

Peterborough Recreation Committee (PRC) Meeting  
Roland "Beaver" Jutras Recreation Building  
Minutes of March 1, 2017  
Approved

Attendees: Andrew Dunbar, Chair; Howard Russell; Chris Kotula;  
Ed Juengst, Select Board Liaison;  
Jeffrey M. King, Recreation Director; Lisa Koziell-Betz, Program Coordinator;  
Guest Brian Beihl, Advisor for Venture Crew 3165; Lauren Martin, Minute Taker

- I) Call to Order: Andy called the meeting to order at 6:32pm.
- II) Approval of Minutes: Chris motioned to approve the minutes from the January 25<sup>th</sup> meeting. Howard seconded. The minutes were approved unanimously.
- III) Director's Report:
  - a. Budget: Jeff referenced a memo from Town Administrator, Rodney Bartlett, recommending the postponement of two PRD maintenance projects- the office roof replacement and painting the pool. This would cut \$16,000 from our budget.
  - b. Facilities:
    - i. Depending on the availability of labor and on the weather, Cub Scout Pack 8 plans to do a spring clean-up service project of the Peterborough Community Center (PCC) grounds in the next few weeks. If weather continues to be warm, Jeff thinks we may have to call in the maintenance crew early. They are not budgeted to begin until April 1<sup>st</sup>, but last year they began three weeks early because spring conditions arrived early. This week the skate park has been busy and there have been kids at the basketball court. We will need to put out trash barrels, picnic tables and begin cleaning up the grounds.
    - ii. Jeff has checked the damage to the basketball court, which appeared last fall to have been the result of vandalism. He reported that it now appears to be weather-related damage where water came up and undermined the coating. When the court was repainted last year, the "Armor Crack" system was used. There is now bubbling under the cloth. When asked whether there is a French drain around the basketball court, Jeff replied that there is not. He assumes the drainage is not great under the court because there used to be a driveway surrounding the court. We had a dry fall. Jeff affirmed that we must get this damage figured out and repaired because we just resurfaced the court last year.
    - iii. As soon as the tennis courts are dry and the weather is warm enough, Pickleball will move outdoors.
    - iv. The gym floor at the PCC needs to be cleaned as soon as possible. Tomorrow our maintenance men are coming in to do the floors in the dining room, conference room and kitchen.
  - c. Personnel: Jeff sent a newspaper ad for summer positions to the Monadnock Ledger-Transcript for tomorrow and Tuesday's issues. For the first time, we are also trying a Facebook ad. So far, Facebook says we have reached over 5,000 people. Some have tagged others to spread the word. Our target for the Facebook ad is people between 18 – 50 who live within 25 miles. We get billed based on the number of days the ad runs. Jeff chose to run the Facebook ad for seven days and set a maximum budget of \$105. The newspaper ad costs \$260. As people come in or call about summer jobs we will ask where they saw the ad, which may influence how we choose to advertise in the future.

Other departments have used Facebook ads successfully so we wanted to give it a try. When asked if we have tried Craig's List, Jeff said he was wary of that because he has heard some sketchy things about Craig's List. Ed mentioned that he has sold things on Craig's List and received some weird texts and messages. Jeff said some cities have a designated parking area with a camera where people can safely exchange goods and monies. Nicole MacStay, Personnel Director, will come to the PRD on one day in May and another day in mid-June when she will go through all the paperwork with our new hires. Jeff said there is a tremendous amount of required paperwork for each person, much of it federal.

IV) Program Report:

- a. Stroll and Bowl: Lisa remarked that Stroll and Bowl has had lower attendance than usual, which she believes is due to overlapping activities.
- b. Pickleball is growing like crazy. Lisa just bought two more nets. Jeff noted that Ed, based on his experience in Arizona, had told us Pickleball would be wildly popular. Last summer we painted eight Pickleball courts overlapping the four tennis courts. People promote this program by word of mouth. In the spring, Lisa will hold another beginner session. Jeff remarked that adult volleyball used to be three nights a week because of A, B and C leagues. Pickleball is probably going to go in that direction. We have collected \$3,457 in Pickleball money, which is significant since it costs just \$2 to play. Pickleball is similar to tennis, but uses a whiffle ball, ping pong paddle, and courts the size of badminton courts.
- c. Coed volleyball: Lisa said we've experienced a first where a team has pulled out before the end of the season. We are asking for their payment even though they dropped out. This sport attracts people from 18 towns. They have had a lot of weather cancellations so this year they will extend their season into April.
- d. Youth Lacrosse: Lisa described how we tried something new this year where families who showed their lacrosse registration receipt could attend pre-season clinics for free. Those who had not yet registered must pay \$10 for each clinic. This has motivated people to register. We will have two girls' teams and three boys' teams playing competitively.
- e. Babe Ruth Softball: So far, we do not have enough girls signed up to make a team, although we are offering a free pre-season clinic deal similar to what is being offered for lacrosse. Jeff remarked that as girls get to the 12U level we used to lose them to middle school teams, but now there are three or four AAU or ASA softball teams which travel all over New England. Many girls who are athletic at this age are choosing AAU or ASA.
- f. Dog obedience classes are going well. We have always met our minimum number required to hold the class and have not had to cancel due to low enrollment in a long time. Jeff noted that the Town Clerk sends notices to all dog owners about renewing dog licenses, which may provide us with a targeted marketing opportunity in the future.
- g. The ballroom dancing group loves their program.
- h. 3 v. 3 Futsal Tournament: Lisa is not sure how many are participating because they extended their registration deadline.

- i. When asked about youth futsal, Lisa said the Cougar Youth Sports Association is holding the program again but they are not using the PCC as much as before. Donny Boice and Eric Burbank are running the program but they still have not given Lisa their schedule. Jeff explained that due to the agreement we made years ago with PAYS, where they provided us pre-paid rent in exchange for priority use of the gym, we have set aside gym time for their use in March and April. If they do not need everything we have set aside for them, we will open that time up to others who request gym time. Chris offered to try to get their schedule information for us.
- j. Monadnock Drum Caravan: Lisa said they have been meeting here for 1 ½ years and have formed their own performance group.
- k. Under the category of Past Programs, Lisa said the Daddy-Daughter Dance was a ball. She thinks people delayed signing up because of the active winter weather at that time, but we ended up with a good group and everyone had a wonderful time.
- l. The ski program was completed in five consecutive weeks and Lisa said it was awesome. Under the old club deal, we would earn 7% from PRD season pass purchases. This year the benefit for participating in a club program was a proportionate number of free season passes. Lisa said we are saving our three passes for the 2018 season, when we will generate income by raffling them.
- m. Pickleball for Kids did not take place because of a lack of registrations.
- n. Our Easter Eggstravaganza will take place at Depot Square on Saturday April 15<sup>th</sup>. There are currently 20 or 30 merchants interested in participating.
- o. Summer Programs: Playground Program and Summer Teen Challenge are being advertised on our registration website. We have six registered for Playground Program already and another two or three for Summer Teen Challenge.
- p. Lisa has been going through online training for Active Living and Walking with Ease, which are two programs put together by the National Recreation and Park Association with funding from the Arthritis Foundation via the Center for Disease control. Lisa is training to be an instructor and then we will offer some courses.
- q. Matter of Balance is another national program that address fear of falling in older people and the Matter of Balance folks want Lisa to become certified in that, too.
- r. 5K Road Race: Jeff stated that he just had a planning meeting with Meghan Gould and Conrad Dumas, the head of the Peterborough Farmers' Market. They want to run a series of 5K races from May through October. While initially interested in holding these on the second Wednesday each month, the second Wednesday of May is Town Meeting. The first race will therefore be held on the third Wednesday of May, and others will be held on the second Wednesday each month. The last one may be a 10K by running the same loop twice. Races will begin and end at the PCC, bringing increased traffic to the Wednesday Farmers' Markets. The Market vendors seem to be on board. Jeff explained that most people who run 5Ks do them on weekends, but since these will be held on Wednesday nights, folks who are relatively local could participate. This may bring traffic into town on Wednesday nights and will also be promoting the Farmers' Markets and the PCC. There has been some discussion about

partnering with Bowling Acres for people who might like to have a brew after the race, and the Highway Department is willing to do Touch-a-Truck for a family-oriented night. The concept of the 5Ks was met with enthusiasm. Jeff described the route as follows: Elm Street- Winter Street- Vine Street- Grove Street- Main Street- Elm Street- Evans Road- and back to the PCC. The next meeting on Friday will be to discuss a logo, t-shirt and banner design.

s. Scouting:

- i. Jeff reported that Cub Scout Pack 8 participated in the District Winter Carnival at the Monadnock Country Club. There was good participation from around southwestern NH and the kids had a great time, though parking at the Country Club was problematic. The Scouts participated in Scout Sunday. The annual Blue and Gold was cancelled due to a snowstorm, but will take place in conjunction with the crossover into Boy Scouts on March 20<sup>th</sup>. Jeff hopes they can do this outside since the highlight is a flaming arrow ceremony.
- ii. Boy Scout Troop 8 did well at the Klondike Derby and enjoyed a trip to the EVO Rock Gym in Concord. They skied until midnight at Crotched Mountain, slept overnight in the lodge, then skied again the next day. They also participated in Scout Sunday, held a Court of Honor on February 23<sup>rd</sup>, and are planning a campout at Hoge Base in Walpole. They are currently taking part in merit badge college, which is three weekends in Mason where boys can complete merit badges that might otherwise be a challenge to complete. At this week's meeting they will be making snowshoes.
- iii. Venture Crew 3165 is the new crew the PRD is being asked to charter. Jeff pointed out that we already charter Crew 808, which has the specific purpose of serving a special needs clientele. Retiring Scoutmaster Brian Beihl saw a need for a high adventure crew for 14 – 21-year-old young men and women in our southwestern NH district. They have a meeting place, will handle their own finances, and their equipment needs are slim to none because they already have other sources. They are in search of a charter organization, however.

V. Guest- Mr. Brian Beihl re: Venture Crew 3165

- a. Jeff introduced Brian Beihl, who handed out a proposal for the PRD to charter Venture Crew 3165. Brian explained that this crew will meet the needs of young men who are not necessarily interested in doing the advancement of Boy Scouting, but are looking for opportunities to be in the outdoors. There are also a lot of young women with this same interest. Brian said the Girl Scout program has changed a lot in the last couple of decades where they do not do as much high adventure stuff. Brian has heard of so many young women looking for high adventure.
- b. Brian remarked that because of our rural area, we do not have enough critical mass to keep a Venture crew going in an individual town. He is trying to set up a crew to serve not only Peterborough but also other towns in the area. He is looking for a stable charter organization that will be around for a long time. Brian thinks we will have a decent sized group and he is shooting for 20 or 30. He thinks there will be many from Peterborough. The Dublin School is eager to have the crew use their Nordic Center as

their meeting space. Brian affirmed that the crew does not need money from us, but that the charter agreement is more a matter of paperwork. Brian is looking into getting a tax ID number.

- c. Crew meetings will be the second and fourth Thursdays each month, and Brian said they would like to consider using the PRD meeting room for one of those two meetings, which will be a business meeting. The other monthly meeting will be an outdoor activity. The crew would plan to do a service project for the PRD. When asked if the crew is looking to bring in people who have not gone through Scouting or only for graduates of Boy Scouting, Brian clarified that the group they have now includes a lot of former Girl Scouts but they are also inviting a lot of their non-Scouting friends. Some youth will concurrently participate in Boy Scouting and the Venture Crew. Brian said if we do our job right, the youth will be inviting their friends and will take care of a lot of the recruiting. Brian commented that he likes to run an active group where there is something for everybody. He also likes to form groups that will have a larger goal than just what is immediately in front of them.
- d. The crew is already planning a three-day backpacking trip on the Sunapee-Greenway Trail in May, and they have decided they want to go to summer camp. They are looking at Week 6 at Camp Bell, which is a Daniel Webster Council Boy Scouts of America camp in Gilmanton Iron Works, NH. There are two Scout camps side by side surrounded by 3,000 acres of preserved land. The crew is interested in backpacking in the back country around there. The fee for a week at camp is approximately \$390 per camper, so the group has immediately begun fundraising. Jeff pointed out that because the crew is comprised of youth who are a bit older than the mixed ages of a Boy Scout troop, the crew can handle more adventurous activities. Boys who are interested can be dually registered in both a Boy Scout troop and a Venture crew. Brian explained that all of Scouting has a leadership component, and that the crew members will make their own plans with guidance in the background from the adult crew advisors. Venture crews can choose their focus. In Manchester, there is a crew focused on ballroom dancing, at the Fort at No. 4 in Charlestown there is a crew focused on historical reenactments, and the biggest crew in Lebanon is involved in video games. Jeff added that the summer Scout camp staff have a Venture crew that continues to serve the camp throughout the year. Brian made it clear this crew would like to use the PRD tents. Jeff responded that the PRD tents are used by the Playground Program and Summer Teen Challenge, but he likes it when Scouts use the tents because they camp all the time and know how to set them up and take them down properly. Scouts will tell us if something is missing. Brian continued that equipment-wise, the crew is in good shape. A printer in Keene has offered to make flyers for ConVal and other high schools in our district.
- e. When asked to clarify the obligation of the PRD if they charter this crew, Jeff responded that a charter organization generally provides meeting space and we also have equipment we can make available. If the PRD vans are not in use for Recreation programs and if the driver submits to a driver check, the crew could use our vans and would be responsible for gas. The Boy Scouts are currently using one of our vans for transportation to merit badge college. Jeff said the Charter Organization Representative approves leadership by signing all adult applications. The BSA conducts criminal background checks on all adults. Brian said Jeff will sign a new unit application

establishing Venture Crew 3165, and he explained that 3165 is the elevation of Mount Monadnock. The charter organization representative will sign the charter each year around December 1<sup>st</sup>. When asked about liability insurance, Jeff replied that Scouts have their own liability insurance which is primary whenever there is a claim from a Scouting activity. The Town has liability insurance which would be secondary. It was questioned whether the Town is okay with non-Town employees driving Town vans. Jeff answered that he checked on this with our insurance company a number of years ago and as long as the PRC votes to accept them, their volunteers are considered our volunteers and that is okay. We cannot just rent our vans to anyone.

- f. Andy motioned that the Peterborough Recreation Department serves as the charter organization for Venture Crew 3165. Howard seconded. The motion was approved unanimously. Jeff said that since he is the Pack 8 Cubmaster he cannot also serve as the charter organization representative for the Pack, but he can serve as the charter organization representative for this Venture crew.

#### VI. Senior Program Report:

- a. Lisa reported that Gloria's programs are going very well. Senior Lunch had a Valentine's Day baby photo contest, which everyone loved. Gloria brings in enrichment speakers once a month at Senior Lunch, which are well received. Her monthly lunch trips are going well. Lisa helped run Bingo the other day with nine people, Majong had nine people and there were six or seven in the craft group. Matter of Balance has spawned a small exercise group for stretching on Wednesdays. A computer class for seniors being conducted at the library is already full for March and May, and will be continually offered each month as long as interest continues. The craft group made 100 dog and cat toys to donate to the Monadnock Humane Society.
- b. Lisa relayed that Gloria has a lot planned for the future, including luncheons at Scott-Farrar and Pheasantwood. Last week a group of 40 seniors saw "Steel Magnolias" at Peterborough Players. After receiving a grant, the Players offered our seniors 40 free tickets, so Gloria held a drawing to determine who would go.

#### VII. Revolving Fund Report:

- a. Jeff referred to the January Revolving Fund Report in the agenda packets. The PCC is in the hole, which is typical for this time of year. Dublin Christian Academy owes us rental fees but Jeff just spoke with them and they will cut us a check soon. Regarding Program Expenditures and Revenue, Jeff said he needs to do journal entries for subsidized staff. We will start bringing in money in this category in the next few months.
- b. On the second page of the report, Jeff pointed out that Playground Program is almost \$44,000 in the black. He is pretty confident we will end up in good shape by the end of the fiscal year in June. We will have to take a look at senior programming because we are spending money on them and not generating a lot of revenue. Most of them just collect \$2 in a coffee can. Senior Lunch is in the red for nine thousand dollars. The per meal price is not meeting the expense. We receive a subsidy from the human services fund, but that goes into PCC rent, not into this program line item. When asked if the report can show that, Jeff responded that this is already an extra report that Finance

does for us. Jeff explained that when we first talked about taking on senior programming we discussed how revenue would not likely meet expenses. We do not want to use Miller Fund money on a regular basis, though we could possibly give it a shot in the arm since these are new programs. Summer Teen Challenge looks like it is in the hole but really is not, because Jeff still has to do a journal entry which will bolster that line item.

#### VIII. Other:

- a. When questioned where we stand with Cal Ripken Baseball, Jeff responded that they basically said they will pay us in the spring and we have not heard anything else from them in months. We assume they will pay us in the spring. After a discussion about the payment deadline, which some recalled may be April 1<sup>st</sup>, Jeff said that if they have not paid us, we will not groom or line the fields and other activities will receive priority scheduling. A discussion ensued about the baseball equipment in our shed that was not removed and whether we could sell it. Jeff believes much of it is old enough to have little value.
- b. Ed asked about the missing PRC members and was told that Stacey Howarth has moved to Maine and Heather McClusky had a family issue. Jeff said the dates for filing for PRC candidacy are from Wednesday March 22<sup>nd</sup> through Friday March 31<sup>st</sup>. This includes anyone who is up for reelection and would like to run again.

#### IX. Outstanding Balances Report:

- a. Lauren reviewed the outstanding balances report handout in the agenda packets. Since beginning concerted monthly efforts to collect on old balances in November 2015, over \$11,000 has been collected. The amount still due from balances through 2015 is \$3,887.72. We have active payment plans for \$3,076.22 of that amount, but these balances are being whittled down slowly with small regular payments. Three families have defaulted on their payment plans and two of those will be pursued in small claims court. The cost to file a small claim is \$90, so one account with a \$93 balance will not be pursued to this degree. The other two families who are on the cusp of being referred to small claims court have just been sent detailed letters describing the charges, their agreements to pay, our attempts to reach them for payment, and the statement that this letter should be considered the final attempt to reach these families before beginning the proceedings with small claims court.
- b. Extended payment plans for summer programs in 2016 were handled differently. Families were asked to make weekly payments and balances were expected to be paid in full by the end of the program. Summer 2016 balances have been paid in full, except for one family who also owes us for Playground Program 2014. That family is one of the ones referred to above, whom we are preparing to take to small claims court for their total due from 2014 and 2016. In that situation, divorced parents were each planning to pay half of the summer fee. One parent held to his agreement but the other did not. Jeff stated that going forward we will insist that we must receive a payment every week and divorced parents who want to make split payments will have to arrange that between themselves. One family who just paid off their 2016 balance at the end of December has begun making payments for Playground Program 2017. Andy expressed appreciation that we have collected over \$11,000, remarking that the word is out on the street that we mean business about collecting on monies due.

#### X. Other:

- a. Jeff referred to the final page in the agenda packets- an email from Town Administrator Rodney Bartlett, which Jeff received today. This is a draft of the warrant article on Cunningham Pond. Jeff believes that the language is written in a broad enough way to give the PRC the authority to regulate the use of Cunningham Pond by non-residents without having to go back to Town Meeting. Ed remarked that the statistics on how Pond usage has gone down since the pool renovation seems to indicate that people will not have the same feelings as before about restricting Pond usage. Jeff invited anyone who has comments about the language of the warrant article to send their input directly to Rodney, or to Jeff and Jeff can pass that on to Rodney.
- b. Ed pointed out that the Town website needs the PRC meeting time and committee members updated. Jeff and Lisa said we concentrate on updating Facebook and peterboroughrec.com all the time. Lauren will update the Town website information tomorrow.

XI. Adjournment: Andy motioned to adjourn the meeting. Howard seconded. With unanimous approval, the meeting adjourned at 8:13pm.

The next meeting will be Wed. April 5<sup>th</sup> at 6:30pm.

Respectfully submitted,  
Lauren Martin,  
Minute Taker

March 7, 2017