

Peterborough Recreation Committee (PRC) Meeting
Roland "Beaver" Jutras Recreation Building
Minutes of July 1, 2015, 7:00 PM
Approved

Attendees: Andrew Dunbar, Chair; Howard Russell, Vice Chair; Stacey Kolk, Secretary; Stacey Howarth;
Ed Juengst, Selectboard Liaison to the PRD;
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 7:01PM.
- II) Approval of Minutes: Howard motioned to approve the June 3, 2015 minutes as written. Heather seconded. The minutes were approved unanimously.
- III) Director's Report:
- A. Jeff remarked that our facilities are all open now.
 - B. Union Street Reconstruction: Today new gravel was put in and the road was soft. Without signage, drivers could not figure out where they were supposed to go. Jeff brought a sign with an arrow to help direct people. Luckily, the poor weather led to the pool being closed for part of the day and our Playground Program campers were at the Peterborough Community Center (PCC), or the traffic confusion could have been even worse.
 - C. New Hampshire Charitable Foundation (NHCF) Staff Appreciation Day: Jeff asked everyone to save the date of Friday August 14th, when NHCF will be holding a staff appreciation day on our premises. NHCF donated \$70,000 to the PCC kitchen renovation, so they will start their afternoon by viewing the kitchen. They plan to perform a service project for the Cornucopia garden and will drop off canned donations when they tour the food pantry. Then they will come to Adams Park to play kickball, and will arrange for a food truck vendor to supply their dinner. Jeff thinks approximately 45 people will be coming, arriving around 1:00pm. A lot of their itinerary will depend on what they want to do, but Jeff asked PRC members to reserve the date and make an effort to be here, even if just to say hello. Melinda Mosier, who had been so helpful to us with the kitchen donation, will be among those visiting that day.
 - D. Pickleball: When Jeff mentioned that Rivermead, Summerhill and Scott-Farrar might have folks interested in playing pickleball, Ed mentioned that pickleball was very popular where he used to live in Arizona.
 - E. Tennis Courts:
 - 1. Jeff toured the courts with Rodney Bartlett, Director of Public Works. In his past, Rodney worked in the private sector in concrete. Rodney said he has never seen asphalt break like our tennis courts have. Jeff said this winter was horrendous.
 - 2. Jeff received an estimate from Advantage Tennis to seal the cracks and paint pickleball court lines (in gray paint, so courts can be used for tennis and/or pickleball) for \$1500. Next year, Jeff says we will need to put in the Continuous Improvement Program (CIP) \$15,660 to get the courts redone. That project will involve grinding out cracks, refilling them and then sealing them. Jeff expects the CIP Committee will push back. Courts are hardly used for tennis, but if we get pickleball going Jeff would like to see pickleball players express their support for improvements to the courts.
 - 3. Jeff noted that the courts were originally built with land/water recreation money and in 2002 they were redone for approximately \$70,000. At that time, the courts were completely ripped up, good drainage lines were installed and the surface was redone. Jeff said he checks the condition of the courts each year, so he can state that all of the cracks currently so evident have appeared since this past winter. Jeff says the frost was at least five feet deep. A lot of water sheds off the hill behind the arts and crafts building.
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Jeff will have drainage work done this summer to divert water before it gets to the courts. A complete redo of the courts would cost around \$200,000, so Jeff feels it is obviously the best course of action to do this repair.

4. Jeff mentioned that we did hire a tennis instructor- one of our lifeguards can also teach tennis. For the second year in a row we have had a terrible time trying to find an instructor. Interest in tennis is low and the downturn in tennis in the U.S. is amazing. A lot of tennis professionals are from other countries. From talking to other recreation directors, Jeff is aware that the downturn in tennis is being felt around the whole state of NH.

F. Union Street Reconstruction:

1. Lisa commented that she keeps being told there will be no problem with bringing in a bus for field trips or with parents being disrupted while dropping off their children, but then the situation keeps changing.
2. Six trees have been planted near Ecco Field. Jeff stated that we will still add more trees along the front of the office parking lot but this is not part of the project- we will have to do that on our own.

G. Adams Pool:

1. When the weather is nice the pool has been very busy. The computer at the pool is working, so Jeff believes that at the end of the year we will have a good handle on admission data: resident/non-resident and daily admission/season passes.
2. There is a long crack in the pool deck where the slide is, running almost the length of the pool. The crack is very close to the wall of the pool. Jeff thinks it is from water shedding off the hill. He will arrange to have sealer put on before it gets any worse, and he is hoping we may be able to do this in house. Jeff will talk to Rodney if it appears we need to bring someone in to do the sealing. It is a small crack but if not addressed, it will get worse.

H. Equipment: The new John Deere 48" deck mower has arrived, so the maintenance crew is happy.

I. Cunningham Pond:

1. Employee Issues:
 - a. A 20 year old employee has been given unwanted attention. Police Chief Guinard spoke to the man, who has been told not to have any further contact with the employee.
 - b. Another employee had her backpack stolen when she went down to rent kayaks and left her chair and backpack unattended.
 - c. Andy asked if Jeff ever looked into getting a video surveillance system at the pond. Jeff got an estimate for about \$1000, and notes that we would have to look into a digital option that would continually record over itself since we cannot take time to change videotapes. Jeff thinks this is more money than we might want to spend, but Andy replied that he thinks it might be worth spending money on this. Andy asked if employees are paired to work together. Jeff explained that while lifeguards work in multiples, the bath house attendants manning the gate at the pond work alone and are not within shouting distance to where the lifeguards are. Andy responded that this is why he likes the idea of video cameras. Jeff said once we had one employee renting kayaks and another at the gate, but this ate through a lot of payroll. Lisa pointed out that there is a sign at the cottage stating that a video camera is in use. Heather asked if radios have been considered. Jeff stated that the reception is not great at the pond so Peterborough Fire and Rescue suggested getting \$250 radios, but Jeff does not have that kind of money.
 2. Paddleboards: Now that we have begun a new fiscal year, Jeff is having the
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maintenance crew look into a rack storage system. Stacey K. remarked that she hopes we get paddleboards since we advertised them in the spring. Jeff replied that we have to know how we will secure them before we get them. Ideally, he would like to put up a shed by the boat launch to store kayaks and paddleboards. Deterrents to that plan, however, are the potential cost and the necessity of obtaining permission to build due to the Shoreline Protection Act. Andy asked what is underneath the cottage, to which Jeff replied it is surrounded by bushes and the underneath area is not readily accessible. Andy asked if some bushes could be removed and latticework installed in their place, and if paddleboards could then be slide underneath the cottage. Jeff responded that he is not sure there would be enough room for the paddleboards there.

3. Andy questioned whether the police department will spend extra time watching the pond over the Fourth of July holiday, when non-residents try to enter. Jeff was unaware of any increase in police vigilance being planned, but also remarked that since the pool renovation we have not had overruns at the pond, as we had in years past. Jeff imagined that everyone will be leaving town for the Fourth since we have no parade or fireworks planned.

J. Adams Pool:

1. Jeff remarked that hiring Guarino's to get the pool chlorinator calibrated was well worth the money. Jeff does not feel our maintenance crew could have handled it.
2. The first swim meet took place recently and Jeff has not heard any comments from anyone about it, so he assumed it went well.

IV) Program Report:

- A. School's Out Party: With beautiful weather on the last day of school, Lisa said this year's party had a ton of kids.
 - B. Swim Lessons: Lisa reworked the offerings to respond to supply and demand. If a lesson has only one or two children registered, she is trying to fit them into another class. Head Lifeguard Emily Twitchell is doing a great job with the guards. A number of families have been willing to pay higher fees for private lessons.
 - C. Tennis: The scheduling for this program has also been revamped to respond to supply and demand. Lisa has lowered the price and offered shorter sessions.
 - D. Pickleball: Lisa just popped out an email to the interested parties and is hoping to begin a schedule soon.
 - E. Adult Cooking- Three Cuisines: The first class in French cooking went off beautifully.
 - F. Playground Program:
 1. In the past, timeshare slots were restricted so that we would maintain comparable numbers throughout the summer. Lisa is handling the schedule differently this year, allowing people to sign up for as many individual weeks as they need. Stacey H. remarked that many parents have told her they are very happy with this flexibility when they forgot to sign up earlier and then discover there is still room. Lisa said one mom called on Monday morning to say her sitter unexpectedly withdrew the night before, and was relieved her two children could join the Playground Program right away. A dad just signed his daughter up for another week because she loved her first week so much.
 2. Jack McGovern, a former Playground Program and Summer Teen camper, is volunteering with the Playground Program. The kids love him and he is particularly valuable when they have high numbers.
 - G. Summer Teen Challenge (STC): Session 2 is booked and we have 12 or 13 in Session 1. We only had six kids registered for Session 1 a couple of weeks ago. Lisa referred to her written report, which shows figures and dates illustrating how people have registered for STC at the last minute. Stacey H. again remarked that our flexibility in meeting families' needs with these late registrations is awesome. Jeff commented that we are seeing a seismic shift in how people
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register, noting that many families are no longer looking for a full summer program and if Lisa had not made these adjustments, people would not have signed up at all. Lisa stated that more than one parent has signed up on a Sunday night for a week of Playground Program beginning the next morning. Jeff added that participation appears consistent enough throughout the summer that we are comfortable with the size of our staff.

- H. Recreation Software: Jeff stated that online registration is working and we love it. Lisa pointed out that she comes in on Sundays to prepare rosters for programs beginning the next day, but on Monday morning there are always changes and additions.
 - I. New Cooking Class: Lisa has been approached by someone offering to teach Indian cooking, which she will pursue for the future. Jeff and Lisa explained that when partnering with the Cornucopia Project to offer cooking classes, we process registrations and keep our portion, we pay them their portion, and they pay the instructors. Lisa noted that Aylmer Given has been volunteering his time to get our first cooking classes going. For the Indian cooking class, we would collect fees, deduct rent and a little for overhead, then we would pay the instructor as an independent contractor. Jeff said he knows these cooking classes will become more popular in the fall.
 - J. Collecting on Accounts: When questioned on how we are doing on payments for Playground Program and STC, Lisa responded that people signing up now have to either pay for the program or have a written contract to specify how they will pay over time. Jeff noted that the new registration software will not allow people to sign up for new programs if they have an old balance. Lauren commented that we have definitely seen movement with some families paying old bills and others setting up payment plans.
 - K. Bobcat Soccer: Lisa stated that registrations have been slow to come in but she is not worried. The program has been advertised in the newspaper.
 - L. Non-Recreation Programs:
 - 1. Jeff and Lisa clarified that after reconciling the past couple of seasons, we had been unsure if Peterborough Area Youth Soccer (PAYS) owed us money since there were still some uncollected fees. It is now clear that we owe them some money.
 - 2. Cal Ripken owes us \$2000 and Jeff said he has emailed them every week stating that he wanted payment by June 30th. If Jeff does not get anywhere soon, he may ask the PRC to get involved. Cal Ripken is undergoing a change in leadership and Jeff says the new folks seem unclear about their roles. He confirmed that they owe us \$1000 for last season and \$1000 for this season, plus they shorted us for the previous year because they said they lost 200 baseballs due to the backstop being too short. Last year, however, Jeff handed them a large bucket of found baseballs.
 - 3. Discussion ensued about how to collect this money and whether we could deny them access to PRD fields until payment has been made. Jeff asked, "How can I tell them that 400 kids cannot play baseball?" Andy said, "You don't need to be the bad guy," and that he would be glad to make a call. After identifying the Cal Ripken coordinators, Stacey K. said she knows all these men and will get their phone numbers to Andy. Jeff felt he has been reasonable with them and remarked that they should have plenty of money.
 - 4. Jeff reviewed that when Wayne Thomas was in charge, they agreed to have Cal Ripken pay the PRD \$10/head up to \$1000 each season, and that the PRD reserved the right to increase this fee. This arrangement can be referenced in old PRC meeting minutes. Cal Ripken also gets all the money from advertising signs on outfield fencing. Jeff has offered to send the current organizers an invoice. Stacey K. suggested that next year we might need to have them sign an agreement. Jeff surmised that coordinators may feel they pay taxes and should not have to pay an additional fee. Jeff described the difficulty of enforcing a halt to their use of the fields until payment has been made, saying that he cannot stand on the pitcher's mound each night and tell them they cannot play. Stacey K. noted that the gentlemen whose names were being discussed are local,
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and she wondered who their boss might be. Jeff said there is someone in Francestown, who does not understand why we charge Cal Ripken fees. Andy requested a written invoice that he can use when approaching the local coordinators for payment. Andy said he might invite them to come to the next PRC meeting to explain why they are not paying their bill. Stacey K. cautioned Andy to be kind in his first approach, but Andy replied that Jeff has been kind and it is not getting us paid. Jeff will also send Andy copies of his emails to the coordinators. Andy asked to have these men's positions in the organization identified, but Jeff said he is not sure it is clear to the men what their positions are. Bill Theriault and John Jordan are possibly the ones taking over the overall league coordination, but they told Jeff to seek payment from departing coordinator Scott Jaynes.

5. Andy proposed that we have signed agreements from now on with organizations who use PRD facilities. Ed remarked that signed agreements are a good idea because they would protect us, too. Jeff said our understanding with Cal Ripken went along fine for a while. Andy asked that the PRC be provided with a list of organizations that use our facilities. Jeff said there are only two: Cal Ripken and the Peterborough Wave Swim Team, which pays us \$600/season. Lisa said signed agreements would be a step in the right direction when youth sports increasingly break off from the PRD. Stacey K. thought fees should be assessed per athlete so we could be consistent across different sports. Jeff explained that the arrangement with the Wave was based on paying the equivalent of the number of non-residents on the team, which has worked out to be a consistent figure. Jeff noted that if the formula is based on numbers of athletes participating that may result in lower fees, stating that if Cal Ripken only had 80 kids participating they would only owe us \$80. Andy affirmed that the agreement should be in writing and signed by both parties. Heather remarked that a formal agreement would also help clarify for those who grumble why these fees are charged. Jeff stated that if we factor in all the materials we buy and the labor of preparing the fields, our cost actually comes out to \$136 per game. People do not pay attention to this, although it has been explained to them. Andy commented that other towns actually believe this is their recreation facility and that they have a right to use it without paying additional fees.

V) ConVal Youth Sports Association (CVYSA):

- A. Stacey K. reminded the committee that they had intended to talk about what they heard last month from Bob Crowley about the CVYSA. Andy said he wants to send Bob a letter stating that he had given us a lot of information, but that Andy would like to hear: Why are you doing this?; What are you doing?; and What will it cost Peterborough residents. Stacey K. responded that she thinks Bob thinks this is very simple.
- B. There was general agreement that Bob's plan to rely on volunteers is not realistic. Stacey K. said she is very hesitant to offer support. Lisa clarified that Bob asked for their support as a board and at the end he asked to use PRD facilities for free. Stacey K. remarked that if we are charging the Wave and Cal Ripken, how could we allow CVYSA to use our facilities for free? Andy said Bob needs to put this in a more simplified business plan. Heather said she would also like to see Bob furnish a timeline, since it seemed he had no idea when things will happen. Lisa stated that she thought Bob was looking for a thumbs up from the big hitters- Peterborough and Antrim- and then he would go to the other towns. She pointed out that Bob said he is not sure if the plan will go forward. In responding to Bob's request for PRC support and free use of fields, Stacey K. suggested we cannot state we are supportive so we should stay neutral.
- C. Jeff spoke regarding the effect on the PRD. PAYS has already informed us they are breaking off to offer youth soccer along with the ConVal Soccer Club. Their intent is to offer travel soccer in a tryout situation and the kids who do not make those teams will be in a house league. They asked us about contracting out our services for field maintenance and other things we do for them, but Jeff responded that we will not do that. They could potentially rent our fields.

- D. Jeff said the issue now is that they need to remove all their stuff from our storage building and from the PCC. Cal Ripken also needs to remove their stuff from our storage building. Stacey K. suggested that Andy add this request to his phone call to the Cal Ripken coordinators. Stacey H. noted that ConVal Soccer Club has their own storage unit elsewhere, so it is PAYS that needs to get their stuff out of the PRD storage building. Jeff said that Bob would probably say the storage building was built with the intention of storing materials for *all* sports. Stacey K. remarked that since the PRD owns the building we can decide what goes in it. Jeff said that when the building was first built, some sports who were and were not part of the PRD stored items in it. Andy agreed that we should not give rooms to organizations we are not sponsoring. Andy asked for the information he will need about non-PRD programs using our storage to be given to him in written form, such as: what needs to be moved, where it is, and how much there is. Jeff offered to take Andy to see the building. Since Andy will be contacting Cal Ripken, Stacey K. offered to call PAYS to move their stuff from the PCC and the PRD storage building. Andy suggested the message to PAYS could be, "Your equipment is in storage in our facilities. You will not be receiving the money owed to you until you remove these materials." Andy concluded that when he joined the PRC he had three issues he wanted to be sure were addressed: 1) safety, which Jeff has taken care of; 2) health, where ridding our concessions of high fructose corn syrup products has been a big plus; and 3) money- Andy said he cannot stand when people do not pay their bills.
- E. Ed asked when fees for service came into practice. Jeff said Pam had been under pressure to increase revenue and she put Jeff under that same pressure. Jeff commented that the problem is that residents give him a hard time when they pay taxes and then still have to pay fees. Andy suggested he respond by saying, "Our board has required us to do this." Ed added that if they do not pay these fees their services would decrease or their taxes would go up. Andy agreed that you have to pay for what you are using. Jeff replied that you can explain this as much as you want but ultimately people just want their ten year old to play baseball. Andy was clear in stating that he does not want Jeff, Lisa or Lauren to take grief from people who are not paying their bills.

VI) Revolving Fund Report:

- A. Jeff described that the attached Revolving Fund Report showed figures as of May, during Fiscal Year 2014-2015. We received \$93,000 in program revenue and spent \$113,197 in program expenditures, but these numbers will change a great deal in the next month. The PCC generated \$16,243 in revenue and expended \$23,314. He pointed out that \$11,500 is for heat and a large portion of that is the pellet boiler purchase. In 3 ½ years we will be in the clear in paying the Town back for that purchase. Jeff hopes the desirability of the renovated kitchen will lead to increased rentals, and that hopefully pickleball will be a hit. He noted that there is typically not a lot of business at the PCC in the summer.
- B. Next month's report will be critical since it is for the end of the fiscal year. Jeff explained that due to the nature of what we do, a lot of revenue comes in during May/June and we spend it in July/August.

VII) Other:

- A. Stacey K. asked if we have found an adult exercise instructor to replace retired instructor Deb Giamo. Lisa responded that the problem is that we have no place to put this program. Programs at the PCC need to add rent into their fees, and that makes it more expensive than what most of Deb's former students would be willing to pay. Jeff explained that Deb's classes used to take place in the Town House, but at times they were disruptive to Select Board meetings downstairs. When Deb retired, the Town House was reluctant to schedule more exercise classes. Tae Kwon Do has moved over the Town House but it does not take place on the night of Select Board meetings.
- B. Andy asked if we can formalize a vote regarding our position on the initiative Bob Crowley has proposed. Heather said she would like to hear what Bob has to say at next month's PRC
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meeting before giving him our response.

- C. Andy asked Jeff about upcoming monthly calendar items. Jeff said in August we start the CIP process by figuring out what we are going to need. Other than the tennis court redo and our ongoing schedule for equipment replacement, Jeff thinks we should try to lay low. We've recently renovated the pool and have purchased new vans. Jeff briefly summarized that in September we continue to work on CIP and in October we get cooking on the budget.
- D. Due to a number of scheduling conflicts, the next PRC meeting was rescheduled to Wed. August 12th. Jeff said he will let Bob Crowley know the revised date. Stacey K. suggested that the PRC plan to join the NHCF for their fun night on Friday Aug. 14th by planning to have dinner together.
- E. Andy thanked Ed for coming to the meeting, noting that he must certainly have a lot of other things he needs to do. Jeff mentioned that the 10U Monadnock Youth Softball League all-stars won the district championship. Andy suggested we should notice what has worked and what has not worked in recent years, pointing out that the wooden floor at the PCC and the pool renovation have definitely worked. Jeff said that over the past twelve years we have made roughly \$1.5 million dollars' worth of infrastructure improvements. Andy continued that the Daddy Daughter Dance did not exist before and has become a loved tradition, and that Summer Teen Challenge is a unique program that is not offered elsewhere. Stacey K. enthusiastically remarked, "We are awesome!"

VIII) Adjournment:

- A. Andy thanked the PRC for their participation. Stacey H. motioned to adjourn the meeting. Stacey K. seconded. With unanimous approval, the meeting adjourned at 8:38pm.

Next meeting: Wednesday August 12th @ 7pm.

Respectfully submitted,
Lauren Martin, Minute Taker
July 7, 2015