recreation Committee for an informal discussion. Temple has a recreation budget of approximately \$5,000. Jeff was pleased that one committee member said she realizes how well Peterborough funds our department and facilities, and she understands that Temple residents need to pay more than Peterborough residents when they use our services. John Kiely did not realize we allowed Temple residents to participate at all, so Jeff was glad this has been clarified.
  2. The Temple representatives expressed great interest in Cunningham Pond and said they would consider paying per capita and sharing resources, whether just for summer opportunities or year-round. Jeff told the PRC that for years he has been saying that if

one town will do this successfully, others will follow suit. He pointed out that Temple has successful programs, too, as well as nice facilities to bring to the table. At some point, he said we may have something to talk about, but for now he is glad they are willing to contemplate paying their fair share.

3. Andy remarked that Cunningham Pond is a whole separate issue and he feels this should be excluded from this discussion, adding that Temple would have to be willing to not only pay per capita but also include an administrative fee. Jeff countered that Cunningham Pond will have to be part of the discussion since that is the facility in which Temple is most interested. If this ever goes to town meeting, Jeff said we will see if the townspeople decide to take this off the table. Jeff pointed out that people enjoy doing different things and going to different places, so maybe Peterborough residents *would* go to Temple for an activity.
4. Jeff clarified that the State of NH actually owns the water at Cunningham Pond but we own the access. If someone entered the pond elsewhere, we could not stop them from swimming. Andy commented that he understands the desire to pursue this but he feels there are a lot of residents who will object to non-residents' use of the pond. He is concerned that residents might not be able to use the facility if many non-residents have taken parking spaces, and he asked if one town does this, what would happen when other towns want to do the same? Jeff pointed out that we would limit non-resident passes and that since we are always pressured to bring in more revenue, we need to have this discussion. Jeff added that entering into this kind of agreement and sharing resources would also give us access to other towns' beaches, too. Jeff noted that we need to look at what we would gain as well as what we would give up, and that if we want to get to the point where people do not use our resources for free, we need to have this conversation. Heather agreed that we should keep Cunningham Pond as a separate piece of the discussion because she does not want the parking lot to fill, excluding Town residents, but that we should have the discussion. Jeff summarized that attendance at the Pond in general has been down since the renovated pool opened, so this is currently an opportunity to have this discussion.

IV) Program Report:

- A. Andy asked what had happened with the ConVal Youth Sports Association (CVYSA). Jeff replied that they have just finished soccer and are about to start basketball. After inquiring about the fee, they did not choose to rent Ecco Field for soccer under the lights. They used the Peterborough Elementary School fields. Jeff said we are not involved except that they will be scheduling use of the PCC gym with us for indoor soccer. He reminded the PRC that when we purchased the wooden gym floor for the PCC, Youth Soccer (which has now merged with CVYSA) gave us \$10,000 in prepaid rent. As they continue using the PCC gym their prepaid amount will whittle down. When Bob Crowley met with the PRC this summer, he had hoped to receive their support for the new CVYSA. Jeff said the formation of the CVYSA has had a huge financial impact on us since soccer was our largest program and did generate significant revenue. Lisa commented that we are being helpful to CVYSA and waiting to see what happens. Heather noted that the cost for soccer through CVYSA was the same as through the PRD. Basketball is going up this year since last year it was free, though the second child plays for less. Silver Valley/Emerald Valley travel basketball is charging a lower fee. Jeff remarked that he does not know if CVYSA's financial model is sustainable.
  - B. Lisa suggested her Program Report be essentially accepted as written. She added that we have been busy getting new senior and toddler programs off the ground. Because these are new areas for us it is going slow.
  - C. Andy remarked that we have had great, successful events with the Daddy-Daughter Dance and "Boo Night," asking if we might plan a new event in November. Jeff said that we have time
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to do more of this since we are not doing youth sports, noting that we are undergoing a seismic shift demographically and programmatically. There was much enthusiasm for the concept of a winter carnival.

V) Revolving Fund Report:

- A. Jeff explained that the second page of the Revolving Fund Report is a cumulative report since 2003. The Finance Department has consolidated a number of former programs that were losing money, and Jeff identifies that there are still more programs that would be appropriate to handle this way. Examples include ConVal lacrosse, ConVal softball, field development for soccer, youth soccer, Silver Valley Basketball, and (Bobcat) Basketball Program. Jeff explained that Finance is having trouble with the new version of their software and as soon as it is resolved, we will consolidate additional programs.
- B. Page 1 lists PCC revenues as \$2,685.00 and PCC expenditures as \$3,217.66. Jeff feels this is not a bad shortfall for the start of the year. He just completed a journal entry to pay PCC rent for our programs, so it will look even better on the next report. On the program side, revenue is \$34,856.35 and expenditures are \$64,011.41. Jeff cautioned the Committee not to panic because we bring in a lot of revenue in May/June and spend a lot in July/August, so this is to be expected. Jeff will also complete a journal entry for the Playground Program and Summer Teen Challenge payroll, which will help.
- C. Jeff described how PCC rentals are greatest from September to early May and are next to nothing from late May through August. Considering our fiscal year starts in July, to have this much in November is really good. Once we begin paying heating bills the picture will look different.
- D. Jeff noted that we have surpassed the \$2 million mark for total revenue since the start of the Revolving Fund, which was essentially 12 years ago. Trips & Shows and Playground Program revenues are positive now though they used to be deeply negative. Lisa remarked that it is phenomenal to have had this kind of a comeback for the Playground Program.

VI) Scoutmaster's Report: Jeff suggested that the PRC read Boy Scout Troop 8's Scoutmaster's report at their leisure.

VII) Outstanding Balances Update:

- A. Lauren discussed an agenda packet handout detailing multiple efforts to contact those with outstanding balances since September 2013, and the current status of those accounts. Total balances due on 11/4/2015 is \$16,237.25. All of these accounts have been emailed/mailed invoices between 10/30 and 11/3/15. Of this amount, we have \$4,836 being actively paid down through payment plans. Another \$4,148 are payment plan defaults, where individuals stopped paying their agreed upon plans. The final \$7,253.25 is due in full without any incremental payment plans in place.
  - B. The total amount due had been worked down last spring, but is now higher again due to unpaid summer programs. The total payments due just from summer 2015 is \$7,531.50, with \$4,346 of those summer charges continually being paid down through active payment plans.
  - C. Of the total \$16,237.25 due, \$7,531.50 is from summer 2015; \$4,153.50 is from charges going back from early 2015 through 2012; and \$4,552.25 is from charges made in 2011 or earlier. Some of the individuals in the last group are not reachable, with their mail/email being returned. Lauren will have a report next month of the accounts we have been unable to reach, which may need to be written off. Andy suggested asking the Town Clerk to see if Peterborough residents in this group may have a different Peterborough address.
  - D. Andy acknowledged the need to collect on outstanding debt, but he also affirmed that we do not want people to continually offend by continuing to make new charges. Jeff will speak with Assistant Town Administrator Nicole MacStay about the process of pursuing court action. He
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remarked that we do not *want* to do this, but we *have* to. He explained that he and Lauren have devised a plan for a monthly review of all balances due so we can track payments and stay on top of people who are not paying as agreed. The PRC will be given an update on outstanding balances at each monthly meeting.

- VIII) Other: Jeff shared information and a handout regarding the erosion problem at Cunningham Pond. Matt Lundstedt from the Conservation Commission works with this kind of issue professionally. After looking at the erosion, he gave Rodney a price of \$6,600 to conduct a study to determine what action is needed. This gives us a figure to use for CIP. Jeff remarked that we will ask for other proposals but for now we know that if we were to do a study, it would cost in this neighborhood. Jeff commented that our maintenance crew has done a lot but it is like we keep chasing the problem, not resolving it as a civil engineer would. Andy asked Jeff to provide a paragraph describing the objective of an engineering study.
- IX) Adjournment: Andy expressed appreciation that at tonight's meeting differing opinions were expressed respectfully. Andy motioned to adjourn the meeting. Heather seconded. With unanimous approval, the meeting adjourned at 8:53pm.

Next meeting: Wednesday December 2<sup>nd</sup> @ 7pm.

Respectfully submitted,  
Lauren Martin, Minute Taker  
November 10, 2015