

Peterborough Recreation Committee (PRC) Meeting
Roland "Beaver" Jutras Recreation Building
Minutes of October 4, 2017
Approved

Attendees: Andrew Dunbar, Chair; Heather McClusky, Vice Chair; Chris Kotula, Secretary;
Kate Coon; Ryan Griffiths; Ed Juengst, Select Board Liason;
Jeffrey M. King, Recreation Director; Lisa Koziell-Betz, Program Director,
Lauren Martin, Minute Taker

- I. Call to Order: Andy called the meeting to order at 6:33 pm.
- II. Approval of Minutes:
 - a. Ryan corrected a statement on page 7 of the draft minutes to read that he "is friends with the ConVal athletic trainer." Ryan also stated that he has been sworn in as a member of the PRC. Andy officially welcomed Ryan to the committee.
 - b. Chris motioned to approve the September 6, 2017 minutes with the change requested by Ryan. Heather seconded. The revised minutes were unanimously approved.
- III. Director's Report:
 - a. Budget:
 - i. Jeff has not received the budget figures for FY2017 yet. Ed mentioned that we have a new finance director who came to us from another state. The auditors recently did an extensive audit and also helped familiarize the new finance director with New Hampshire details.
 - ii. Jeff believes we are under budget expenditure-wise and over budget revenue-wise.
 - iii. Jeff explained to Ryan that we are funded through taxes, fees and charges, and a trust fund.
 - b. Facilities:
 - i. Jeff reported that our maintenance staff has been working hard to catch up on projects before they finish their seasonal employment on October 31st.
 - ii. The Ga-Ga pits were completed and were heavily used at the Divine Mercy Parish picnic. Seniors, as well as youth, were playing the game. Jeff expects similar heavy use in mid-October when we host the Cub Scout District Campfire.
 - iii. Security cameras have been installed on the building at Cunningham Pond and they are working. Jeff stated that we still need to figure out how to run some cable to the boat launch. He is not sure how to resolve the challenge of running cable all the way up the driveway to cover the gate.
 - iv. Our maintenance staff has been working on erosion control at Cunningham Pond. They have trimmed the trees along the edge of the driveway, fixed gutters on the building, and replaced a missing downspout. They have placed a pipe under a swale to shed water off the walkway and avoid erosion in the area of the steps. They are looking into rubber "razors," which could be placed along the width of the driveway to shed rain off the driveway into

the drainage ditch. Razors are short enough that they can be stepped over. Behind the cottage, they will dig down and slope the ground away from the shed. The biggest part of the project will be building a retaining wall and putting in a French drain behind it. Where the beach meets the grass, we will dig a trench and put in a perforated pipe that will shed into the swale, and then back-fill the trench. The wall will be a couple of feet high so it will not only address the erosion problem, but will provide a bench-high seating area. We will probably have to do this project in stages because we will not have enough money to do it all at once, but we will try to manage the precipitation as best we can for now.

- v. Both vans have passed inspection.
- vi. Adams Pool:
 - i. Yesterday our maintenance staff finished painting the swim lane lines in the bottom of the pool.
 - ii. We had the pool seams inspected by Absolute Caulking, who did the original work, and they identified a number of issues. It will probably cost approximately \$2,000 to address them, but the seams must be solid or they will leak. We also have issues with the concrete around the seams. There is a linear crack in the concrete deck that runs the length of the pool deck along the side where the slide is. There seems to have been a shift in the ground. Chris asked if this is a structural issue or a safety issue. Jeff responded that it is not a safety issue yet, but we do not want it to get any worse. At the minimum, we will seal it so it does not worsen over the winter. Jeff does not know if it was a bad pour or if there has been a shift in the ground. Jeff stated that the pool renovation was five summers ago and we use a lot of caustic materials up there. It was questioned whether we have a warranty for the pool renovation. Jeff replied that the warranty was only good for one year. We have a \$1,000 deductible and while the vandalism from this summer was covered, Jeff is not sure if the crack would be covered. If our policy covered things like the crack, Jeff thinks our premiums would be astronomical.
 - iii. Jeff described that we also have some issues around the diving platforms. The swim team told us this summer that the starting blocks were wobbly. The platforms bolt onto anchors in the concrete. If the anchors are loose, they may need to be chipped out and repaired. Ed asked if the people who built the pool have any advice, and Jeff replied that he called the project manager to find out who they used to do the caulking. Jeff knew that after five summers, we needed to have the caulking inspected. The man who came to assess the caulking identified a number of areas that need repairs. Jeff said caulking is supposed to last 25 years. The inspector explained that in some areas the caulking has pulled away from the concrete, and in other areas it looks like the underlying surface, similar to a foam “noodle,” may have collapsed. Jeff also mentioned that there is a hole in the deep end of the pool that looks like a mouse chewed through. When asked if the caulking company offers a warranty, Jeff said that it did not sound like it,

but he only asked them to take a look. Jeff met with the caulking worker last Thursday. Jeff explained that when the pool was renovated, the general contractor was under the gun to finish on-time. They filled the pool too quickly, before the original caulking had time to set, but then had to drain it, repair the seams and re-fill. Guarino's is the company we have used for regular pool service, and Jeff will use them as a reference for this caulking issue. When it was questioned whether we should get a comparison quote from another vendor, Jeff replied that there are not a lot of pool vendors in the area, but he will certainly look around. As he finds out more, Jeff will let the PRC know.

- vii. We will send in the measurements of the large shade shelter to have it replaced. Of the four young people responsible for the vandalism, two have gone through the juvenile justice system and two are still waiting to do so. The shelter canopy is a \$2,000 item and we have a \$1,000 insurance deductible. Today we received a check from one of the youth for \$250.
- viii. The backflow preventer for the pool will be replaced tomorrow by the Water Department. It looks like there is only one piece that needs to be fixed so we hope it will cost less than first expected.
- ix. Both water fountains at the tennis courts and at the playground are broken to some degree. One has had stone dust poured into it, and the other has a poor design that leads to people unintentionally damaging the button mechanism. Jeff is interested in getting something similar to the water bottle filling stations that we have near the PRD restrooms and at the Peterborough Community Center (PCC). Wall mounted models like this cost approximately \$1,000, while stand-alone fountains run more like \$3,000 - \$4,000. Our maintenance staff believes they can build suitable backings for installing wall mounted units at the playground. Conversation ensued regarding whether we need two fountains at Adams North, whether a hose might be suitable for refilling bottles, and whether a sign directing people to fill their bottles at the PRD would be sufficient. Concerned that parents with young children would find it difficult to have to cross the street with children in-tow to fill their water bottles, Heather suggested we install a single, less expensive option for obtaining water at Adams North. Ed remarked that the vandalism sounds alarming and that none of the Select Board knew about it. Jeff stated that it had been reported to Town Administration as soon as it happened. It was clarified that the vandalism is not taking place during the day by recreation program participants. It had been happening at night, primarily. Jeff said that vandalism can happen with an unsecured public facility. Jeff noted that the security camera being installed at the pool will look out over the pool but will not cover the playground, tennis courts or basketball court. Ed suggested posting a sign stating that vandals will be prosecuted. Ryan concluded that Jeff's idea of modifying the water fountains is a good idea and he thinks people would be unhappy if they were removed entirely.

- x. Jeff reported that the alarm system at the PRD that has been chirping for five years was worked on yesterday. It works as a local fire alarm, but is not connected to the fire department. Once we switch over to Comcast we will get it connected again. We cannot turn off and then reactivate the phone line with Comcast, plus we need year-round service because of the cameras.
- xi. The parking lot at Adams North was graded.
- xii. The bocce court at the PCC has been completed. Kate noticed someone using it today during the Farmers' Market. Jeff purchased two inexpensive backyard sets of balls in primary colors to leave on the court, and we have two nice, regulation sets that people can sign out with Gloria Schultz, our Senior Programs Specialist who is on-site at the PCC on Mondays, Wednesdays and Fridays. Jeff has asked the Highway Department to plow away from the bocce court, and we will put up markers.
- xiii. Jeff spoke to Ron Dubois, the Highway Division Superintendent, about putting a shim coat on the PCC driveway. The potholes there are a real safety concern. We desperately want to get the fencing by the Highway garage taken down, because it looks awful, is a safety hazard, and because we need the parking area.
- xiv. Jeff inquired about getting an asbestos abatement for the high windows at the PCC. There are 70 windows there with 420 panes, and there is asbestos in the glazing around those panes. This does not present a concern if the windows are untouched, but if we want to replace the windows we need to have it abated. So far, we have coped with broken windows by gluing Lexan to the windowpanes, but windows keep getting broken. We now have nine broken windows. Jeff thinks we may need to use Isabelle Miller funds for this. Because the windows are so high, we will need to rent a lift. This summer we spent \$1200 for one week's rental of a lift, when we were fixing the ball field lights. Replacing windows would require shutting down the PCC, and we are now entering the time of year when the PCC gets the most use. Jeff believes we may have to put up more Lexan for now and do the repair in the spring.
- xv. Jeff reported a successful fall recruitment of Cub Scouts. With 13 new Scouts, Pack 8 currently has 58 people registered and a few more boys are apparently interested. The pack has a full leadership contingent, with a Den Leader, Assistant Den Leader, and a Den Chief (Boy Scout helper) for each den, plus an active pack committee. On October 14 – 15, Pack 8 will hold an overnight family campout, along with hosting the District Cub Scout Campfire. Girl Scouts are always invited to the campfire. Jeff described how Peterborough Recreation is the charter organization for Cub Scout Pack 8, Boy Scout Troop 8, Venture Crew 808 for special needs adults, and high adventure Venture Crew 3165, along with sponsoring three Girl Scout troops. Peterborough Fire charters a Fire Explorer Post. Combining the PRD units, Scouting is our program with the largest participation, second only to Youth Lacrosse. Antrim will not be offering lacrosse next year so

Jeff is psyched we will get everyone under one roof. He expects to have more than 100 people participating in lacrosse next spring.

- xvi. The final Farm Fresh 5K is next Wednesday. All PRC members are invited to help. Nine runners are currently eligible for the GoPro camera, which will be raffled among those who ran in all six races.
- xvii. A gentleman interrupted the meeting to inform us that youth were skateboarding on the tennis courts which had impacted his game. Jeff departed the meeting to go speak with the kids. We have large signs on the tennis court fences prohibiting skateboards, bikes, and scooters. The three kids Jeff spoke to had one of each.

IV. Program Report:

- a. Lisa asked that her written Program Report serve as her report for the evening.
- b. She added that today she finalized plans for a trip to the Holiday Pops concert in Manchester on Sat. Dec. 16th.
- c. The Pickleball “Fun-a-ment” was a great success. Lisa believes it will bring in more players from the Keene area. JoAnn Fletcher won the event.
- d. Halloween:
 - i. Lisa stated that the Peterborough Police determine the Town’s trick-or-treating hours, which are always held on Halloween night from 5:00 – 7:00pm.
 - ii. The PRD “Boo Night” event was planned the first year on the same day as the Peterborough Elementary School costume parade. On our second year, there was an issue with our timing, so on our third year we planned the event for a Saturday, so as not to conflict with the parade or youth sports.
 - iii. This year’s Boo Night will be held at Depot Park on Sat. Oct. 28th from 1:30 – 3:00pm. The rain date is Sunday Oct. 29th, at the same time. Lisa said that help from the PRC would be greatly appreciated.
- e. Lisa invited PRC members to let her know if they have ideas for programs, stating that she is not a one woman show and would appreciate their input.

V. Senior Program Report: Gloria Schultz’s report was accepted as written.

VI. Outstanding Balances Report:

- a. Lauren reported that a total of \$12,698.07 has been collected since our concerted efforts began in November of 2015. Just over two thousand dollars remains due on old balances. Three families are actively paying small, regular amounts on their payment plans and are slowly whittling down their balances. Two families with a combined balance of \$970.37 have reneged on their payment plans. We have already filed a small claims court case on one of them. The other was sent a letter threatening court if we did not receive payment by September 1st, but we have not yet received the return receipt indicating that the father received our letter.
- b. We now have \$1,180.00 remaining due from Summer 2017. Only one family is still paying off a payment plan for \$174. Invoices continue to be sent via email and regular mail.

VII. PRC Area Responsibilities:

- a. Andy proposed that each member of the PRC agree to be the primary liaison to a specific area of the PRD. He hopes this will allow one member of the PRC to be particularly knowledgeable about that area, to be prepared to offer suggestions, and to be aware of concerns regarding that area.
- b. PRC Liaisons were established as follows: Chris will cover Cunningham Pond; Heather will cover Adams Pool; Kate will cover Adams Playground; Andy will cover the PCC; and Ryan will cover PRD programs. Andy shared that a similar arrangement was made when he served on the Budget Committee and he found it very helpful. If something comes up, one member will have more background information on that area, can answer questions about that area, and will be a true resource.
- c. Ryan mentioned that he has posted the Senior Programs flyer on a bulletin board at Monadnock Community Hospital. Lisa expressed her thanks.
- d. Ed remarked that he gave Andy the memorandum of understanding between former Town Administrator, Pam Brenner, and the PRC.
- e. Andy motioned to approve the PRC area responsibilities as stated above. Kate seconded. The motion was approved unanimously.

VIII. Revolving Fund Report :

- a. Jeff explained that the Revolving Fund Report is always two months behind since the PRC meets so soon after the end of the month, so the figures in the agenda packet handout are from August. Jeff feels the numbers are typical for this time of year. Program revenues are outpaced by expenditures because people sign up for summer programs in the spring (which is the end of one fiscal year), and we spend money on programs in the summer (which is the start of the next fiscal year). Figures for the PCC are also in line with where we expect them to be at this time of year, since more activities take place outdoors in the summer, leading to less PCC rental income. Jeff feels the overall balance of \$50,394.87, which can be found on the bottom left of the first page, is in decent shape.
- b. For Ryan's benefit, Jeff clarified that any excess from last year stays in the Revolving Fund to be expended on programs. With the operating fund, if we don't spend it all, the excess goes into the General Fund. Jeff described an example that if the Revolving Fund did not exist we would have to plan a year in advance that we are going to a Red Sox game, get it appropriated in the budget, and if we did not sell all the tickets we would show a loss. Recreation operates differently from other departments.
- c. Page two of the Revolving Fund Report pertains solely to programs. Because this is a cumulative report, Jeff remarked that it is more useful to him than the gross budget report. He can follow this month to month. He noted that Playground Program is up \$63K, whereas a few years ago it was in the red by \$19K. "All Programs" will never be a positive figure. This includes marketing and a portion of Lauren's salary that are lumped into this line-item rather than cost-accounted across all the programs. The Senior Citizen Luncheon and Senior Programs are negative figures because we

do not make enough money to cover their costs. Pickleball fees go toward PCC rent. Lisa explained that we charge Pickleball \$2 throughout the year. When they play outdoors in the summer, we still use these fees to offset their PCC rent from the rest of the year.

- d. Jeff remarked that we will have to get budget binders out soon. Ed stated that he does not know where the budget process is at this time.

IX. Other:

- a. Lauren mentioned that the fourth annual Holiday Trees in Peterborough will take place at the PCC on Sat. Dec. 9th and Sun. Dec. 10th. The event is free and donations go toward the PCC. Last year, \$1500 was raised. The PRC was encouraged to attend the event and to plan to help, if possible.
- b. Lisa announced that Mark Bemont led an annual Adult Softball fundraiser this past weekend. The event was originally designed to raise money for breast cancer, but they split the proceeds and give half to the PRD. This year they presented us with \$930 for PRD scholarships. Jeff pointed out that the ball field foul lines are painted pink and there are pink ribbons stenciled on the field. We prep the fields for this event gratis and they give us half the proceeds.
- c. Andy thanked Ed for attending and extended a warm welcome to Ryan.

- X. Adjournment: Andy motioned to adjourn the meeting and Kate seconded. With unanimous approval, the meeting adjourned at 7:59pm.

The next PRC meeting will be held on Wednesday November 1st at 6:30pm.

Respectfully submitted,

Lauren Martin,

Minute Taker

October 10, 2017