

Peterborough Recreation Committee (PRC)  
Meeting  
Roland "Beaver" Jutras Recreation  
Building  
Minutes of September 7,  
2016  
Approved

Attendees: Andrew Dunbar, Chair; Heather McClusky, Vice Chair; Stacey Howarth, Secretary; Howard Russell; Chris Kotula; 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 6:31pm.
- II) Approval of Minutes:
- A. Andy asked if a spreadsheet on maintenance To-Do items that was suggested at the August meeting had been created. Jeff explained that last month's courtesy copy of the maintenance list was to inform the PRC, but since maintenance is not under their purview and will not be continually addressed at PRC meetings, there was no need for a spreadsheet.
- B. Andy motioned to approve the August 10th minutes as written. Heather seconded. The minutes were approved unanimously.
- III) Director's Report:
- A. Budget:
- a. On November 22<sup>nd</sup>, Jeff will meet with Rodney Bartlett, Town Administrator, to go over a draft of the department budget. Jeff explained that this is a different process than in the past. What Jeff presents at that meeting will still be a draft, but Rodney is hoping to get a more complete picture of the overall budget earlier. We have been asked to have a budget workshop meeting for the next PRC meeting. Jeff asked PRC members to prepare for next month's meeting by thinking of projects they would like to see happen in the future, pointing out that the capital plan is approximately seven years out. Jeff will prepare by bringing information on any large budget items the Town has in mind. For example, Jeff held off on big improvements to the PCC because the library is getting renovated and may need Town funds. Jeff said there is a need for a new Highway Dept. garage also on the horizon. When we look at projects we have to be realistic about how much funding we can get, particularly considering we are still paying off the 15 year bond for the pool renovation.
- b. After the pool renovation, Jeff wanted to start a capital reserve fund to cover future pool repairs. The Selectboard decided not to do this. Their plan is that once the bond is paid, they will start a capital reserve and deposit a larger amount into it each year so that there is a reserve available in 30 years for the next renovation.
- c. Jeff reiterated that next month we need to have a budget workshop, and then later on he would like to have the PRC plan a board retreat to brainstorm long-

term thinking. Jeff described that the PRC sets the direction and then the PRD staff puts that into action. The last PRC retreat was around 2008, when Carol Ogilvie acted as facilitator. The Board of Selectmen hold planning retreats once or twice a year.

B. Facilities:

- a. Peterborough Community Center (PCC): Jeff met with Rodney to discuss holding general elections in November at the PCC. If this goes well, they will plan to have each election going forward in this new location. If elections move to the PCC permanently, the building will need more amenities. Jeff described how Monahan Architects' original plans for the PCC were for a foyer at the blue door entrance with a storage area on the left. We first wanted to use matching funds from the NH Charitable Foundation to finish the pool and PCC kitchen renovations, but now Jeff thinks they would be receptive to our going back for more funds to continue improving the PCC. Also, the NH Charitable Foundation had been irritated in the past that we had three food pantries in town that were not working together. With the Monadnock Area Food Pantry's upcoming merger with the Peterborough Food Pantry, located at the PCC, Jeff thinks the NH Charitable Foundation will be much more amenable to our seeking funding. Jeff noted that we would probably use funds from the NH Charitable Foundation, the Isabelle Miller Fund and the Noone Fund for PCC renovations. We would not use taxpayer money and improvements would not be included in the capital plan.
  - b. Tennis and Basketball Courts: Jeff remarked that the tennis and basketball court repairs came out very well. Basketball court cracks were sealed and although we did our best to keep the area closed, someone has already left tire marks on the new surface. On the tennis courts, 500 linear feet of cracks were sealed and painted with U.S. Open colors (blue courts with green out-of-bounds areas). Lines were also painted to create eight Pickleball courts positioned sideways on half of each tennis court. Although the quote for the job was \$18,300, the final bill was for \$18,800 because we added Pickleball courts.
  - c. Breezeway Project: The creation of a new storage area in the breezeway between the Arts and Crafts building and the Bath House is almost complete. Our maintenance staff have built a wall with a lockable pass door. In the back will be a garage door. We will store large equipment there this winter, and next summer this will be where the new vending machines will be located.
  - d. Facilities Usage: Jeff remarked that the ConVal Dollars for Scholars tennis tournament will take place this coming weekend. Sunday is also the Divine Mercy Parish picnic. Mark Bemont will be holding his annual softball tournament in early October where half the proceeds go toward breast cancer research and half are donated to our scholarship fund.
- C. Personnel: Jeff stated that the remainder of our summer staff finished working over the Labor Day weekend. Seasonal maintenance workers remain with us until Halloween.
- D. Scouting: Jeff will send Scoutmaster Todd Powell's Scoutmaster Report when it is received. The Boy Scouts meet on Thursday nights and the Cub Scouts will be meeting on Monday nights in the upper hall of the Town House. Jeff will head a recruitment

effort on Wednesday Sept. 21<sup>st</sup> during the Peterborough Elementary School Open House. Daniel Webster Council is coordinating state-wide Scout recruiting on the following night, so Jeff will hold a follow-up opportunity to register new Scouts on the 22<sup>nd</sup> at the PRD office.

IV) Program Report:

- A. Summer Programs: Lisa reported that our summer programs have wrapped up. She had hoped to offer two extra weeks of “modified Playground Program” but had to cancel the second week because one of the counselors was ill. Field trips on the last week before school began were great. Registration numbers for both opportunities made it clear that we should not run summer programs up until right before school starts because families are busy and our summer staff is mostly gone.
- B. Pickleball: Lisa is starting a series of three beginner Pickleball classes tomorrow. Our maintenance staff will be working on the PCC gym floor to save wooden panels that had shifted and re-tape the Pickleball courts.
- C. Fall Programs: Ballroom dancing, drumming and dog obedience classes are resuming for the fall.
- D. Friday Night Lights Skiing Program: Lisa declared that Crotched Mountain is totally changing their ski programs – primarily by not offering “club rate” discounts – and it will affect our bottom line. With the old club rate, 7% of all money spent on passes through the PRD club would come back to us. We used that money to buy chaperone passes for our ski program. This year, Crotched had proposed a 10:1 ratio, offering a free chaperone pass for every ten children. Lisa argued with them that our program includes first and second graders who need much more supervision. Crotched agreed to provide all our chaperone passes free of charge, according to the number Lisa feels are needed. Jeff pointed out that Lisa’s effort to get the extra chaperone passes will help our ski program, but we just won’t get the extra revenue from club pass sales. Lisa added that based on last year’s sales they will give us three Peak passes we can raffle to get a little money. Lisa noted that families can still schedule 5/7 lessons through the PRD, and families doing lessons can still get “junior passes” through us.

VI) Senior Report: Gloria Schultz, Senior Program Specialist, submitted her report to be read. Lisa commented that the Senior programs are doing very well and are growing, due to Gloria’s efforts. Mahjong will begin in October and we have been receiving many phone calls from interested seniors. Gloria is also planning a special Oktoberfest senior lunch.

VII) Revolving Fund Report: Jeff remarked that this report is from July, which is the start of the fiscal year. Some programs, like the Playground Program, appear to have a lot of money in this report but will be getting spent down by the next report. When Jeff does a journal entry for Summer Teen Challenge staff salaries, that figure will appear more accurate. Senior Citizen Luncheon receives a subsidy, though that money is actually placed in PCC revenue instead of in the Senior Citizen Luncheon line item. Even after that journal entry, the line item for Senior Citizen Luncheon will still look different from reality. Jeff saves all the Revolving Fund Reports to see changes in our programs over time. Two or three years ago our Playground Program and Trips and Shows were seriously in the hole, but we’ve brought them back to positive balances. Jeff credited Lisa with making a lot of decisions that led to us being fiscally solvent in these line items. He pointed out that Senior Citizen activities will always be in the hole because we spend money on programs and then get \$2 donations in a coffee can. The ski program has been a revenue generator in the past. This year, while Jeff does not expect we will lose money, we will probably come out even. Jeff was not sure about the difference between

Former Programs and Closed Programs, but said he would ask.

VII) Outstanding Balances Update:

- A . Lauren explained that the figures reported each month have primarily concerned old balances from 2015 and before, which we have been working hard to collect since last November. Another \$165 was collected last month on these old balances, leading to a ten month total of over ten thousand dollars collected. This is particularly notable since many of the charges were old and families would not have been likely to come forward to pay these balances if we had not been bringing them to their attention. In the past we had sent out invoices a few times a year, but giving a monthly report to the PRC has caused us to remain on top of this issue. Currently, \$4,565.50 remains due from old balances. This amount is primarily comprised of Playground Program charges from 2015 (3 families), 2014 (two families), 2013, 2012, and one family is paying off an old summer program balance from 2008 and 2009.
- B . New balances from summer programs from 2016 were highlighted in yellow. Lauren pointed out that our plans for collecting payment this summer were enormously successful when compared with previous summers. Most of the old balances still due from previous summers are for scholarship families who could not pay their balances. This year, Jeff broke the scholarship families' balances due into weekly payments. The figures may have felt more manageable to those families than seeing the lump sum of what they needed to pay, and having to make weekly payments meant we would see these families every week and would notice immediately if they were falling behind on their commitments. Unless a payment plan was agreed upon, our expectation was that half the balance would be paid up front and the remaining balance paid by the time the program ended. All but four of our families followed this guideline and have paid their balances in full. At this time, \$1,694.87 remains due from summer 2016 charges. Lauren explained this sum in detail: four families account for the remaining funds due. One of the mothers has money taken from her paycheck and sent directly to the PRD. When she finishes paying the summer's program fees, she continues sending regular payments so she can begin paying ahead for the next summer's fees. Her balance is due to be paid in December and from our experience with this family we are confident her balance will be paid as planned. Two of the other families are also ones with whom we have had experience and we are also sure these amounts will be paid. One final family with a remaining balance is a family of concern, where the divorced parents are each paying half of the summer fees. The father will pay his balance by next week, but the mother is someone who already owes us money from another summer and we expect we will need to actively chase this money. Jeff commented that the Revolving Fund program income for 2015 – 2016, showing a positive bottom line, reflects some of the money collected on overdue balances.

VIII) Questions/Comments: Andy asked for an update on the status with Cal Ripken's overdue balance. Jeff has spoken with Cal Ripken treasurer, Greg Blake, who was going to speak with Cal Ripken President Bill Theriault. Jeff has not heard the outcome of that conversation, but he expects we will receive something. Jeff is keeping Rodney apprised of the situation and if we do not receive payment, or we are told there is a reason they cannot come up with the money, then Jeff will consult with Rodney as to how to proceed.

IX) Executive Session: Motion was made by Andy to go into executive session (RSA 91-A:3 II(a) ) for personnel matters at 7:29pm. Howard seconded. There was unanimous approval. Motion to seal the minutes was made by Andy at 7:55pm. Howard seconded. There was unanimous approval.

X) Adjournment: Andy motioned to adjourn the meeting. Howard seconded. With unanimous approval, the meeting adjourned at 7:56pm.

Next meeting: Wed. October 5<sup>th</sup> at 6:30pm.

Respectfully submitted,  
Lauren Martin,  
Minute Taker

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