

Peterborough Recreation Committee, (PRC), Meeting
Roland "Beaver" Jutras Recreation Building
Minutes of January 4, 2012, 7:00 PM

Attendees: Paula Stewart – Chair; Howard Russell; Andrew Dunbar; Bob Lambert, Budget Committee
Liaison: Jeffrey M. King, Recreation Director; minutes taken by Joyce Carroll

Minutes of December 7th minutes: Paula noted that these minutes could not be approved because Andrew was not at the last meeting and Todd is not present.

Meeting called to order at 7:00 p.m.

Director's Report:

1. Community Center. Jeff noted that the Armory will be keyed to the existing lock/key system, with keys made as needed. The Building and Grounds crew completed the plastic installation over the existing windows in the gym, and staff has noticed a considerable difference.
2. Bob asked how the parking went for the Christmas Eve Mass held at the Community Center. Jeff noted that some people parked where parking is not permitted, but once the site improvements are completed and parking marked, it will make the designated areas more evident. Jeff stated with approximately 250 people attending the service, Bowling Acres offered to allow parking at their business.
3. Paula asked how the concert went that was recently held at the Community Center. Jeff said the event went well; we covered our costs, and estimated that there were approximately 200 people in attendance, with nine bands participating. He added that if we run another similar event in the future, we'll make sure we are marketing to the local population, and supporting the local youth. A similar event could happen with fewer bands, and could potentially be a real revenue generator.

Program Report:

1. Paula noted that her three year old is very excited with the new pre-school ball program.
2. Jeff stated that skiing is beginning this week. Paula asked if we could provide the school with a list of kids participating in the Friday program.

Revolving Fund

Jeff noted that we added a Senior lunch item to the Revolving Fund, and that we have begun to purchase equipment for some of our new programs.

Budget – no comments

New Business:

1. **Triathlon.** Erin Lyons contacted Jeff in early November regarding running the Triathlon again. At that time Jeff informed her that he would have to receive the Triathlon information two weeks prior to the December Recreation Committee meeting in order to review it and get it on the PRC agenda. He noted that he did not receive the information within that time frame, and was not able to include it in last month's agenda.

Jeff noted that it appears (via Erin's email correspondence) she only wants to use Cunningham Pond, and he is not sure where she wants to end the race. He added that he did leave a message with her, but has not heard back. Jeff checked with Police Chief Guinard and Fire Chief Lenox to see if Erin had contacted them regarding coverage for the Triathlon. They said she had not. Jeff has no idea what her plans are at the present time.

Jeff noted that Erin cancelled last year's event, and it appears she is using the budget figures from that proposed 2010 event (\$10/hr.). Regarding the usage fees: Jeff stated that lifeguards should really be working a minimum of two hours (rather than the 1 ½ hours proposed), bringing the total for lifeguards to \$176 (using a \$25/hour fee base, based on our current rental rates). A \$25/hour rate for beach use would bring it to \$150 (2 beaches @ 3 hours each), and the parking area for 15 hours for \$375, bringing the total event cost to \$701.

Jeff asked the PRC how they would like to proceed. Paula noted that originally there were scholarship funds for people to participate in wellness training (when we were co-facilitators of the event), and we kept asking Erin if this was being set up, how it was being dispersed, along with a co-signer on the checks. Jeff noted that we would do the event as a straight rental, which would alleviate some of these issues. If we were doing a straight rental she could put some of the funds into the sports scholarship fund. Jeff stated that last year it was planned for \$500 of the rent to go to the community center and \$500 to the general fund, but the event did not happen and we did not receive anything.

Jeff noted that we would need to require assurances in case the event is cancelled again. Howard asked why last year's event was cancelled and Paula said that Erin stated she was not ready. Jeff noted that the PRD took phone calls last year from upset racers that had been looking forward to the event. Because it was happening at PRD facilities, people associated it with a PRD event. Andrew asked whether the advertising qualified it as being a non-PRD event. Paula stated we should give the event another try, but that it should also include a deposit for the beach, and a disclaimer that this is not a PRD sponsored event. Bob asked about our total revenue for event, and Jeff stated that it would be \$700 if we went with the \$25/hour rate. Paula felt that the rate should be \$25/hour. Andrew asked whether the pond is closed during the duration of the event. Jeff stated that the event is held in the morning prior to our guarded open hours. Andrew asked if the cars would be parked in the lot following the beach opening. Jeff said no because the racers

are bussed to the Pond and the race ends at a different location .

Paula stated that we should negotiate the parking fee, and the \$25/hour rate. Andrew discussed adding a 15% overhead (administration) fee, and to also make it clear who is the responsible insurer is (not the town). Paula moved to allow Erin to rent the beach for \$750 for the event (parking negotiable) having her provide the location where the race is ending, certificate of insurance, non-refundable insurance fee, which includes a 15% administration fee (half up front, and \$225 of it non-refundable)--which covers lifeguard scheduling. Andrew said he cannot agree with this, as we have very little in writing from Erin. Paula asked if the PRC can move to allow Jeff to proceed to write a contract and authorize him to sign the contract. Andrew noted that he wants to make sure the fee includes 15% which comes closer to \$800. Andrew said that he would agree to a preliminary approval, pending final approval at a later date. Paula asked to amend the motion to approve a \$800 fee, half up front (with \$225 non-refundable to cover employee costs), Jeff would negotiate the contract, and it would come before the next meeting for final approval. All members approved the motion.

2. **Food Pantry.** Jeff noted that the Peterborough Food Pantry was recently inspected by New Hampshire Catholic Charities, who oversees all affiliated Food Pantries, and was told it was one of the cleanest and best-looking in the state!
3. **Peterborough Kiwanis.** Jeff noted that he had a request from the Peterborough Kiwanis regarding having a tag sale in community center. Jeff said they felt that at \$25/hour, it would be cost prohibitive for them to use the center given they have to set up the night before. Jeff was unsure what we should do with these types of service organizations who do great community-based work. Paula noted that private facilities do allow special rates for certain causes. Paula asked if we could add the matter up to next month's agenda. Andrew noted that a facility can't be free, as it has to cover the use of the facility. Andrew added that he will look at several other facility fee schedules that he is familiar with and report back.
4. **Skating Rink.** Jeff said that the skating rink should be delivered by January 13th at the latest.

Meeting was adjourned at 8:55 p.m.

Respectfully submitted by Joyce Carroll, PRC Minute Taker 01-04-2012.