

Peterborough Recreation Committee (PRC) Meeting
Roland "Beaver" Jutras Recreation Building
Minutes of Sept. 4, 2019
Approved

Attendees: Andrew Dunbar, Chair; Kate Coon, Secretary; Andrew Brescia; Michael Strand; Bill Taylor, Peterborough Selectman; Lisa Koziell-Betz, Acting Recreation Director; Rodney Bartlett, Town Administrator; Nicole MacStay, Deputy Town Administrator; Tim Theberge, Pack 8 Cubmaster; Toby Gray, Troop 8 Scoutmaster; Collin Butler, Mt Monadnock District Executive; resident Esther Rhoades; and Lauren Martin, Administrative Assistant and Minute Taker

- I. Call to Order: Andy D. called the meeting to order at 6:31p.m., explaining that the meeting would follow the rules of conduct in Robert's Rules of Order.
- II. Approval of Minutes:
 - A. Minutes of August 7, 2019:
 - a. Kate asked to have the following added to the end of the minutes: According to RSA 91-a:3(III), a vote was taken to seal the minutes of the non-public session. A vote was taken to reconvene the public session at 8:01pm. The meeting adjourned at 8:01pm.
 - b. Kate motioned to approve the amended minutes and Andrew B. seconded. The August 7th minutes were approved unanimously.
 - B. Minutes of August 10, 2019: Kate motioned to approve the minutes as written. Michael seconded. The August 10th minutes were approved unanimously.
- III. Scouting Discussion:
 - A. Andy D. invited Cubmaster Tim Theberge to speak, as scheduled. Tim thanked the PRD for its long-time support of Scouting in the area, noting that it currently charters Cub Scout Pack 8, Boy Scout Troop 8 and two Venture crews, as well as a couple of Girl Scout troops. Recognizing that Andy D. has served as the charter organization representative (COR) in the past, Tim asked if Andy would be willing to serve in this role again. Andy D. agreed to do so. Tim explained that Peterborough has the only Cub Scout and Boy Scout units to be chartered by a recreation department in NH. There are currently 32 registered Cub Scouts. With fall recruitment, Tim is projecting the pack will grow to include approximately 50 youth, which would be the largest membership they have had in about a decade. Tim stated that he recognizes that the PRC is not the Recreation Department or the Town of Peterborough, but he asked for continued support.
 - B. Scoutmaster Toby Gray added that there are currently 24 Boy Scouts, which is up from five or six years ago. He described how Boy Scouting is focused on teaching the boys to be leaders, and that his role is as a coach to help them learn to lead. Troop 8 has three young men actively working on their Eagle Scout projects, with two or three more in the wings. Since the national average of Scouts who make it to the Eagle rank is four percent, Toby remarked that Troop 8's achievement is something in which the PRD can take a lot of pride.
 - C. When asked for clarification on the role of the COR, Tim explained that this person serves as a liaison between the charter organization and the pack, troop or crew. The only responsibility is that the COR signs approval of new leader applications, on behalf of the charter organization. When asked about Andy D.'s previous service as a COR, Tim explained that while Jeff King held the Cubmaster role, Jeff could not serve at that same time as the COR, so Andy D. held that role. Andy D. affirmed that if it helps Scouting, he is happy to do it. Kate asked if there is any liability for the Town from its relationship with Scouting, and Tim replied that the Scouts and leaders are covered under the insurance of the Boy Scouts of America. Michael asked if the

- Town had any obligation to cover costs. Tim replied, "No," stating that in the past the troop and pack have often used PRD facilities. When they used Recreation vans, they would put gas in before returning them. Tim introduced Collin Butler, the District Executive for southwestern NH, explaining that he works for Daniel Webster Council and knows more technical answers. Regarding the references to Boy Scouting, Collin clarified that Boy Scouts of America is the brand name. Cub Scouting is now for boys and girls in grades Kindergarten through grade five. Scouts BSA is the youth led program for those eleven years old through eighteen. There are boy troops, like Troop 8 in Peterborough, and there are girl troops. Collin stated that the COR's role can be more of a formality of signing applications that have already been approved by the Cubmaster or Scoutmaster, or it can be more hands-on, depending on what the group wants it to be. Michael remarked that the relationship with Scouting seems like a win-win, except for maybe facilities use. Rodney responded that one of the discussion points they will have with the PRC and Select Board is the charter of the Boy Scouts, to determine if this is something we want to continue. He wants to make sure all the parties understand what the responsibilities and relationship is. Rodney stated that Andy D. serving as COR is fine, but that there should be no decision on next year's charter until we have this discussion with the PRC and Select Board. Kate stated that she is in favor of holding off on making any decision because we do not know who the PRD director will be, noting that it is not the PRC who holds the charter relationship. Collin affirmed that the date for renewing the charter relationship is December first.
- D. Nicole raised her hand to express a point of order but was not recognized. Andy D. asked for a motion to move that we sponsor the Boy Scouts. Michael asked to hear from Nicole, who stated that the PRD is a department of the Town of Peterborough (TOP), which falls under the authority of the Select Board. Most every contract TOP has with outside organizations is approved by the Select Board. She added that the PRC can make recommendations but does not have the authority to make their own contracts. Andy D. responded that we do not report to the Select Board. Andrew B. moved that, "The PRC is proud of the relationship and work Scouts have done and believes them worthy of support." Michael added, "Pending any other information that would place undue strain on the Town of Peterborough or the Recreation Department, the PRC would advise continued support." Andy D. seconded the revised motion. The vote was three in favor with one abstention. The motion carried. The Scouting personnel offered thanks and exited the meeting.

IV. Discussion with Town Administrator:

- A. Andy D. invited Rodney to address the PRC, as scheduled. Rodney explained that he and Nicole have met with Lisa on several occasions and that Lisa will continue to run the Recreation Department in the immediate future while the search takes place for a new director. He noted that they have received many positive comments about that. He expressed his need to understand the PRC's goals so they can be incorporated into the search process. They will be going through the job description of the Recreation Director in the next couple of weeks and they hope to decide on a search by early October, or even earlier. Regarding the pump track project and the Peterborough Community Center (PCC) improvements, Rodney will handle these with Lisa. He has a meeting tomorrow at the PCC with ConVal School District Superintendent Kimberly Saunders, and with Tim Grossi, the school district Facilities Director. Rodney guessed that Tim has the most experience in town with a wood gym floor and the need for heating and air conditioning. One of Tim's employees is HVAC certified and has access to WV Engineering in Keene. Rodney identified that he is not sure what the full relationship with the school district will be yet so we will see what this turns into. Rodney asked how much the PRC wants to spend for these improvements and was told it would be taken from Isabelle Miller funds. Since Rodney will be meeting with the Superintendent, Michael reminded him that we

- have a goal to clear up the \$6,000 the district has owed the PRD for past field use. Rodney stated that this meeting gives him the opportunity to chat with the superintendent's office about relations, use of facilities, all of this. Rodney will share notes from the meeting with the PRC.
- B. Rodney asked the PRC to offer two representatives to join him, Nicole and one representative from the Select Board in forming a search committee for a new recreation director. Kate affirmed that it is stated in the Memorandum of Understanding for the PRC that "a committee comprised of PRC members plus Town administration plus Select Board will interview candidates." Rodney added that there is an existing job description, but they are going to go through it to see if it needs to be updated. If they do make changes, they will show their revisions to the PRC for review and input. The MOU with the PRC will be one of their discussion points in the next weeks. Rodney feels they need to do this before hiring a new recreation director. Kate remarked that she thought reviewing the MOU would be part of the PRC's strategic planning process. Kate said the MOU is pretty old and we operated under it in good faith during the past month or so. Kate wondered if we could hold off on modifying it because everyone's top priority is that hiring a director happens in a timely fashion. Michael questioned if a revision of the MOU would have consequences for the director position. Stating that it was not good history that led to the MOU, Rodney explained that he does not understand the purpose of the MOU and we should talk about it. Michael wondered if they need the director to be part of the discussion since the director will be a Town employee, concluding that it needs to be decided whether the PRC is a symbolic or functional group. Rodney explained that it needs to be cleared up who the recreation director's boss is before looking to fill that position.
- C. Rodney explained that the operating budget and the CIP budget will go to Lisa, and Rodney will help advise. The proposed CIP projects will probably come back to the PRC for their October meeting. Rodney asked to be placed on the PRC meeting agenda, explaining that the CIP planning process begins in October and he would like to chat with the PRC about what they would like. Before that meeting in October, Rodney said the PRC will receive some sort of letter from Lisa and Rodney. Lisa added that the PRD is scheduled to go before the CIP Committee on October 8th, so we will have to discuss this at the October 2nd PRC meeting.
- D. Rodney mentioned that the dump truck replacement is on the CIP list. He says they will help Lisa build the operational budget before we get to the Budget Committee in January or February.
- E. Regarding the pump track, Rodney said he is meeting with George from Mathewson Companies tomorrow. Rodney met with Tim Selby two weeks ago and Tim will join him in tomorrow's meeting. Commenting on the relationship between the Town and Tim Selby's group of volunteers, Rodney said that Tim's group will hold onto the monies that they raise and then they'll offer the money to support maintenance, when they are ready. Andrew B. remarked that the benefit of an MOU with Tim's volunteer group is to have the obligations and expectations in black and white, and to specify whether there is a prescribed duration for the relationship. Rodney stated that whatever the PRC thinks is best will be fine with him, but he explained that we cannot deposit another group's fundraising dollars into Town accounts. Rodney stated that he understands that the PRC voted to spend \$5,000 of Isabelle Miller monies on this project, so he will find out if Mathewson can do this job for that amount of money.
- F. Andy D. mentioned that the PRC has been approached by a resident, Esther Rhoades, who is interested in seeing a playground installed in the park downtown near the Brenner Bridge. Andy D. assumes that since the PRD does not oversee that location, we cannot just decide to do this, and Esther should talk to the Parks Committee. Rodney advised the PRC to consider the former Cornucopia Garden as a location Recreation oversees that might benefit from a playground. He affirmed, however, that Esther should speak with the Parks Committee about the downtown location she currently has in mind. Kate has been talking about this to Esther and said she will

direct her to speak with the Parks Committee. Rodney summarized that Boy Scouting is an issue they will have to spend time on, and Andy D. responded that the PRC was just submitting an opinion. Rodney and Nicole departed at 7:15pm.

V. PRC Vacancy:

- A. Andrew B. asked to discuss the process of replacing recently resigned PRC member Ryan Griffiths. Kate affirmed that the current PRC can suggest a replacement to the Select Board, who makes the appointment. Andrew B. asked if the Select Board could appoint someone without the PRC's input. Kate read a section from the MOU which is referenced in section III, item G. in the PRC By-Laws: "The Peterborough Recreation Committee will present and recommend to the Board of Selectmen for approval, a candidate to fill any vacancy should an elected PRC official not be able to fulfill his or her elected term. This appointment will last until the next scheduled election." Andrew B. summarized that it is the PRC's job to discuss and nominate someone and the Select Board will approve or not approve the candidate. Kate agreed that the By-Laws and MOU call for the PRC to recommend someone.
- B. Kate described she has been brainstorming people who have a skill set that could be valuable to the PRC and she mentioned two names of individuals who had come to mind. There was unanimous agreement that Ryan Griffiths served well and will be sorely missed. Andy D. said he sent Ryan a personal letter thanking him for his service on the PRC.

VI. Discussion about possible downtown play area:

- A. Resident Esther Rhoades arrived at 7:25pm and was invited to speak to the PRC, as scheduled. Andy D. mentioned that he shared with the PRC the email conversations he has had with Esther, adding that Rodney had just been there and is now aware of Esther's inquiry. Andy D. stated that before we do anything concrete and constructive with this idea, Esther needs to go to the Parks Committee and talk to Town Administration and the Select Board. He explained that the only physical properties PRD has jurisdiction over are Adams Park, the Peterborough Community Center and Cunningham Pond. Esther clarified that the area she is thinking about is the empty strip of grass next to the water by the new Riverwalk Parking Lot. Again, Andy D. referred her as above. Esther stated that Karen Hatcher told her to see Rodney. Kate affirmed that Rodney was just here and heard about Esther's idea, and that he has now been primed for Esther to have a conversation with him. Kate questioned the history of Wilder Park on Hunt Road, which the Rotary took over as a park, wondering if that property belongs to Rotary or to the Town. Bill Taylor commented that the answer would be clear from the Town tax map.
- B. Esther further explained that her idea stems from an interest in improving Peterborough to where the downtown area is walkable for stores, eateries and to improve downtown life. She noted that we already have wonderful resources in town, but that some people want to be able to go downtown to eat and have their children play, and there is no place like that. Kate remarked she would be happy to be involved in this conversation as it goes along because it is reasonable that the PRD could be involved in installing swings or a sandbox.
- C. Esther noted that she would also love to see the entrance to Peterborough at the Routes 101 and 202 intersection become a beautiful, welcoming space with gardens. Andy D. suggested she contact Michael Gordon and Francie Von Mertens to discuss that idea. Esther departed the meeting at 7:36pm.

VII. Pump Track Update: The status of the pump track was already addressed tonight by Rodney.

VIII. Program Reports:

- A. Summer Programs: Lisa remarked that we were really busy this summer, and that this was the first year we had to deal with racial issues in both the Playground Program and Summer Teen Challenge (STC). She described how we almost got into a civil action suit. Next year, she will bring in speakers to encourage kindness and discuss restorative justice for both our staff training and for STC programming.
 - B. Cunningham Pond: We sold 116 Cunningham Pond stickers to non-residents, out of an available 125.
 - C. Adams Pool: We had to deal with filter room issues at the pool a couple of times. Guarino's Pool Service is already scheduled to come on June 3, 2020 to fix an issue before the pool officially opens for the next summer season.
 - D. CIP projects:
 - a. This week we are supposed to get a new quote on sandblasting and painting the pool, since the quote we were acting on is old. The company who does this work is unable to do it this fall but can do it in the spring.
 - b. We also need to replace the sand in the filters. This should be done every five or six years but it is now seven years. The cost for this has been estimated as \$9,700.
 - c. We intend to replace the dump truck.
 - d. Our kayaks are over 13 years old and have been leaking from many micro cracks. Our seven kayaks and six paddleboards are very popular. Lisa noted that there has been no money set aside for this replacement. It was questioned whether we might replace the kayaks incrementally instead of all at once. Lisa has not looked into it yet but will investigate.
 - E. Pay rates: Lisa said that we had a hard time securing staff this year so we will have to talk to Rodney about this. Neighboring towns pay higher rates than we do. When asked, Lisa said that our lifeguards start at \$11.49/hour, yet neighboring towns start at \$12. Michael remarked that if we are forced to make tough decisions on money, we should put our money into the staff. Lisa is concerned that it was a tough summer for employees, partly because they were overworked and felt underpaid. Only two of the twelve lifeguards are currently planning to return. Lisa thinks there is a lot we can do to restructure and make life easier but pay is part of it.
 - F. Personal Injury Accident: Lisa explained that a young boy ran into the bleachers, seriously cutting his leg on the exposed end. His mother told us the next morning, and Ray immediately took measures to cap the exposed ends. The end cap had come off the bleacher and no one had caught it. Two week later, the Town received a letter from the family's attorney.
 - G. Field Lights: Some of the lights at Ecco Field are burned out. Lisa explained that because renting the machine with the tall lift to replace lights is so expensive, Jeff King was waiting until several lights went out and could be replaced at the same time. Our breaker boxes are very old and the panel is outdated. It was questioned whether this should go on the CIP list.
- IX. Outstanding Balances update: Although this was not listed on the agenda, Andy D. asked about our status with outstanding balances. Lauren replied that we are where we expect to be at this time of year, with many families still needing to pay their final balances but being expected to do so soon. In August, Lauren sent email invoices twice and also mailed paper invoices.
- X. Action Items:
- A. Kate has met individually with each PRC member to discuss their thoughts on the strategic planning survey but has not yet compiled a summary. She noted that in July we had mentioned the possibility of a PRC retreat. It was suggested that in October we try to do a retreat to finish the strategic plan.
 - B. Extra duties being assigned to the PRD will be addressed in the MOU.

- C. PCC improvements to lighting, heating and cooling are being addressed by Rodney, as is the unpaid \$6,000 from the SAU.
- D. PRD role in Director Search: Michael runs a staffing company and stated that he is willing to serve on the search committee if it would be helpful. Kate moved to put Michael Strand's name forward as a PRC member to work with the Select Board and Town Administration toward the hiring of a recreation director. Andrew B. seconded. There was unanimous approval. Michael moved to nominate Kate Coon to join as the second PRC member in the search committee. Andrew B. seconded and there was unanimous approval. Michael asked if internal employees are allowed to apply or be considered and was told "Yes." When asked, Lisa said she can find the current job description of the Recreation Director, but that she assumed the search committee would take the lead on finding similar job descriptions from other towns to compare. Andrew B. summarized that the PRC is informing the decision that will be made by the Select Board. Michael and Kate will be part of the search committee, if the Board accepts them. Andy D. mentioned that sixteen years ago, candidates were brought to the PRC to interview and make their recommendation. Lisa shared that she understands that they *will* involve the PRC in the selection process.
- E. Pros and cons of suggesting the Town take over the PCC: Lisa clarified that this action item is for the Town to take over the *funding*, not the programs that take place there. She can mention this topic to Rodney when they begin talking about the budget. Michael wondered if we would have to go to the Town for a vote on this, or- since we are under budget- if some of that extra money should go into a capital improvements fund so we do not have to go to the Town for support for improvements. If we run under budget, could we take a small percentage to put into recreation operations instead of needing it to go back to the tax payers. Kate said we have been talking for a couple of years about making improvements to the PCC with Isabelle Miller funds. Lisa explained that Isabelle Miller Funds are used to create new recreational opportunities. Since we do not have an indoor basketball court, and to redo the floor we need HVAC. Since it will be used at times as a function room, we will have to purchase a floor cover.
- F. A new Action Item was created to plan a PRC retreat.

XI. New Business:

- A. Andy D. suggested establishing a committee to create a lifeguard dress code. Lisa explained that the PRD purchases their uniforms, which consist of bathing suits that say "Lifeguard" and can be one piece, two piece or tankinis; sweatshirt and sweatpants and T shirts. Andy D. moved to establish a committee of three women comprised of PRD staff, the PRC and Select Board to address lifeguard attire. Michael seconded. For discussion, Kate remarked that this could be done without needing a committee. Lisa affirmed that she can do it very easily and has already decided to get rid of bikinis for guards teaching swimming lessons anyway. Michael expressed faith that Lisa can handle this but noted that having three design options seems strange to him and that he would like to see the bathing suits all the same color. The vote was taken with one approving the motion and three abstaining. The motion did not carry.
- B. Andrew B. asked about the process of sealing non-public minutes, wondering why they are called "sealed" minutes if they have been distributed in their entirety to the PRC members on paper. He also asked if there is an opportunity for any PRC members to reconsider their votes. Kate remarked that the only people who can unseal the minutes are the people who first sealed them. Michael did not think the results of a vote could be changed but said that you could call a re-vote of any vote whether it occurred in a public or non-public session. Michael stated that PRC members should shred the complete minutes they possess that have been sealed. Kate said she would look into the procedure and get back to Andrew B.

- C. Andrew B. asked if there has been any progress on the dog park idea, to which Kate replied, "No."
 - D. Andrew B. asked how expeditiously we are moving forward on finding a PRC replacement member. Lisa suggested that for the October PRC meeting all the members should bring names for consideration. Andy D. reminded everyone that whoever we suggest has to go through the approval process by the Select Board.
- XII. Adjournment: Andy D. motioned to adjourn the meeting and Kate seconded. With unanimous approval, the meeting adjourned at 8:30pm.

The next PRC meeting is scheduled for 6:30pm on October 2, 2019.

Respectfully submitted,
Lauren Martin
Sept. 10, 2019

Attachment: Action Items List 9/10/19