

Peterborough Recreation Committee (PRC) Meeting
Roland "Beaver" Jutras Recreation Building
Minutes of January 2, 2019
Approved

Attendees: Andrew Dunbar, Chair; Ryan Griffiths, Vice-Chair; Chris Kotula, Secretary;
Karen Hatcher, Select Board Liaison; Jeffrey M. King, Recreation Director;
and Lauren Martin, Administrative Assistant and Minute Taker

- I. Call to Order: Andy called the meeting to order at 6:31pm.
- II. Approval of Minutes: Ryan motioned to approve the December 5th minutes as written. Chris seconded. The minutes were approved unanimously.
- III. Director's Report: Jeff invited any questions the PRC might have about his written report.
 - A. ConVal School District:
 - i. Since we do not believe we've received payment on the \$6,000 invoice we sent the ConVal District months ago for usage of the tennis courts and softball field, Ryan asked what the plan is now. Jeff explained that this morning he met with the Town Administrator, Rodney Bartlett, and informed him that we have still not heard from the district. Jeff believes Rodney sent an email to inform the Town Finance Director. Jeff added that the Town is going to have the school district hold their March elections at the Peterborough Community Center (PCC) and the district will have to pay for their use of the building. Ryan questioned how the district can be allowed to hold voting in March at the PCC if they still have not paid their outstanding balance. It was proposed that if the Town Administration allows this use, it should be up to them to collect the corresponding fees. Andy reported that after pursuing by phone and email, Jim Fredrickson, Chair of the Budget & Property Committee of the School Board, to whom the PRC sent their letter in September, he then reached out to one of the Peterborough members of the school board - also to no avail. Jeff explained that the invoice for use of tennis courts and softball field was for \$6,000. He said that this was the first time we have invoiced the district for this, but he was told that the district included this amount in their budget so that shouldn't be the issue. Karen noted that someone in the SAU office was out on maternity leave, which might have had an impact on dealing with the invoice. Jeff remarked that he has received no communication of any kind, so he has no way to know. Ryan stated that if our facilities usage invoice has not been paid by the next PRC meeting, we should put this topic on the agenda and decide what to do.
 - ii. Jeff described that the PCC is operated out of our Revolving Fund. The Town election not being paid up to this point affects PCC revenue in terms of a transfer from the General Fund to the Revolving Fund. Karen noted that ConVal District *has* been in the practice of paying for space for voting, so maybe the PRC needs clarification from Town Administration on whether the district will pay the PRD directly for using the PCC for school voting, or if they will pay the Town, who will do a journal entry to transfer the funds to the PRD. When Ryan commented that we should have a contract instead of a handshake on the arrangements, Jeff responded that, at a minimum, our Facilities Usage Form should be filled out.
 - iii. Jeff stated that one of the goals that has been given to him by Administration is to take over the rental of the upper hall in the Town House. Andy remarked that Jeff is being given the responsibility, but not the authority to make decisions about facilities use, and

Karen affirmed that Jeff should explain to Rodney that we need to handle the reservation for the school election the way we do all PCC rentals. Andy moved to add this as an action item for February 2019. Ryan amended the motion to **1) see how Jeff does in following through with Town Administration to determine a process for the SAU to rent the PCC, and 2) to discuss how to proceed if the \$6,000 invoice has not yet been paid by the February PRC meeting.** Andy seconded the amended motion.

There was unanimous agreement to make these two points action items.

- B. Monthly Financial Report: Referring to the Expenditure Status and Revenue Status Reports in the agenda packet, Jeff explained that we are at about 50%, which is where we should be at this point in the fiscal year since we're about halfway through the year. The line item for General Supplies is low, because Jeff was able to purchase a lot of materials with leftover money at the end of the last fiscal year. Responding to Andy's question, Jeff commented that the state DRA lumps together the budget for recreation with other cultural resources, like the library, which he dislikes because he feels makes it look like we have a larger budget than we do. Referencing the separate Revolving Fund Report, Jeff noted that we are also pretty much where we should be. Rentals at the PCC have been healthy. Jeff described that we just spent some money on electrical work at the PCC to add outlets, do some lighting, and some repair work. Karen pointed out that the line item for Rental of Buildings is currently at \$5,597, when last year's total was \$32,649. Jeff explained that people are outdoors in the early months of the fiscal year, but that winter and early spring is when rentals pick up. It was noted that there has been roughly a 10% increase in revenue from year to year.

IV. Outstanding Balances Report:

- A. Lauren explained that no payments were made from the three families still paying small amounts on outstanding balances through 2017. A new round of invoices has been sent to prod them.
- B. Three families continue to have balances due from 2018 and each of these accounts has been frozen, preventing them from registering for anything else with the PRD. One family with \$190 due were guests at the transitional shelter and were referred to us by Deputy Town Administrator, Nicole MacStay. Nicole will follow up to find out the family's current status and advise us on how to proceed. A family with \$163 due had participated throughout half the boys' lacrosse season before dropping out. They have not responded in any way to our repeated attempts to contact them via mail, phone and email. A certified, return receipt letter has just been sent, giving them fourteen days to respond before we file a case with Small Claims Court. The final family owes \$100, which is not worth the \$90 expense of filing with Small Claims Court. Jeff has determined that this family may not sign up for any future programs or activities, even if they pay this overdue amount. Andy complimented Lauren, Lisa and Jeff for recovering significant amounts of money.

V. Other:

- A. Jeff described how Kate had shared with him an interesting HBO episode of *Real Sports with Bryant Gumbel* on the delivery of youth sports. The show depicted how public recreation programs are being defunded and facilities are falling into disrepair as more and more people with means are looking for year-round, expensive training in their chosen sports at private facilities, thus creating a system of "haves and have-nots". Jeff has seen the episode as well and thinks it would be a great exercise for the PRC to view the segment at a future PRC meeting.
- B. Pointing out additional items in the agenda packet, Jeff noted that Doug Waitt of Design Day Mechanicals, one of our Pickleballers, has provided a proposal for \$5,500 to determine the "scope of work" needed at the PCC and to determine qualified firms to complete the work.

- C. K.A. Electric has given us an estimate for the lighting project at the PCC gym. We have also provided a copy of the PCC Kitchen Clean Up and Closing Procedures checklist we have recently begun using, which had been an action item since the end of summer. Jeff had begun looking into the possibility of obtaining a grant for energy efficient lighting before the holidays, and he will resume this effort now. Jeff also pointed out a calendar of important dates for the PRC, as well as a budget timeline.
- VI. Program Report: Our Program Coordinator, Lisa Koziell-Betz, is attending the first night of our ski program, so Jeff commented on her written Program Report.
- A. Ski Program: We have 29 children participating this year, including many new, younger ones. The state has changed its car seat rules, so for the first time we have had to deal with the complication of having families drop-off booster seats for the smaller children.
 - B. Holiday Trees in Peterborough: Lauren reported that this year's fifth annual event had the most trees ever, was the best attended, and raised over \$1,836 in donations and raffle ticket sales. We were pleased to be able to offer a completely free holiday event for our community.
 - C. Pickleball continues to explode.
 - D. Ballroom Dancing:
 - i. George Sterling can no longer offer the studio space we had been using for this program. We were told the South Meadow School atrium was not available for us, which Jeff thinks had something to do with concerns about the floor. The Peterborough Elementary School (PES) gym has been booked with the understanding that our program may be bumped if something else takes precedence. The worst-case scenario on those occasions is that ballroom will take place concurrently with evening Pickleball at the PCC gym. Jeff explained that we have filled out the required Facilities Usage Form to reserve the PES gym, which we are using at no cost.
 - ii. Conversation ensued about how it might be confusing to some if we are allowed to use the PES gym at no cost, when we are billing the school district \$6,000 for using our tennis courts and softball field.
 - iii. Ryan questioned if it would be worth asking the Town to incorporate the running of the PCC into the Town's General Fund. Jeff stated that it would cost about \$35,000 to run it, operationally. Karen remarked that the PRD has done a great job managing the building and making it cost neutral. If we can present figures to the Select Board demonstrating that the PCC is now supporting itself operationally and would not be a burden to the Town, she felt it is worth proposing to them that the Town include the PCC operating expense and revenue in the general fund. **Ryan moved that we discuss this in depth at the February PRC meeting. Chris seconded the motion, which was approved unanimously.**
 - iv. Conversation ensued about how people might object to having to pay to use the PCC, if the Town assumes responsibility for it and people feel their taxes are already going toward the building. Karen pointed out the precedents that the library charges a fee to rent their conference room, and the Town House charges fees to rent the upper hall. Jeff suggested that the building might not be completely self-supporting if we do not charge as much to use it.
 - E. Christmas Tree Pickup and Bonfire: Jeff remarked that Boy Scout Troop 8 will be picking up trees for a donation Saturday from 9:00 – noon, if people let them know they would like that service. Trees will be deposited in the parking lot at Adams, with a bonfire planned for 6:00pm. The fire department is aware of this event and, at this time, they do not think they need to bring a truck to the site.

- F. Ice Rink: Jeff reported that we are getting a great deal of interest and positive buzz about the ice rink. The liner for the little rink was cut from our old (large) ice rink liner. Ray has tried to fill it three times, but the holes and cuts have prevented it from holding water. The little rink will not be possible this year.
 - G. Youth Lacrosse: We will probably not end up with a girls' team this year, because our numbers were down last year, and we have lost both coaches. We will probably have three boys' teams again. Last year a majority of one team were players from Keene, who were unable to play there due to problems within their organization. Jeff will meet with the new athletic director of the Dublin School to make sure we can still use their field.
 - H. Daddy-Daughter Dance is scheduled for Sat. February 9th.
 - I. Stroll and Bowl is a popular program and will be repeated.
 - J. Youth Softball: This program is in tough shape this year. We have lost a number of girls and coaches to travel programs, which is an example of people moving to more expensive travel programs as described in the HBO show Jeff described earlier. Jeff will meet with the recreation directors of Antrim and Rindge to figure out how to move forward. He is not sure we will offer 12U this year, since we only had two teams in the whole league last year.
 - K. Basketball: Jeff stated that, as far as we know, Basketball Development School (BDS) is running it. Jeff will be meeting with the recreation directors of Rindge and Marlborough, who would like to work together to run something next year similar to our former Silver Valley/Emerald Valley program for older kids.
 - L. Senior Programs are going well. Our Senior Program Specialist, Gloria Schultz, recently had eighteen people on her Explore New England lunch trip, which is the biggest group she has had in a while. Andy commended Gloria for doing an excellent job with Senior Programs.
 - M. Summer Teen Challenge (STC): In response to an action item proposed at the end of the summer, Jeff described Lisa's proposal to expand the program. The first four-week session will be for students entering grades 7,8,9 and now 10. The second session will be for students entering grades 6,7,8 and 9. Chris responded that providing this opportunity for older students to enjoy the program before their sports schedules begin in August, and for sixth graders who may be outgrowing interest in the Playground Program, is just what he had in mind. Jeff explained that with our current resources, this is all we can do so we will try it and see how it goes. To expand the program any further, we would need another vehicle. Rental agencies will only rent vans to adults 25 years and older, and our counselors have always been younger than that so that is not a realistic option, which means we would have to purchase another van(s). Jeff noted that Rotary's Camp Quest, which used to take place in the middle of the summer, was moved last year and no longer cuts into both our STC sessions so that was helpful.
- VII. Scout Reports were accepted as written. Jeff invited the PRC members to Pack 8's Pinewood Derby on Saturday January 26th at the PCC.
- VIII. Other:
- A. Jeff will be out of the office most of next week at the Northern New England Parks and Recreation Conference in downtown North Conway.
 - B. The Recreation budget will be presented Tuesday February 5th at a time to be determined- either five or six o'clock. Jeff likes to have a couple of PRC members present if anyone can make it.
- IX. Action Items: Ryan reviewed the status of the Action Items List as follows:
- A. The Strategic Planning process continues and is being led by Kate. Kate will be unable to attend the February PRC meeting.
 - B. The STC program expansion was discussed tonight. This item is now closed.**

- C. Lighting at the PCC: Jeff still wants to get a better handle on the lighting needs. Next week at the conference he will plan to discuss lighting with colleagues, particularly the recreation director from Concord, which recently renovated a school building into a new community center.
- D. PCC heating and cooling: Andy suggested hiring someone to write the specs that anyone could bid on. Karen pointed out that what Doug Waitt proposed in his email was exactly what Andy is suggesting. Doug did not make a proposal to do the HVAC work, but is offering to “develop a detailed scope of work with specific equipment selections and system descriptions that could be priced by pre-qualified design build mechanical contractors.”
- E. **Following up with the ConVal School Board:** It was pointed out that the letter the PRC sent to the school board had four specific questions related to whether we would run a basketball program. Jeff pointed out that the basketball season is underway, so the unresolved questions are now moot. He acknowledged that if everything goes perfectly, the PCC gym will be renovated by next fall, so we would not be beholden to anybody for gym space. He has at least two other area recreation directors on-board with running a program similar to our former travel basketball program, and he thinks others would come in with us since there is currently a gap-in-service. **Ryan stated that this item can be removed from the Action Item list,** and he suggested that next year we get moving earlier on setting up a basketball program.
- F. Discussing extra duties assigned by Town Administration: After some discussion, it was suggested that the recent assignment of managing upper Town House rentals may be a one-time thing that does not require more discussion. If it keeps happening, however, the PRC would like to understand how these decisions are being made and discuss how they can support Jeff and the PRD. Jeff remarked that he spoke to Rodney this morning about our maintenance crew. The Town appears to want to split Buildings and Grounds and hire a DPW employee to oversee grounds and parks. Jeff stated to Rodney that he agrees that there should be a separate grounds crew and that they both have the same goal, but Rodney is looking at it from a Public Works perspective and Jeff is looking at it from a Parks and Recreation perspective. Jeff thinks this new person should be an Assistant Director of Parks and work for him in a “Parks and Recreation” Department. It was commented by one of the PRC that mowing lawns is different from maintaining a ball field, and that Jeff is the one overseeing all of the Recreation facilities. There was discussion about how communication may become more complicated, and concerns were expressed about how this would affect the Recreation budget. It was agreed that there is a lot that is unknown at this point, so we will have to wait and see how this develops.
- G. Exploring ways to reduce electrical costs: Kate had proposed this action item, so in her absence it was decided to keep this on hold for now.
- H. Conversation returned to the topic of facilities usage by the ConVal school district. Jeff described the handshake agreement that went on for many years without any fees being charged by the schools or the Recreation Department. It was discussed how PCC fees and expenses might change if the Town included operating costs in its budget. There was consensus that the Town should not arrange for the use of the PCC without including the PRD. Jeff gave a recent example of the underground oil tank at the PCC not passing inspection and needing to be replaced. The oil furnace serves as a backup to the wood pellet burner, so it was appropriate to replace the tank, but Jeff was not informed until after the decisions and arrangements had been made and he was asked to contribute toward the replacement cost since it was an unexpected expense for both DPW and the PRD. We are contributing half the cost of the new tank and installation from the Recreation Revolving Fund, approximately \$1,200. It was agreed that, out of courtesy, everyone should be communicating with each other. Ryan summarized that two questions remain: 1) What is going on with maintenance? and 2) Who will be paying for the March school election, and did we ever get paid for the previous election? Jeff suggested we not get cranked up about the maintenance situation yet, since it is still unfolding. He agrees we need

to get an answer on the school district's use of the PCC for election. Jeff stated that he will send Rodney a message tomorrow stating that the PRC is concerned about where the revenue is from the last election in 2018, and if the Town will be billing the SAU for the March 2019 election or if the PRD will be billing for it.

- X. Adjournment: Andy motioned to adjourn the meeting and Ryan seconded. With unanimous approval, the meeting adjourned at 8:29pm.

The next PRC meeting is scheduled for February 6, 2019.

Respectfully submitted,
Lauren Martin
January 4, 2019

Attachment: Action Items List revised 1-4-19