

Peterborough Recreation Committee (PRC) Meeting
Roland "Beaver" Jutras Recreation Building
Minutes of December 10, 2014, 7:00 PM
Approved

Attendees: Paula Stewart, Chair; Stacey Kolk, Vice Chair; Todd Weeks, Secretary; Howard Russell, Andy Dunbar, Bob Lambert, Budget Committee/PRD Liaison; Jeffrey M. King, Recreation Director; Lisa Koziell-Betz, Program Coordinator and Minute Taker

- I) Meeting called to order: Paula called the meeting to order at 7:05 PM.
- II) Andy wanted to make a formal announcement and wish Jeff a "Happy Birthday".
- III) Approval of Minutes:
- A. Motion made by Todd to approve July's Minutes, Howard seconded, unanimous approval.
 - B. Motion made by Stacey to approve September's Minutes, Howard seconded, unanimous app.
 - C. Motion made by Todd to approve October's Minutes, Andy seconded, unanimous approval.
 - D. Motion made by Todd to approve November's Minutes, Stacey seconded, unanimous app.
- IV) Program Report: Lisa read through written program report, there were no questions.
- A. Stacey provided the board with a recap on the Holiday Trees in Peterborough that is happening this weekend. This event has required tons of work, but the ground work is done for future years. This year, they have 35 trees registered.
 1. There is a bartender for Friday night with food offered by 10 to 11 local businesses.
 2. Tickets are being sold at Aesop's, Steele's as well as the PRD
 3. There will be a train set
 4. We have a Santa and elves for Saturday.
 5. Three organizations are doing bake sales.
 6. There will be a published program of events
 - a. Musicians
 - b. Scavenger hunts
 - c. Prizes
 7. So many folks are chipping in but volunteers are still needed to help run the event.
 8. Last time this event was held was in 2008.
 9. The committee is hoping this becomes an on-going Peterborough tradition.
- V) Update on the PCC Kitchen: A written report was presented to the board. In addition to those notes, it is estimated that the kitchen may be done by the end of January, 2015.
- A. After the kitchen is finished, we will need to do an inventory of the wares we do have.
 - B. We may also need to buy some replacement appliances (ie, the fry-o-lator purchased at auction does not work). Prioritizing needs to be done. The whole scope of work in comparison to cost needs to be established before replacement purchases are done.
 - C. Rules and charges need to be drafted. For example: All Saints Parish, when they rent their kitchen, the cost is all inclusive; from dish soap to plate and cups, to use of existing appliances.
 - D. We need to investigate and see what other organizations do.
 - E. Insurance criteria need to be explored.
 - F. Security deposits specific for kitchen use may need to be higher with more intense inspection after each kitchen use event.
- VI) Senior Program Report: Jeff stated it is a major accomplishment getting the cribbage, senior lunch and craft group under one roof (the PCC). A majority of attending seniors are non-residents.
- A. Jeff spoke with Craig Fraley earlier in the day about Amherst getting a trail program going
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for younger seniors. He thought this would be good in Peterborough. In this vein, it was asked if we could get some volunteers to keep the PCC gym open for some indoor walking time.

- B. The PRD almost did that for the Thanksgiving break for kids, but that fell through at the last minute.
- C. Terry's written report was read and accepted.
- D. Terry's creativity was noted and is much appreciated.

VII) Director's Report: A written report was not presented at this time.

A. Ice Rink: The rink is about 2 weeks overdue in installation, due to the Thanksgiving Day storm as well as the Union Street construction delay.

- 1. Due to the temperature of the ground as well as the water going into the rink, several huge air bubbles developed between the ground and the vinyl liner. These bubbles need to be popped before the water freezes. Man power is needed. Hopefully this can be worked out before the temperatures drop significantly.

B. PCC: Jeff had to address a performance issue with Monadnock WorkSource. That has been rectified.

C. Fireworks: Jeff met with the new Chamber Director: Sean Ryan. Mr. Ryan needs to get final approval from the Chamber of Commerce board to move ahead on plans to offer class "c" fireworks at the PRD on July 3rd. Andy Peterson from Peterson Realty is willing to help with expenses. Everyone seems excited about seeing the fireworks re-instated in Peterborough.

- 1. Businesses have been hurt financially by CV closing the fireworks
- 2. Non-profits doing their fundraiser at the fireworks event have also been hurt
- 3. It is suggested traffic on Union St would go one way
- 4. PRD would be able to offer real bathrooms
- 5. The pool would be open
- 6. Without a fence, Andy Dunbar offered that we may have to sell buttons
- 7. Stacey mentioned the possibility of a snow fence.
- 8. Stacey would like to be on the committee.
- 9. Some of the PRC tried to determine if there was going to be some financial obligation that the PRD would have to be responsible for. Jeff did not have any information at this time.

D. Cougar Cubs Basketball: Jeff wanted to expound a bit on Lisa's report, especially regarding this newly developed alliance with the new AD (Athletic Director) at CV (ConVal).

- 1. For the past two years, CV has offered a similar program to the PRD Bobcat Basketball. With the overall kid population in decline, Jeff and Mark (AD at CV) decided to merge the two programs. Bobcat Basketball no longer exists. Antrim Rec is also participating. CV is to offer the coaching assistance and facilities and we (P'boro and Antrim) offer the equipment. Everything is offered for free, regardless of residency.
 - 1. Why free? CV felt it was the only way to go.
 - i. Jeff felt this was a necessary concession since we are using their facilities.
 - ii. Eliminates the "inability to pay" excuse by providing a free program
 - 2. It was asked what about the cost of balls? No real answer was produced outside of the fact that we will need to buy balls.
 - 3. It was asked why CV is telling us what programs we have to run.
 - i. It seems senseless to run 2 similar programs for the same population when theirs is free.
 - ii. We have been bending over backwards to accommodate their requests.
 - 4. Stats to date: Mostly boys, very few girls. Most are non-residents.
- 2. Cougar Cubs 3rd/4th grade travel basketball: A brand new program, again developed

at the insistence of the CV AD. Free of charge. Again, the PRD is bending over backwards to get this program up and running. This program in particular is causing dissention with SVEV due to the lack of gym space already – by trying to carve 3rd/4th practice time into an already tight schedule in PES. Being a free program, it cannot go into the PCC.

- a. Of thirteen registered players, 3 are non-residents, 4 are girls.
- b. The PRD will have to cover cost of equipment.
- c. Regarding lack of gym time, Pam has offered to host Tae Kwon Do at the Town House on Monday and Wednesdays, 4 to 6pm to alleviate pressure in the schools. When that was offered to the instructor he said he would think on it but did not sound hopeful because parents do not get out of work early enough to drive their kids to class that early.
- d. To carry this concept for partnerships and feeder programs into the spring, Jeff is going to have to have a meeting with the CV AD regarding lacrosse. CV allowed the PRD hardly any use of their fields last year. Lacrosse is the largest growing sport in the US and the PRD does not have the infrastructure to support it. If the AD wants feeder programs, he is going to have to let us use the CV fields and then let us help repair them afterwards. Without this, there cannot be a PRD lacrosse program in the spring.
- e. It was re-iterated to Jeff that the PRD mission is not to provide feeder programs to the school district. There are many populations out there that need other offering for recreational opportunities, especially with the demographic changes we have seen over the past several years.

VIII) Capital Improvement: Jeff felt the items in the CIP have been reported on and discussed at previous meetings. All agreed. No one felt further discussion was necessary.

IX) 2015/2016 Budget Proposal: Overall, the proposed budget is up 20%. This is to accommodate senior programs and the fact that their programs need to be subsidized. That concept/mandate was made very clear during a meeting several months ago with the Town Administrator, a Budget Committee Member, the Head Librarian, a Library Trustee and several seniors from town. Not only do the programs need to be subsidized, advertising needs to take a different route regarding this population...they are not into the technology that the younger generation accesses on a daily basis. Therefore, advertising/printing is also part of this budget increase.

A. Regarding salary budget proposals: 2 big changes.

1. Bump up the senior program specialist hours from 10 to 28 hours a week. Jeff felt this was needed to support the additional senior programming needs. Although no official vote was taken, Todd disagreed with this.
 - a. He felt 20 hours would be more adequate.
 - b. Stacey asked if Terry even wanted to work that many hours. Jeff thought so.
 2. Incorporate a facility supervisor position into the budget, someone to work mainly at the PCC. This position would also incorporate other PRD facility responsibilities. Jeff is planning on budgeting this position at 28 hours per week to increase overall programming opportunities at the PCC (general programs as well as senior programs).
 - a. Todd felt 28 hours would be appropriate for this position.
 - b. It was asked if the aquatics budget would go down due to this facility supervisor position. Jeff said no because over the last two years or so there have been “sub managers” under Kathy as far as the pool and the pond went and he would like that to continue.
 3. When asked about increasing Lauren’s hours, Jeff countered that it was not going to happen. After 28 hours, one incurs the expense of insurance and benefits.
 - a. Stacey asked Jeff to talk to Pam to see if Lauren could get a stipend or have a
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stipend budgeted in when she works on special projects like this Holiday Trees Project. Jeff said he would look into it.

- i. As of right now, so Lauren can fulfill her obligation to the Holiday Tree Event, she may work 40 hours this week, but may have to take all off next week off to make up for the overage of hours.

B. Rec administration expense budget: The three big changes in this budget revolve around telephones, advertising and staff development.

1. Telephones: Lisa and Terry should have a company cell phone and Jeff's phone is due for an update. There should also be a land line at the PCC. Andy argued the point of having a cell and a land line at the PCC. He felt that if the PCC will be open when Terry is there then there is no need for two phones. Jeff countered that there may be times the PCC is open when Terry is not there...it is a safety issue as well as the best way to transfer calls from the main rec office to the PCC. A land line would cost about \$480.
2. Each addition cell phone would cost about \$100.
3. Annual fees for everything would be about \$2,400.
4. The pond and pool land line is separate, strictly for safety issues. Coasting about \$1,000. For seasonal use.
5. Advertising. As noted above, seniors need to see paper advertising/promotion of programs. They do not access electronic venues. This increase in the budget addresses this.
6. Staff development. Now that Lisa has her professional certification, money needs to be allotted so she can attain her necessary CEU's to maintain the certification.

C. Programs expense budget:

1. The printing line item request has doubled in order to accommodate the senior's need for more paper advertisement and try to publish more than one season of the Peterborough Press.
2. The increase in recreation supplies is again made with senior programs in mind.
3. There was a slight deviation off topic regarding the senior lunch program and the revenues that come in. Jeff said that the revenues that do come in are completely dependent upon where and how much it was bought for. This may become an issue shortly.

D. Maintenance expense budget:

1. A big jump in this budget occurs in the other professional services line item. The pool's chlorination system is very sensitive and this budget increase included the cost of a chlorinator person to help monitor and maintain the system.
 - a. This person would come every other week and adjust the calibration issues.
 - b. As it turned out, the system was totally out of calibration during this past summer, probably leading to increased expenses of CO2 and Cl.
 - c. The PRD should see a savings in the CO2 and Cl in 2015 with the correct calibration of the chlorination system.
 2. Electricity also went up. The general price of electricity is increasing anyway and the pumps and circulators are running 24/7.
 - a. We do not yet know yet what the impact of the Borrego system will have on the electrical bill so it would not be prudent to reduce the line item on a "hope".
 - b. Many view the lights on the tennis courts, basketball court as a waste because people do not turn them off after they are done. Many years ago Jeff looked into a special timer that would have cost \$4,000. That was too much at the time. Maybe it is time to look into it again. Public perception of the wattage waste is not good.
 - c. Depending upon how the Borrego system works out, maybe we can look at
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getting some solar panels on the old sledding hill. This hill faces south and it might be able to service the PRD complex.

- E. Vehicle expense report: Jeff felt this was self-explanatory – the deduction was due to the purchase of the van this year.
 - F. Revenue report: Todd asked about a revenue report. Revenue was projected on the first 2 pages. The PRD did meet revenue projections for the pool.
 - G. Voting: Ideally, a vote would have happened tonight but members had to leave early. Vote has been postponed to the second Wednesday of January.....January 14th, 7pm.
 - H. January 22nd – Paula and Jeff are to meet with Pam regarding the FY 2016 operating budget. Paula requested that the meeting be scheduled in the morning because she has other obligations in the afternoon.
 - I. February 3rd – PRC presents budget to BC and BOS.
- X) New Business: Todd would like Jeff to entertain the thought of inviting the CV AD, Mark Swazey, to a PRC meeting sometime in the near future.
- XI) Adjournment: Stacey motioned to adjourn the meeting. Howard seconded. With unanimous approval, the meeting adjourned at 8:02pm.

Next meeting: Wednesday, January 11, 2015, 7pm

Respectfully submitted,
Lisa A. Koziell-Betz, Minute Taker
December 15th, 2014