

Peterborough Recreation Committee (PRC) Meeting  
Roland "Beaver" Jutras Recreation Building Minutes  
of September 2, 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; Lisa Koziell-Betz, Program Coordinator; Lauren Martin, Minute Taker

- I. Meeting called to order: Andy called the meeting to order at 7:00PM.
- II. Approval of Minutes: Stacey K. motioned to approve the August 12, 2015 minutes as written. Howard seconded. The minutes were approved unanimously.
- III. Director's Report:
  - A. Peterborough Community Center (PCC): Jeff remarked that the New Hampshire Charitable Fund staff event on 8/14 seemed to go well. He will call J. P. Pest for a quote to get their services to rid the PCC of mice.
  - B. Union Street Reconstruction: The paving is almost finished. They ran out of asphalt at the end of the project, so a few driveway aprons still need to be completed. Jeff asked to have the island in front of Adams Playground hydro-seeded as soon as possible so it does not develop crabgrass. There is a hole in the temporary fence where it had been placed too close to the road.
  - C. Cunningham Pond:
    1. Beach Sticker Revenue: Pointing out that summer revenue comes from two summers because the fiscal year runs from July 1st to June 30th, Jeff reviewed statistics he had compiled for beach sticker revenue. Attendance at Cunningham Pond peaked in 2012 but has been reduced significantly since then, due to the appeal of the renovated pool. Even on the hottest days, he reported that the parking lot at the pond does not fill. If the PRC is ever going to make a proposal to the town to sell beach stickers to non-residents, Jeff thinks this is the time. This new revenue would go into the General Fund to offset operating expenses. Jeff suggested we could sell non-resident stickers in increments, so that we do not compromise residents' ability to park by selling too many stickers to non-residents. Jeff will consult with Town Counsel to determine if this can be decided by the PRC and/or Select Board, or if it needs to go to Town Meeting. If the PRC wants to do this, Jeff says they should decide soon so there will be enough time to proceed through the proper channels.
    2. Kayaks/Paddleboards: The new stand-up paddleboards were purchased with Isabelle Miller Funds at no cost to the Peterborough taxpayers. We have exceeded the budgeted revenue for kayak and paddleboard rentals, already recouping 63% of the paddleboard costs. We have seven kayaks now (six were purchased by the PRD and one was donated) and five paddleboards. Jeff thinks we should purchase more paddleboards next year. Heather expressed concern that the pond is small so if we decide to purchase more paddleboards, she suggests only a few.
    3. Erosion Control: A large degree of erosion takes place during rainstorms. Jeff declared at a Department Head meeting today that he is probably going to put in for a capital improvement project to build a retaining wall where the grass meets the beach. He will speak with some contractors soon to get quotes for the project.
  - D. Adams Pool:
    1. Jeff remarked that we did keep the pool open for an extra week this

summer and it was decently busy. Temperatures often decrease by mid-August but this year it was quite hot, so people appreciated being able to continue enjoying the pool. This year more of our college-aged summer staff attend local colleges, so we were able to staff both the pool and pond. For another reason, however, it was tremendously fortunate that the pool remained open. Most of that extra week we were having a sewer issue with the bath house rest rooms being completely plugged. When Nate Brown from the Water Department was talking to the Union Street construction crew, he noticed a pipe that led nowhere. It was determined that when backfilling a hole, they must have dropped rocks into our pipe, blocking it. Our sewer connection was clogged and if it had not been discovered during that extra week the pool was open, it would not have been discovered until we opened again next spring. The construction company has taken responsibility for resolving the problem.

2. Jeff reported that hiring Guarino's Pool Service to manage our chlorination system was very worthwhile. Although we budgeted \$2,550 for their services, we have spent \$958 to date. They will return for one more visit, but even if our final expenditures total \$1500 we will still come in well below budget. Pool supply costs, including chlorine and CO2, totaled \$6,268 in 2014. With Guarino's guidance, our supplies for 2015 have cost \$4,312, saving almost \$2,000.

3. Jeff referred to a list in his written report of water expenditures since Fiscal Year 2008. For years, the pool leaked and our water expenditures far exceeded the budget. Even though Jeff knew we would spend more, the budget committee would not let Jeff increase his budget. For the past two years, however, we have seen dramatically reduced water bills. This initially caused the Finance Department to question if our meter was broken, so we could not react too quickly. After two years, however, Jeff now feels confident we can reduce the water budget line item for the coming fiscal year.

E. Equipment:

1. Jeff described difficulty finding a mini-bus with a handicapped lift for \$35,000. This purchase may have to be put off.

2. Tractor: We have received two quotes for a new tractor and expect the third later this week. While Jeff was initially told the trade-in value of our current tractor is \$3,000 or \$4,000, Rosenkrantz valued it at \$8,000. Public Works would like to have our tractor and Jeff thinks it would be wise to keep it for Town use, but they only offered us \$4,500. Jeff negotiated with Town Administrator Pam Brenner and Director of Operations Seth MacLean to have Building and Grounds give us \$6,500 for the old tractor.

F. Tennis Courts: Pickleball has been gathering steam and is now being offered two nights a week. Last night twelve people participated, which Jeff thought was the most people to be using the tennis courts since the high school tennis team last spring. There is interest in forming a morning group, as well.

G. Cougar Youth Soccer:

1. Bob Crowley stopped in to the office today to tell us 70 families came to the parent information session last weekend.

2. At the PRC's request, Jeff prepared some figures regarding the anticipated costs of setting up Ecco Field for the U12's to play two games under the lights. He reviewed his itemized list for the PRC, which indicate the total cost for initial set up and playing the first game would equal \$615.20. The cost for the second game would be \$220.42. Jeff's recommended rental price for two games with lights is \$400. When questioned whether it was accurate to state the initial set up would require 30 hours of labor, Jeff affirmed that this was the case. Andy stated that the costs Jeff outlined cover maintenance but do not cover the cost of infrastructure, like seasonal watering, aerating and fertilizing the fields. Jeff chose to list only costs that could be directly related to this field. Heather agreed with not incorporating infrastructure costs into the rental fee, stating that we *should* have a field and we should not make the fee so high that it will not be used at all. Andy respectfully understood, but noted that this field will be used by many non-Peterborough residents so their experience should not be subsidized by Peterborough taxpayers. Stacey K. asked how many soccer players are from Peterborough, but Jeff responded that we have no idea. Concerns were expressed that a high fee might essentially penalize Peterborough kids.

Stacey K. recalled that Bob Crowley had said they would pay for lights but asked to use the fields for free, so she thinks they could never pay this much. Jeff explained that all too often we do not break down what our real costs are so he tried to do that. The total cost of preparing and maintaining the field would be

\$835, so suggesting \$400 is giving them a deal. Stacey K. clarified that if it would cost \$615 to prepare for the first game she does not want to give this to anyone for free.

Andy noted that other towns have not needed to create recreation departments because Peterborough has one, asking, "Who creates the infrastructure that other towns use?" Jeff reported that most of the ConVal District towns spend \$25K – \$35K on recreation and Antrim spends approx. \$70K. Andy added that Peterborough spends \$500K, so it is not equitable for Peterborough taxpayers to essentially fund other towns' recreation experiences. Andy supports Jeff in his proposed field rental fee but would be comfortable charging even more. Jeff summarized that we have no idea what percentage of the soccer players are from Peterborough, but we can see what our costs would be. He assumed they would never pay our costs of \$835 so he proposed cutting it in half to be nice. Andy motioned that we charge the full cost to use the field, \$835.62. Howard seconded. Votes were two in favor, three opposed. The motion did not pass. Heather motioned to go with Jeff's suggestion of \$400 for two games but to make it clear this is not an ongoing arrangement. Stacey K. recalled that last month they discussed taking it season by season. Stacey K. did the math and motioned to charge half price at \$417. Stacey H. seconded. Votes were two in favor, two against with one abstention. Stacey K. motioned to charge 50% off our costs at \$417.81. She does not want the fee to be a random number, but wants the itemized costs explained to Bob C. so he understands how this half-price fee was determined. Heather seconded the motion. Votes were four in favor and one abstention. The motion passed.

3. Cal Ripken: Jeff noted that they still have not paid us. When Ed asked if Jeff sent them a bill, Jeff replied that he has a bill that was generated by the Finance Department but Jeff does not know where to send it. The former president of the Peterborough division, Scott Jaynes, has moved out of the area. The only other local person we know is involved is Bill Theriault, but he is a coach, not a coordinator. Jeff understands the president of ConVal Cal Ripken League, Paul McGrath, has resigned. Next year the organization will have new leadership. Andy offered to take the bill to whomever we identify as a contact. Stacey K. checked on her smartphone that the ConVal League website continues to list Paul McGrath as the president. Andy motioned that the bill that has been printed by the Finance Department should be sent to Paul McGrath. Stacey K. seconded. The vote was three in favor with two abstentions- the motion passed.

IV. Program Report:

A. Lisa arrived at this time, following a Pickleball session. Despite the heat she said twelve people played; three of them were new tonight. Antrim plays Pickleball too so Lisa says we can look into arranging some competitions.

B. Lisa submitted her written program report without further comment.

V. PCC Kitchen Rental Fee:

A. Stacey K. asked to review how our current fees for renting the PCC kitchen (\$35/hour) compare with fees charged by other local venues. Andy reported that the Unitarian Universalist Church (UUC) charges \$10/hour for their kitchen and the Methodist Church charges \$25/hour. Andy believes the Monadnock Country Club (MCC) rents the kitchen for \$35/hour and Ed agreed that he thought he has heard former MCC manager, Bev Monkton, say \$35. Stacey K. disagreed, stating that she believes MCC rents in two hour slots, so it would be \$35 for 2 hours.

B. Stacey K. proposed instituting a daily fee for those who might want to rent for an extended block of time. She has spoken to a caterer who was interested in renting a local kitchen for 15 hours to prepare for a wedding. Stacey K. suggested a tiered rate that would be greater than the UUC but comparable to MCC: Hourly rate = \$35; half day- 5 hours @ \$20/hour = \$100; full day- 10 hours @ \$20/hour = \$200. Jeff remarked that he likes Stacey K.'s thinking but he wonders how we can make enough to cover our costs yet keep it still affordable. Stacey K. explained that last winter the Hockey Boosters wanted to hold a team breakfast, but using the kitchen and dining room at \$70/hour (\$35 per room) was too expensive. Jeff distributed a handout showing the PCC hourly rental fees with four package deals for discounts when renting combinations of rooms.

C. Andy suggested we should charge less for non-profits than for a caterer, who would not be

likely to charge customers less when spending less on rent but would simply make a greater profit. Andy agreed with using Stacey K.'s fee proposal for non-profit groups but suggest leaving rental fees as they are currently listed for others. Stacey K. countered that it would be too much for a caterer to pay \$35/hour for twelve hours. Andy explained that he thinks the intention of the PCC was not to finance profit organizations, but to provide a facility for the community to use. He did remark that he could see lowering the fee for a soccer team or the Girl Scouts. Stacey K. motioned that fees for anyone, including non-profits, should be \$35/hour; \$100/5 hours; \$200/12 hours. The motion was not seconded. Andy suggested offering a quantity discount, like 10% off for a longer block of time. Heather agreed with the idea of applying a discount to all prices, such as for rentals over four hours there would be a 20% discount. Stacey K. proposed the scenario of a group of friends who might like to get together to bake cookies - they would be neither a non-profit nor a profit organization. Jeff thought this might leave the PRD struggling with how to determine if people are trying to take advantage of us. With no resolution, Jeff was asked to put this item on next month's agenda. Concern was expressed about how to charge groups who are not-for-profit but are also not non-profit organizations. Jeff described the sticky situation of the Farmers' Market, which is a non-profit organization although the individual vendors are for-profit. Andy suggests the PRC come prepared next month with proposals they think will pass.

VI. Revolving Fund Report:

A. Jeff explained that the report with July's figures always looks good because we have been receiving revenue for summer programs in April, May and June, yet we do not typically spend much of it until July and August.

B. Regarding savings on water, Andy conveyed feeling positive about some of the issues on which Jeff saved money.

C. Jeff pointed out that for the twelfth year in a row we have underspent our operational budget. For Fiscal Year 2015, we were almost \$14,000 under budget. Combining the operating budget and capital expenditures, for FY 2015 the PRD's total expenditures were \$34,172.53 under budget. Andy commended Jeff for saving money. Jeff responded that we were asked to underspend this year due to concerns that the Highway Department would be over budget due to extra plowing. Stacey K. remarked that she likes spending what we are allocated. Jeff replied that when he began working in Peterborough he told the Budget Committee he would only ask for what he needs. He said the danger in underspending is that they may think you do not need the money, but this can become a political game that leads to mistrust on both sides and he will not play that game. Jeff described that the budget is your best guess on what you will spend and he is lucky he has guessed well. We scrimp and save so we do not go over budget. We have been in a position where we have been able to accomplish that and yet still meet most of our needs. Ed agreed that Jeff's approach is the way to do it.

VII. Executive Session: Motion was made by Andy to go into executive session (RSA 91-A:3 II(a) ) for personnel matters at 8:19pm. Howard seconded. There was unanimous approval. Motion to seal the minutes was made by Andy at 8:55pm. Howard seconded. There was unanimous approval.

VIII. Adjournment: Andy motioned to adjourn the meeting. Stacey H. seconded. With unanimous approval, the meeting adjourned at 9:00pm.

Next meeting: Wednesday October 7th @ 7pm.

Respectfully submitted,  
Lauren Martin, Minute Taker  
Sept. 8, 2015