

Peterborough Recreation Committee (PRC) Meeting
Roland "Beaver" Jutras Recreation Building
Minutes of November 9, 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: Howard motioned to approve the minutes of October 5, 2016 as written. Heather seconded. Andy, Heather and Howard, as the only PRC members in attendance at the October meeting, voted unanimously to approve the minutes.

III) Director's Report:

A. To allow time for working on the FY2018 budget, Jeff suggested, in the interest of time, that unless there were questions on his written Director's Report, it could be accepted as written so we could move on to the budget.

B. Election Day:

- a. The only thing Jeff would like to add is that the Town held voting on November 8th at the Peterborough Community Center (PCC). The overwhelming feedback received by Jeff and the Select Board is that the building served this need very well. Jeff complimented our seasonal maintenance staff for thoroughly cleaning and sprucing up the building and the grounds.
- b. Chris noted that when he arrived to vote the parking lot looked full, but when he entered the building there were many voting booths open. Jeff responded that the fenced-in area in front of the Armory Garage currently serves no purpose and while that is under the jurisdiction of the Highway Department, Jeff thinks if we opened that up by removing the fence, people would park there. As anticipated, many people ended up parking in the semi-circular opening on Elm Street, across the street at Bowling Acres (which the owner was not very happy about), and on Elm Street itself. Heather suggested that volunteers at the polls be instructed to park farther away rather than in the newly-lined spaces, leaving room for voter parking right in the front. Jeff stopped-in again just before they closed the building that night and learned that there was a 71% voter turnout. Since they only purge the voting list of residents who have moved or passed away on years ending in "1," the percentage of eligible voters who turned-out is probably even higher.
- c. Andy asked if we can bill the Town for use of the PCC for voting. Jeff replied that he does not think the Town was planning on paying us for that, but that maybe we can ask at the budget meeting with the Town Administrator. Jeff noted that we spent a lot of money to get the building thoroughly cleaned: we washed and waxed the floors, fixed all exterior lights, mowed, mulched, planted mums, and re-stained the wooden ramp. He is pleased we got so much exposure, stating that many voters spoke with Gloria Schultz, Senior Program Specialist, about our senior program opportunities. Andy asked if we pay to use the Town House. Jeff responded that the Town did not pay rent for voting there in the past, but that the Recreation Department has paid rent (at a reduced fee) for some of our programs that have taken place there in the past. Jeff explained that the Planning Board had been using the PCC for meetings without paying rent, and the Select Board had held retreats there without paying rent, but Town Administrator Rodney Bartlett agreed, quite a while ago now, to begin

paying rent for those types of things. Jeff thinks they are not planning to charge the Town Clerk's office for the whole day at the PCC. Andy concluded that although the recreation budget is paying for all the improvements Jeff mentioned, voting was not a recreation program, so he thinks it would be appropriate to ask about this at the budget meeting. Although, Jeff agreed with Andy in principle, he felt it would be better to approach it from a budgetary request for Town functions rather than rent.

IV) Program Report: Lisa also suggested, in the interest of time, that unless there were questions on her written Program Report, it could be accepted as written so we could move on to the budget. The only question from the PRC was whether we have had an increase in participation in our ski program. Lisa responded that registrations for transportation to Crotched Mountain have risen from two to five. Lisa explained that changes in Crotched's programs this year now prevent her from being able to easily see how many people have signed up with Crotched for ski lessons. Lisa did note that the group coordinator at Crotched has said that if we do not have enough participants to run our Friday Night Lights program and families cannot get their children to lessons on their own, Crotched will give them a refund.

V) Senior Report: Gloria's written report was accepted as read. Andy commented that he and Howard can attest to the quality of senior programs. Jeff added that Election Day was great for exposure, and that Gloria mentioned how a few new people have already joined in activities this week.

VI) Revolving Fund Report:

- A. Jeff said there was nothing new to note. As expected for this time of year, we are running behind in terms of PCC rentals versus expenditures. Hopefully we will have caught up on that by spring.
- B. Jeff explained that we had a problem with the wood pellet furnace that required us to have the oil furnace cleaned and ready to go. Last year, oil was set-up to be the backup to the pellet boiler. Three thousand gallons of oil were delivered in error and we burned that last year, since the cost of oil was so low and we had such an abundance. Recently, the wood pellet furnace had an auger problem, so when the system moved to the oil backup we discovered the oil furnace was not working properly because, as we found out, had no oil. We recently had 500 gallons of oil delivered so we will continue to have the ability to back-up the wood pellet furnace. The system is now all set, but the oil furnace man has said we should turn on the oil furnace occasionally to keep everything running cleanly.

VII) Outstanding Balances Update:

- A. Lauren reviewed the printed report on outstanding balances, showing that \$10,787.50 has been collected on old balances (up to and including 2015) since concerted efforts began one year ago in November 2015. Much of this was more than two years overdue and would have been unlikely to have been paid without our persistence. The total outstanding balances remaining due are \$4,160.50. Although payment plan payments are typically small and will take some time to be completely resolved, \$3,349.00 is being worked down through active payment plans and is expected to be paid eventually. We are pursuing small claims court for two individuals whose overdue balances are \$307.37 and \$409.50.
- B. The remaining balances due from summer 2016 is \$1,214.87. Four families are responsible for that total amount. The two families with the largest amounts due have both confirmed with Lisa and Lauren that they will be paid in full by the end of December.
- C. Jeff remarked that the monies we have collected are reflected in the Revolving Fund Report. Playground Program now shows a net balance well over \$42,000, though a few years ago this program was \$20,000 in the hole.

VIII) Budget Workshop:

A. Budget Summary:

- a. Jeff began by referencing the first page in the FY2018 Proposed Budget Binder, which shows the expense side of the operating budget. The second page shows operating revenue. The total Recreation Department budget for 2017 is \$521,871 and the proposed budget for FY2018 is \$572,027, which is an increase of 9.61%. Included in the proposed budget is \$14,000 as a CIP item for a new utility vehicle. The other driving factor in the proposed budget increase is custodial expenses.
- b. On the revenue side, our operating revenue is essentially expected to remain the same and is budgeted at \$26,750. Year to date, we have received \$16,561. We will receive \$11,143 from the capital reserve to offset the cost of the utility vehicle. Our current utility vehicle could be sold or traded-in also which would either reduce the cost of the new one or be more off-setting revenue. If the Town Administrator determines another department needs a light-duty or back-up utility vehicle, it could be transferred to another department. Utilities and Recycling are enterprise funded so we would be paid if our utility vehicle went to one of them. Other departments are part of the Town's operating budget so we would not be paid if our utility vehicle went there. Jeff thinks our current utility vehicle was purchased in 2008. It is running, but we need a new one. Jeff would not classify this as a front line vehicle anymore. We have repaired it a number of times and it is heavily used. Jeff thinks this is the most heavily used vehicle in our whole equipment fleet. When asked if other departments use our Gator, Jeff responded yes, that Town departments try to work together. Utilities just asked if they can use our tractor, and the Highway Department also just graded the dirt lot at the playground for us.
- c. Jeff explained that we gross budget the Revolving Fund even though the NH Department of Revenue Administration does not require us to do so. The purpose of the fund is so the Recreation Department can collect fees and charges and then spend those fees and charges on recreation programs. Normally, fees and expenditures have to be budgeted. With Recreation, if we appropriated funds for 50 Red Sox tickets but only sold 25, the Town would lose money because money would have been appropriated ahead of time using taxpayer funds. With the Revolving Fund, money doesn't have to go through the regular appropriation process. Gross budgeting means it is included in the Town's overall budget, which is 11 million dollars and change, but not all of that is tax-supported such as the Recreation Revolving Fund and Utilities budget. The Revolving Fund has more flexibility than an Enterprise Fund. It is set up for a specific facility or department like water/sewer-only for that one particular purpose. The Revolving Fund can be used for programs, staff, facilities, etc. We can also transfer money to and from the Revolving Fund and the Operating Budget as we do with our subsidy for the Summer Playground Program and Summer Teen Challenge staff.
- d. We are looking at an increase in revenue this year for program income. We have had an increase in participation in trips and they have been much more profitable. Lisa commented that all Playground Program trips are deposited into Trips and Shows, as are the senior trips. Andy asked if we expect to see PCC rentals increase. Jeff responded that he is not sure if Monadnock Country Club closing will affect us. We have the right type of facility for a small conference. Jeff is not adding a lot for that because we would have to incur some expenses first to be ready to get into that market, such as to get enough tables and chairs and a place to store them. Jeff does not think we should raise rental rates right now because if we increase our rates we may see a decrease in rentals. The programming route is something else we will have to look to, such as increasing after school programs.
- e. On the final summary page in that section, a chart identifies the four main operating pieces of the budget with Salaries and CIP removed. Programs and Vehicles show a decrease. The

biggest increase is in Maintenance and that is under \$5,000.

B. Salaries:

- a. Jeff remarked that Part-Time Employees includes the new custodial position we are proposing. This would be for 28 hours/week year-round, which is beneath the threshold for health and retirement benefits. We have three facilities now which need to be cleaned on a year-round basis, and other custodial needs arise all the time. In preparing the PCC for Election Day, Jeff called in our seasonal maintenance workers, who typically end work on Halloween. Monadnock Worksource comes in on a contractual basis for surface cleaning. Pickleball players complained today that the PCC gym floor had not been swept after voting, but Jeff pointed out that we have no one to do that. The Town has one custodian for the entire town, and we are at a point now where we barely get the trash emptied. Jeff pointed out that at the last PRC meeting Andy suggested an idea that has merit, that we share a custodial position between departments. Jeff stated that we cannot control the budgetary process of other departments, but we know what we need. Jeff thinks we have to put in for what we need and how it shakes out will be up to the Administration. Andy asked if we can make an effort to compost at the PCC, and Jeff responded that we have the ability, especially with the Cornucopia garden right in back, but we just need the personnel to deal with it.
- b. Other than that one new position, Jeff said there isn't a change from previous years. The facilities supervisor position is entirely out of the Revolving Fund. The administrative assistant position is funded 10% out of the Revolving Fund. When we originally did the deal on this, we increased the position to 34 hours/week agreed to pay 10% out of the Revolving Fund because the increase in hours was due to an increase in programming. Because of the Affordable Care Act and NH Retirement System, we had to cut that back to 28 hours/week. The 10% of the position coming from the Revolving Fund was not eliminated, however. Jeff remarked that he has not made a stink about keeping 10% of that salary coming from the Revolving Fund though we have a legitimate case to argue against it.

C. Cal Ripken Baseball: Andy interjected to ask about the status of the \$2,200 overdue balance owed by Cal Ripken Baseball. Jeff said he recently heard from Rich Scheinblum, who is somehow involved with Cal Ripken. Jeff had sent a certified letter to Peterborough Cal Ripken President, Bill Theriault with the deadline that we must hear from them by Halloween. On Halloween Day, Rodney received an email from Rich. Rich's role is unclear, but he is acting on whatever authority Bill has given him. Jeff noted that we prepared a 50 page document of all interaction between Cal Ripken and the PRC from 2008 to the present, to bring Rich up to speed as he had requested that we provide documentation of the financial arrangement that had been made.

D. Administration:

- a. Returning to the FY2018 Budget, Jeff identified two Administration line items where he is requesting an increase: Medical Services and Office Supplies. We overspent on drug tests last year because we hired so many new summer staff. Jeff noted that turnover does not tend to happen when unemployment is higher, but with it being so low, he expects more turnover next year. We have also overspent on office supplies for a few years so this year Jeff is increasing that line item by \$500. Jeff reduced Dues and Publications because the Town is taking a look at modifying what they will support for service club dues.
- b. When asked how many phones we have in the budget, Jeff responded that we have three in the office plus Jeff's cell phone, as well as two seasonal lines at Cunningham Pond and the Adams Pool bathhouse. We also must have internet service at the bathhouse to scan our pool membership cards.
- c. Jeff has removed our U.S. Tennis Association membership but has added membership in the U.S. Pickleball Association and U.S. Chess Federation reflecting our changing demographics.

E. Programs:

- a. Jeff pointed out that we are down \$1,369 due to a reduction in the transfer we do to subsidize the Playground Program (PP) and Summer Teen Challenge (STC). Jeff looked at

the number of hours he budgeted last year for these summer employees and the number of hours they worked. Jeff had budgeted three positions (the two STC counselors and the PP head counselor) for 12 weeks, since they begin their planning well before the start of camp. They work over 40 hours during camp but under 40 hours during their pre-camp planning, so it all should come out evenly.

- b. When asked about the whether or not we re-use supplies, Jeff and Lisa both responded that some supplies need replacing on an annual basis, but some are used over and over for years. We have had a significant increase in spending for seniors over the past year as our programming in this area has increased. We have already spent most of our supplies line item already this year.

F. Maintenance:

- a. Jeff has increased the budget for Electricity based on a spreadsheet from Finance indicating that there will be an increase in electrical costs.
- b. In the past we had spent \$12,000 on Water and Sewer. For the last couple of years we spent significantly less, so Jeff had decreased the Water/Sewer budget to \$8,000. Now we will probably overspend that amount. Jeff pointed out that, at the Administration's and Committee's request, we kept the pool open longer this summer. Lisa noted that we had a hot, dry summer with very little rain to help counteract evaporation, which results in more water usage. On page 30 of the FY2018 budget, the history of Water/Sewer budgets and actual expenditures was traced from FY2008 through the year-to-date of FY2017. Jeff noted that we have already overspent our budget, yet we still need to fill the pool in the spring. Water rates are also going up, so Jeff increased this line item.
- c. When asked about the cost per gallon of heating fuel, Jeff clarified that we paid at the rate the Town locked in on a prepaid agreement. Andy remarked that he spends less than this on his own heating oil and he questioned the decision to lock in at a higher price. Jeff suggested Andy bring this up at their meeting with the Administrator.
- d. Jeff commented on the line item for Contracted Services. In FY2017, most of the \$18,900 budget was for the tennis court resurfacing. Jeff had hoped to decrease this line item this year, but our maintenance staff has identified a significant need for a new roof on the Recreation office building. The roof is 1,595 square feet, and prices have gone up significantly since we had the maintenance shed roof replaced. For budget purposes, Jeff requested a re-roofing estimate from two contractors. He included that \$9,000 figure in his budget, but he acknowledged that he will get multiple quotes before actually beginning the project. Jeff explained that he also included \$7,000 for repainting the pool, based on an estimate of \$3,500 for pool paint and \$3,500 for labor. The paint is doing its job of protecting the cement from the caustic chlorine, but needs to be repainted every four or five seasons. The pool was renovated in 2013 so next summer will be its fifth season.
- e. Facilities and Grounds Supplies was increased, in part, because he's anticipating keeping the pool open longer and we're almost completely spent on our supplies already. Jeff thought it would be prudent to increase this line item.
- f. Vehicles: Jeff reduced the Gasoline line item by \$300. This refers to gasoline for our vehicles and equipment.

G. Next Steps:

- a. Jeff remarked that if the PRC is comfortable with the budget as it has been presented, it is always good to vote to accept it. Then Andy (and any other committee members who would like to) will join Jeff when it is presented to the Town Administrator on Wednesday Nov. 30th at 11:00AM. After that, the budget will be reviewed at a joint meeting of the Budget Committee and the Select Board. A public hearing on the entire Town budget will be held after that, to be followed by ballot voting. Jeff pointed out that the process this year is a little earlier than in the past. Our Town Administrator wanted early drafts of each department budget so he could get a sense of the big picture. Jeff does not know how our needs will fit

in with the needs of other departments.

- b. Heather moved to accept the budget as presented. Before that could be seconded, Andy moved to accept the budget with the following concerns: he would like Jeff to look further into the cost of the new roof on the Recreation office building, and he would like to address the price we pay for fuel oil with Rodney. Stacey seconded Andy's motion. The PRC voted unanimously to approve the proposed FY2018 budget with those two concerns.
- c. Each member of the PRC complimented Jeff on his clear presentation and thanked him for the effort he put into determining the proposed budget. Andy added thanks to the Recreation staff and the PRC for their hard work.

IX) Adjournment: Andy motioned to adjourn the meeting. Howard seconded. With unanimous approval, the meeting adjourned at 8:04pm.

Next meeting: Wed. December 7th at 6:30pm.

Respectfully submitted,
Lauren Martin,
Minute Taker
November 16, 2016

