

Peterborough Recreation Committee (PRC) Meeting
Roland "Beaver" Jutras Recreation Building Minutes
of December 9, 2015, 7:00 PM
Approved

Attendees: Andrew Dunbar, Chair; Howard Russell, Vice-Chair; Stacey Kolk, Secretary;
Stacey Howarth; Heather McClusky; Ed Juengst, Select Board liaison;
Jeffrey M. King, Recreation Director; Lauren Martin, Minute Taker

- I) Meeting called to order: Andy called the meeting to order at 7:00pm.
- II) Approval of Minutes:
- A. Andy asked Jeff for a copy of the ordinance prohibiting smoking on town property. Jeff noticed the Peterborough Community Center (PCC) is not listed on the ordinance, so he appreciated the prompt to update this.
 - B. Andy motioned to accept the minutes as written. Howard seconded the motion. Howard, Heather and Andy voted to approve. Stacey K. and Stacey H. abstained since they had not attended the November meeting. The minutes were approved.
 - C. Jeff suggested taking things out of order on the agenda to focus on the budget first, using any remaining time for the remaining agenda items. There was unanimous approval.
- III) FY2017 Budget: Jeff led the PRC through a discussion of the proposed budget one section at a time, as they referred to their binders of detailed information.
- A. Budget Summary:
 - 1. Jeff noted that overall, the proposed FY2017 budget is down almost \$25,000, primarily due to a decrease in requested Capital Improvement Project (CIP) items.
 - 2. This year the only CIP item we are requesting is \$18,300 for repairing the tennis and basketball courts, which has already made it through the CIP process. Jeff remarked that the CIP Committee did not put anything in our equipment reserve this year, which is understandable since we were not going to buy any equipment this year.
 - 3. Jeff pointed out highlights, which will be discussed in more detail as we move through each category. The Operating Budget is up a little due to a few items. The Salaries Budget went up in the subsidies section. Jeff and Lisa both sold back unused vacation time to the Town. Their health insurance went up a little and dental insurance went down a little. The Administration Budget is up primarily due to the study on erosion at Cunningham Pond. The Program Budget is up a little. The Maintenance Budget is down primarily because of a reduction in supplies needed for the pool, due to the guidance of the pool consultant we used this past year.
 - 4. Jeff commented on the summary sheet provided by the Finance Department, which shows the FY16 budget and the Year to Date FY17 budget as of December 4th. Regarding the expense side of the budget, Jeff was asked why "other professional services" has risen so much. He responded that this is the erosion study for Cunningham Pond. He pointed out that "fixed assets" shows the \$25,000 we just spent on the new tractor. Jeff summarized that our expenses are down overall but our revenue will be down, too. The operating budget is up, but when you include CIP it is down.
 - 5. Regarding the operating side of the budget, Jeff remarked that it is up slightly. He is calling for a little bit more in program income. Kayaks and paddleboards did so well he expects they will do even better next summer. He has kept the amount expected from pool memberships the same. Jeff noted that the fiscal year starts on July 1 and most people buy pool passes in April, May and June.
 - 6. Andy questioned whether there is any way we can eliminate the need for residents to
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pay for pool passes. Jeff responded that the PRC can certainly propose making this go away, but then the Town would be looking for another source for the \$22,500 generated by pool memberships. We would have to either cut out \$22,500 from the budget or come up with that amount somewhere else. Andy noted that the PRC did not approve instituting a fee for resident pool passes at the start, but the former Town Administrator, Pam Brenner, insisted. Stacey H. agreed with Andy, stating that since pool expenses come out of our taxes she hates having to also pay for pool passes. Andy questioned whether we could charge more for non-resident passes, but committee members expressed the sentiment that those fees are very high already. Jeff remarked that he just learned that because the Town accepted federal monies through the Land Water Conservation Fund (LWCF) program, we must maintain these properties in perpetuity and we are limited in the percentage increase we can charge. Jeff thinks we must be at or near our limit already so we might not be able to raise those fees at all. He also noted that most communities have some kind of pool use fee. Andy asked for the tenor of the board, questioning whether they would like to pursue the issue of removing resident pool membership fees or not. Committee members expressed a unified feeling of disliking this fee for residents but they were not sure what else could be done to come up with that amount of money. Lauren explained that when residents question paying pool membership fees, the PRD describes how taxpayers are paying for the pool renovation but that the increased operating costs of adding another lifeguard and increased water and chlorine are being shared by pool users through the pool membership fees. Jeff commented that since the pool renovation was completed, we have been focusing our fundraising efforts on the PCC. Andy suggested we might look at other ways to lower pool operating costs, and Jeff responded that we have done this, successfully, by hiring Guarino's as a pool consultant. Andy affirmed that the PRC should let this thought sit for now and discuss it again at a later date.

7. Regarding fixed assets, Jeff stated that he always budgets \$20,000 from the Isabelle Miller Fund because that's approximately what we receive each year. Whether we spend it or not, it is still budgeted in case we have a need for it. When asked to clarify the intention of the Isabelle Miller Fund, Jeff explained that it is meant to expand recreation programs, not to replace or do maintenance on existing programs. For example, purchasing additional paddleboards would be an Isabelle Miller expense, but maintenance on the boards we currently own would not.
8. Jeff explained that figures were not put in for transfers from the Noone Fund, the Revolving Fund, or from the Capital Reserve Fund because they are not needed for capital improvement items this year. Andy asked Ed to find out what happens to these funds if they are not used. Jeff and Ed both thought the monies would stay in those funds if not used. Jeff noted that we do receive the Revolving Fund interest.
9. Revolving Fund Expenditures: Jeff said he is budgeting for less expenditures because we have lost youth sports and because school enrollment and participation in our other youth programs is down. In the PCC section, Jeff tried to keep it pretty close. We have been running about \$42,000 in expenditures. For the past few years, the PCC has been running at about a \$5,000 loss each year.
10. Revolving Fund Revenue: Jeff remarked that revenue is down a little, primarily on the program side. When Andy asked which municipal assets had been sold, Jeff replied that he *will* sell the X-Mark, the stainless sink removed from the PCC, the Electrolux oven, and the Rec 5 minibus. Jeff will use Municibid.com for these sales, which is like Craig's List for municipalities.

B. Salaries:

1. Jeff noted that the administrative assistant position and senior programming specialist are paid partially through the operating budget and partially through the Revolving Fund. The facilities supervisor position was created last year and is fully funded through the Revolving Fund. Jeff explained how some of the seasonal employees are paid solely through the Revolving Fund and others are combinations of Revolving Fund and operating budget.
2. Regarding merit increases, Jeff was told to budget for 2%. Last year he was told to budget 3% merit increases. Jeff explained that although seasonal employees may receive merit increases at their seasons-end review, they only actually get that increase if they return the following summer. A discussion ensued on the aquatics staff salaries and staffing needs at the pond and pool.
3. After looking at the actual hours worked, Jeff is calling for an increase in the hours for the Playground Program and Summer Teen Challenge staffs. He explained that both programs hold a number of overnight trips, when staff are paid for the actual hours they work (though not for hours between midnight and 8:00am when they are sleeping).
4. Andy asked if Jeff has looked into putting surveillance cameras at the pool. Jeff responded that he has looked into cameras for the pond and can look into them for the pool if the PRC requests this. He remarked that there has been some increase in vandalism, which cameras might discourage. Stacey K. noted that vandals at PES have been apprehended after posting incriminating pictures of themselves on social media. Jeff said surveillance systems are very expensive, explaining that he found a system for \$6 – 7,000 but an internet connection and infrastructure would be required to make it work. Fash Farashahi, the Town's IT Coordinator, said the end cost would be more like \$12 – 13,000. Complicating the problem at Cunningham Pond is that there is no internet there. Andy reaffirmed that he thinks we should install cameras before an incident occurs where someone's personal safety is jeopardized.
5. Aquatic salaries: Jeff averaged out the position salaries and they are up slightly. He described the primary reason for the increase in this line item as follows: last year he requested the facilities supervisor position, which was moved to the Revolving Fund during last year's budget process. Former Town Administrator Pam Brenner eliminated the bathhouse supervisor position to make room for the facilities supervisor, but when they cut the facilities supervisor position they did not put back in the bathhouse supervisor. We were essentially burned twice. Jeff has reduced the number of hours for bathhouse attendants, figuring the facilities supervisor will take up some of those hours.
6. Maintenance salaries are essentially the same but reflect merit increases.

C. Administration Expenses:

1. On page 6, Jeff clarified that "other professional services" refers to the erosion study. "Dues and publications" covers Jeff's Rotary dues and Lisa's Lions Club dues among other professional associations. When questioned about club dues, Jeff explained that when he began working for the Town, Pam Brenner expected all department heads to be visible and connected to the community by joining a community service club. Jeff's Rotary dues are \$550 and Lisa's Lions Club dues are \$350. Ed does not think joining a club should be required of Town employees and will look into this. The increase in "staff development" is because Jeff has changed one of the professional development opportunities he would like to attend this year.
2. On pages 13 and 14, Jeff noted that advertising, postage, office supplies and mileage are level funded. Regarding staff development, Jeff had removed the National Parks and Recreation Association conference he normally attends and has put in the fees for a highly recommended Recreation Directors' School held in West Virginia. Jeff thinks the national conference can become repetitive, and although the program in West Virginia is

a little more expensive, based on colleagues' comments he feels this will be more worthwhile in terms of what he would bring back to the Town.

3. On page 18, Jeff commented on the criminal background check expenditure, noting that he usually budgets for approximately 18 each year. Returning seasonal employees do not get repeat checks.
4. Uniforms are level funded. Computer services refers to the maintenance fee we pay for our recreation software and is level funded. Equipment repair and maintenance is level funded, though Jeff noted that the monthly fee for our new copier includes a straight per-click fee. The new copier will print in color and Jeff is hoping we can produce more brochures in house. Stacey K. agreed that last year it was recognized that there is value in reaching the public through brochures, but remarked that mailing may become the biggest cost. Jeff responded that while the Ledger-Transcript included our brochure in mailings to all Peterborough residents and newspaper subscribers, we will probably mail our brochures only to our data base.
5. The Cunningham Pond erosion control study is adding \$6,600 to the "other professional services" line item. Jeff called attention to the study proposal included in PRC binders. Jeff has discussed the erosion concerns with Town Administrator Rodney Bartlett and Community Development Director Pete Throop. There are a number of issues, including gullies and wash outs of the stairs, which they all agree need a plan for true resolution instead of more temporary bandaids. Jeff affirmed that the study will come up with storm water master plan, breaking it down into pieces with costs for each piece. He acknowledged that it may take a few years to budget all aspects of the proposed plan.

D. Programs Expenses:

1. Jeff noted the 2% increase in this section. The increase in printing costs referred to above would give us the ability to do things in house. Jeff hopes we can produce two or three brochures each year.
2. The increase in transfers to the Revolving Fund were reviewed in the Salaries section. Everything else in this section is level funded.

E. Maintenance Expenses:

1. This section is down approximately \$7,000. Uniforms are level funded. Other professional services is level funded, including \$2,500 for our pool consultant. Jeff acknowledged that this was well worth the cost since Guarino's saved us \$8,000 to \$12,000 in water costs. We also saved on the cost of chlorine because of their help with calibration.
 2. On page 29, Jeff recommends decreasing the budget for electricity by \$1,000. Most of our lights are used for ballfields in the spring and summer. Jeff is not sure when we will see results of the solar array. He had spoken at one time to Rodney about installing solar panels on our old sledding hill, but this kind of project requires a large initial expense. The solar panels at the wastewater treatment plant were made possible by a two million dollar grant, but grants like these are now much less available.
 3. The decrease in the heating fuel line item reflects a reduction in the price of fuel. Jeff commented that this winter we will be keeping electric heat in the pool filter room so we can run water to the ice rink.
 4. The water and sewer line item show a \$4,000 decrease. Jeff explained that we used to not budget what we were spending but now we have too much. He thinks we may even be able to do lower next year, but he does not want to make too drastic a cut too soon.
 5. Repairs and maintenance are level funded. Rentals and leases are level funded, and refer to the possibility we may need to rent an aerator or top dresser.
 6. Sanitation services has decreased a little. Jeff explained that we do not have as many
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dumpster runs because the public is using our recycling bins more consistently.

7. Supplies is reduced \$1,500 because of our decreased need for chlorine and CO2 for the pool.
 8. Equipment, furniture and tools is level funded.
- F. Vehicle Expenses:
1. Jeff described that this section basically refers to supplies, gas and repairing vehicles, and all line items are level funded.
- G. General Comments:
1. Andy and Stacey K. expressed appreciation for all the hard work Jeff has put into preparing this budget. Andy remarked that he knows Jeff is trying hard to hold the line. Jeff commented that he does not see any aspect of the budget as a hot button issue. He noted that the CIP Committee did not push back on the request to repair the tennis and basketball courts, and that he appreciated how they came to see the courts before making any decision on that request.
 2. Jeff is scheduled to meet with Rodney on Thursday January 21st at 10:30a.m. Typically, he meets with the Town Administrator, Finance Director, and the PRC Chair, but Jeff welcomed any of the PRC members to attend. Jeff is scheduled to meet with the Budget Committee and Select Board on Tuesday February 2nd at 6:15p.m.
 3. The question was raised whether we should ask for surveillance cameras, but Jeff responded that he would rather wait until next year so that this year we can focus on the erosion study. He does not feel we will be allowed to do both at the same time. Andy agreed that we have not researched the cameras enough to consider moving forward this quickly.
 4. Without further comments or suggestions, the proposed budget was accepted by the PRC.

IV) Director's Report: In lieu of time, the Director's Report was accepted as written.

V) Program Report: In lieu of time, the Program Report was accepted as written.

VI) Outstanding Balances Update: Lauren summarized that the written report on outstanding balances reflects that \$1,760.50 was collected in the past month. Being accountable to the PRC on a monthly basis will prevent accounts from becoming seriously overdue without our being aware.

VII) Adjournment: Howard motioned to adjourn the meeting. Stacey K. seconded. With unanimous approval, the meeting adjourned at 8:38pm.

Next meeting: Wednesday January 6th @ 7pm.

Respectfully submitted,
Lauren Martin, Minute Taker
December 15, 2015