

Peterborough Recreation Committee (PRC) Meeting  
Roland "Beaver" Jutras Recreation Building  
Minutes of March 4, 2020  
Approved

Attendees: Andrew Dunbar, Chair; Rob Fox; Andrew Brescia;  
Bill Taylor, Select Board Liaison; resident Abigail Castagnaro;  
Lisa Koziell-Betz, Recreation Director; and Lauren Martin, Administrative Assistant and Minute Taker

- I. Call to Order: Andy D. called the meeting to order at 6:40p.m.
- II. Approval of Minutes: Rob motioned to approve the February meeting minutes. Andy D. seconded. The minutes were approved unanimously.
- III. Regular Agenda Items:
  - A. Reports:
    - a. Troop 8 Scoutmaster's Report was accepted as read.
    - b. Recreation Dept. and Program Report:
      - i. Cal Ripken Baseball: Lisa acknowledged that we are in a learning curve as this is our first season assuming responsibility for this program. We increased the price from last year to be consistent with our fees for softball. Last year's Cal Ripken coordinator exclaims that compared to last year, we are six weeks ahead of the schedule!
      - ii. Babe Ruth Softball: The price remained the same as last year, but we have had low numbers of registrations.
      - iii. Youth Lacrosse: Sixty-nine kids are participating in this program. Lisa publicly thanked the lacrosse coordinator, Terry McNamara, who has been instrumental in guiding us to get everything done.
      - iv. Men's Futsal wraps up at the end of March.
      - v. Co-Ed Volleyball also wraps up at the end of March.
      - vi. Dog Obedience classes begin in mid-March.
      - vii. Easter Extravaganza has been scheduled for April 11<sup>th</sup>. Lisa requested help that morning from any available PRC members.
      - viii. Loran Hanson Fishing Derby will be Sat. May 9<sup>th</sup>.
      - ix. Program Coordinator search: Lisa explained that we received 120 applications and she conducted 16 phone interviews. She expects to do face-to-face interviews next week with four to six candidates. Bill offered to sit in on interviews, if needed.
      - x. Andy D. questioned if Teixeira Park might be a good place for an open dog park. Lisa replied that it is not our PRD property to consider, though there may be other possibilities.
      - xi. Office hours: Lisa stated that the office is back to regular hours of operation, weekdays from 8:30am – 4:30pm.
      - xii. FY2020/21 Budget Proposal: Lisa included a copy of the proposed budget, as it currently stands, in the agenda packets. She briefly identified the difference between the Recreation Revolving Fund report and the Recreation General Fund report, and she offered to answer questions later, if any arise.
      - xiii. Peterborough Community Center (PCC) update: Lisa and Seth McLean, Public Works Director, will get together to move forward with the building assessment. Bill explained that a number of urgent matters may have prevented Town Administrator Rodney Bartlett from sending out Requests for Proposals.

- xiv. Roof replacement:
  1. Lisa reported that the roofs on the pavilion, gazebo and the cottage at Cunningham Pond all need attention. She would like to replace the cottage roof this year.
  2. The PCC roof is leaking like a sieve in multiple locations and was assessed today. She acknowledged that we need to get that building assessment done soon.
- xv. Returning staff: Lisa reported that although some seasonal staff plan to return, many do not. She will have to advertise the openings and she is hoping this year's higher, more competitive wages will help attract applicants.
- c. Senior Program Report was accepted as written. Andy D. complimented Senior program Specialist Gloria Schultz for doing so much to reach out to and connect seniors. Lisa noted that we really have two senior populations- the more active folks and the less mobile folks.
- B. Spring Dance: Lisa stated that we have penciled in the first weekend in May for our family spring dance. When our new program coordinator is on board, we will make firm plans.
- C. *Exercise is Medicine*: Andy D. called attention to a timely book he has begun reading, whose premise is that the many benefits of exercise include *preventing* disease. He believes the PRD may be doing more for our town than it might appear on the surface. We may be helping people get healthier! When Andy D. remarked that we might want to emphasize this benefit, Andrew B. responded that perhaps it is time to start a column in the newspaper.
- D. Action Items Update:
  - a. Strategic planning is waiting for PRC member Kate Coon to return with an update.
  - b. PCC building improvements were already discussed tonight. Lighting and HVAC will wait until the building assessment is done.
  - c. Extra duties being relegated to the PRD: Lisa stated that everybody is short-staffed, so we have not had this discussion. The decision was made to put this item off until the June PRC meeting.
  - d. SAU invoice for \$6,000: Lisa clarified that the amount being invoiced has now been adjusted to \$1,400. She has reached out to Town Administrator Rodney Bartlett for an update but has not heard back.
  - e. Discussing pros and cons of whether to propose the Town take over funding PCC operations: Lisa spoke with Rodney awhile ago and thinks the PRC should discuss this again when preparing next year's budget. The decision was made to put this item off until the September PRC meeting.
  - f. Creating a capital reserve fund for big maintenance items: This has been discussed with Rodney, but Lisa asked to put the topic off until the June or July PRC meeting.
  - g. Creating signage at Cunningham Pond is still targeted for May.
  - h. Panic buttons at the pool and pond are scheduled for the spring.
  - i. Reasons why the Town will cease chartering Scouting: Lisa has not received anything in writing and asks to revisit this again in April.
  - j. Aquatic assessment project: Andrew B. reported that he has connected with Pete Throop, who put him in touch with Rick Brackett of the Monadnock Conservancy. Rick is open to discussing the project. Andrew B. explained that it is up to him to make the next move, and he offered to give an update at the April PRC meeting.
  - k. The "Meet the PRD and PRC" event will be planned after we are fully staffed. This topic will be revisited at the April PRC meeting.
  - l. Defining PRC expectations and responsibilities:
    - i. Andy D. wants to know what Lisa would like from the Committee. When Lisa asked if Town Administration should also offer their input, Bill suggested that Lisa speak about this with Deputy Town Administrator Nicole MacStay and then bring their thoughts back to the PRC. Andy D. remarked that since the PRC does not report to

the Select Board, he would like to hear how the PRC members feel before asking for input from another committee.

- ii. Andy D. referred to the Town history, which can be found in the library, which shows how the Recreation Committee preceded the Recreation Department. The Recreation Committee was formed as an ad hoc group to promote recreation. Former director Beaver Jutras was the entire department for many years. When he retired and there was no recreation department, former Recreation Committee chair Bob Crowley had to run the recreation program for a while. Bob took it upon himself to write a very detailed five-page Memorandum of Understanding. Andy D. thinks we should revisit it.
- iii. When Lisa questioned if the PRC should decide what they want to do before asking her, Andy D. replied that the other 50% is what the director would like to see them do. Andrew B. asked if we had not already discussed this topic in February. Andy D. responded that we represent the public and express their wishes. Citing the example of hiring the Recreation Director, when years ago the whole PRC sat in and voted on the hiring of Jeff King, yet this time only two PRC members participated in the interview process, Andy D. stated that the PRC needs to voice their opinion if they want to be more involved. Andrew B. agreed that when we next have the entire PRC gathered together, that would make sense.

E. Outstanding Balances:

- a. Lauren reviewed the Program Balances Due report in the agenda packet, offering a detailed update on the status of collecting past due balances for Summer 2019 programs. She added that for this coming summer, families carrying balances all have payment contracts.
- b. Andrew B. reiterated his thought from an earlier month that we should check if the Town uses a debt collector that could help with this. Lisa replied that we looked into having the Finance Department set us up with their old system for debt collection and applying finance charges, but the data entry that would have required was prohibitive. We can ask Finance Director Leo Smith if the new system might have reasonable applications for us. Bill cautioned that it depends what it might cost to engage a debt collection service, but Rob responded that 60% of a debt collected would be better than 100% of nothing collected.
- c. When asked for an update on whether the Town is paying for its various uses of the PCC, Lisa replied that she asked recently but has not heard any update. Andy D. noted that if Scouting units have to pay to use facilities, the Town should pay. Bill pointed out that Scouting units are not Town entities, and that Scouting is not being sponsored because they were getting everything for free. He said the issue was something about the co-mingling of funds and was not a decision Rodney made independently but was based on some kind of guidance that applied nationally. Andy D. questioned why the Town puts up the Chamber of Commerce banners on telephone poles at Town expense. Lisa affirmed that everyone who uses the PCC has to pay, and that putting up banners is not a Recreation issue. Agreeing with that, Bill suggested that if Andy D. wants to pursue these questions he should check with Rodney on his own.

IV. Other:

- a. Bill called attention to an email from Kate at 6:14pm tonight. Kate stated that regarding the PRC role as stated in an MOU, this will be addressed with the strategic plan. She affirmed that no further work will take place with the strategic plan until the program coordinator is hired and can participate.

- b. Bill had emailed Rodney during the meeting to ask about the PCC building envelope. Rodney responded to Bill that Seth and Tim Herlihy are putting it together.
- c. Andy D. thanked Bill for attending the meeting, when he must have so many other time commitments. Lisa remarked that the PRC was very happy with saving money on the expense of a new Recreation truck (by refurbishing a Buildings and Grounds truck instead of buying a new one). She thanked Bill for pursuing this on our behalf. Bill shared that when he heard about our plans to purchase a truck, he asked Seth if it wasn't routine to give trucks being cycled out of DPW to Recreation. That had not happened in a long time, but Seth was open to it. Bill thinks this truck will cost us less than \$10,000.
- d. Andy D. and Bill agreed that the Town's department heads are really top notch, and that NH is doing a very good job being frugal.
- e. Andy D. asked if we will be putting out a summer program brochure. Lisa replied that it depends on the timing with getting a new programmer.

- V. Adjournment: Rob motioned to adjourn the meeting and Andrew B. seconded. With unanimous approval, the meeting adjourned at 7:40pm. The next PRC meeting will be Wednesday April 1<sup>st</sup>, at 6:30pm.

Respectfully submitted,  
Lauren Martin  
March 11, 2020