

Peterborough Recreation Committee (PRC) Meeting  
Roland "Beaver" Jutras Recreation Building  
Minutes of March 12, 2019  
Approved

Attendees: Andrew Dunbar, Chair; Chris Kotula, Secretary; Heather McClusky;  
Jeffrey M. King, Recreation Director;  
and Lauren Martin, Administrative Assistant and Minute Taker

- I. Call to Order:
  - A. Andy called the meeting to order at 7:02p.m. In the interest of time, he suggested accepting the Program Report, Senior Program Report and Scoutmaster's Report as written. There were no objections.
  - B. Chris and Heather both confirmed that they are not submitting their names for re-election to the PRC. Jeff explained that their terms continue through the May 15<sup>th</sup> Town Meeting. New members who are elected through the Town ballot the day before will take office after the Town Meeting concludes. It was stated that PRC members should be on the lookout for people who might be good additions to the committee.
- II. Approval of Minutes: Andy motioned to approve the January 2<sup>nd</sup> minutes as written. Chris seconded. Andy and Chris voted to approve the minutes. Heather abstained from voting, since she was not present at the January meeting. The minutes were approved.
- III. Cunningham Pond Non-Resident Parking Stickers: Appreciating the urgency of making a decision tonight, Andy suggested we move directly to the question of increasing the number of non-resident parking stickers for Cunningham Pond.
  - A. Jeff explained that when we presented our budget, we did so with the assumption that we would charge \$125 for 100 non-resident stickers. Last year we sold all 100 stickers before June 30<sup>th</sup> at \$100 apiece. During the budget process, Town Administration asked for another 1% cut to department budgets. We did end up cutting \$5,000 from the Recreation operating budget, but during the process, Jeff also told the Select Board that we could increase the number of non-resident stickers to 125 to generate \$3,125 more off-setting revenue hoping that we would then only have to cut \$1,875. The Select Board said they would still prefer identifying expense cuts, but would also support the increased revenue as long as the PRC expressed support for this first. Jeff shared that residents seem to be okay with the proposed operating expenses for the next fiscal year, but many seem concerned about the big projects with the library, highway garage and fire department, as well as the proposal to purchase land for a new water well. We need to get as much off-setting revenue as we can in order to withstand damaging operating budget cuts. The addition of more non-resident beach stickers helps because it does not tax our residents.
  - B. Heather expressed concern that we do not have a cap on non-resident beach stickers, stating that she doesn't want the Select Board to keep thinking that the pond is an expandable source of revenue. Jeff described that the first year non-resident stickers were for sale, we did not get permission to sell them until mid-June. We sold 72 stickers that first year. Last year, we began advertising non-resident stickers for sale in the winter, and we sold all 100 before June 30<sup>th</sup>. Chris asked if we have received any feedback from residents who found the pond to be crowded, and Jeff said that even on the hottest days, it was still possible to find a parking spot. There is no parking on Cunningham Pond Road if the parking lot is full.
  - C. Jeff feels that the revenue from selling 25 additional stickers will help take the sting out of cutting an extra \$5,000 from our budget. He assumes all twenty-five additional people will not show up

at the beach at the same time on the same day. Chris stated that he supports selling 125 non-resident stickers this year but suggests that we reevaluate the fee and number of stickers next year. Jeff acknowledged that it may take some time to determine the highest price point or the magic number of stickers we can sell, and this might even change year to year, depending on the weather. He noted that after the pool renovation we saw a significant uptick in the overall attendance and the duration of how long people remain at the pool each day. People looking to go somewhere for the day used to go to Cunningham Pond, but now they can enjoy the shade and seating at the pool. If we start taking complaints from the lifeguards or from the public that the pond is too crowded and people do not want to go anymore, we will note that and dial back the number of non-resident stickers we issue. Jeff affirmed that paying attention to feedback is important. We want people to have a positive experience because we are market driven. If they are not happy, they won't come back.

- D. Andy moved to approve Jeff's suggestion to increase the number of non-resident Cunningham Pond stickers from 100 to 125. Heather seconded the motion. The vote was unanimous.

IV. Director's Report:

- A. Monthly Financial Report: Jeff referred to handouts on the Expenditure Status Report and Revenue Status Report. He explained that these are general fund, operating budget, tax-supported figures.

a. Expenditure Status Report:

- i. Jeff stated that we are over budget on financial charges and fees.
- ii. We have spent over \$2,300 extra on vehicle repair and maintenance. The dump truck had a leaky windshield, which leaked into the fuse box and had to be repaired.
- iii. Under dues and publications, we had budgeted \$699 and have spent \$706 over that amount. Jeff's Rotary dues were incorrectly coded and should have been included in the Revolving Fund. Jeff has already done a journal entry to correct this.
- iv. Under equipment, furniture and tools, we spent over \$8,000 on the new water fountains which will be installed in the spring. These were not previously budgeted items and Jeff had continuously made repairs because he knew they would be expensive. When it became clear they were important to the PRC, Jeff purchased new water fountains.
- v. Jeff relayed that he spoke to Rodney Bartlett, Town Administrator, last spring about the spending freeze preventing him from being able to get what he needed, while essentially giving back money at the end of the fiscal year. Rodney allowed Jeff to purchase some needed supplies from last year's budget, so he was able to purchase infield mix, loam, sand, and wood fiber for the playground, etc. We were able to buy a lot from last year's encumbered budget. This will likely result in money left in our supplies line item, which will balance spending over on other line items.
- vi. We are at 65% expenditures year to date with the budget so we are in pretty good shape and Jeff is pretty confident that we will come out okay.

b. Revenue Status Report:

- i. When we did the pool renovation in 2013, Jeff thought we would do better with people buying pool memberships rather than paying the walk-in fee, but the reverse has proven to be true. We've been at \$22,500 since the pool renovation.
- ii. Program income and miscellaneous charges and fees refers to the ten dollars residents pay for a second beach sticker, non-resident beach sticker fees, and kayak and stand-up paddleboard rental fees. Jeff expects both categories to exceed what we have budgeted.

- iii. Jeff described that the only concerning number is pool revenue. He would like that to increase that, but it would be tough since pool use is so dependent on the weather.
  - c. Summary: With \$567,000 as our total expenses, subtracting \$37,000 for revenue, we have roughly a half-million dollar budget.
- B. Revolving Fund Report:
  - a. Jeff pointed out that the Revolving Fund Report is cumulative since 2003. In sixteen years, we have generated \$2.5 million. The Revolving Fund as a whole varies year to year, but revenues run roughly \$150,000/year. Current figures show that for the calendar year we are \$52,882 in the red, but this is the time of year when we start bringing in a lot of money for summer program registrations. Jeff anticipates we will end the year in the black.
  - b. This year, so far, the Peterborough Community Center (PCC) has brought in \$15,500 and spent \$17,000. With youth lacrosse and youth softball this month and next, plus school elections, the PCC is booked solid so there will be considerable revenue coming in. When asked if the Town has paid us for November elections, Jeff replied that he believes they have.
  - c. When asked if the ConVal School District has paid the \$6,000 they have been invoiced for using tennis courts and softball fields, Jeff replied that they have not yet paid. Jeff sent a follow-up email to the SAU and to SMS Administration. He has not brought this up yet with Rodney. Jeff hand-delivered his original invoice in October to Tim Grossi, ConVal's facilities director. Tim told Jeff that this money was included in the South Meadow School budget. Jeff and Rodney had been in meetings with Dick Dunning from the school board, who confirmed putting this money in their budget. Superintendent Saunders, in a meeting with Jeff and Andy last year, also confirmed it was in the budget. If Jeff keeps getting stalled, he will go to Rodney.
- C. Director's Report:
  - a. Jeff has been working mostly on budgetary stuff and getting spring sports up and running.
  - b. PRD maintenance worker, Ray Eaton, worked hard all winter on the ice rink. The rink was installed right after Thanksgiving and was ready to be used by the second week of December. It has been open all this time, except for a small number of weather-related days, and has been very well received by the public. We have heard many positive comments from the community.
- V. Outstanding Balances Report:
  - A. Lauren explained that another \$15.25 has been received on outstanding balances through 2017. Over \$13,000 has been collected and just over \$1,600 remains due.
  - B. Only two families continue to have balances due from 2018. Both of these accounts have 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 threatening Small Claims Court was received, so Lauren will begin the process of e-filing a claim.
  - C. The third family who had owed \$100 finally paid their bill on March 1st. We do not know if this is because they just received their tax refund, or if they are about to try to register for a program for this summer. Jeff has determined that if this family asks to register again, they must come in to meet with him and confirm their intention to pay in full by the end of the program, before we

can allow that. Andy complimented the staff for their diligence in collecting fees and making it known that the PRD collects all fees.

- VI. Action Items: Members made a brief scan of the list of open action items, and then Jeff commented on the topic of PCC heating/cooling. Jeff had wanted to get through the budget process first, before proceeding too far on this issue. He is now comfortable moving the project forward.
- VII. New Business:
- A. PRC members were reminded to recruit two more people to submit their names for election.
  - B. When asked for a report on the Northern New England Recreation and Parks Conference in January, Jeff responded that the conference at the North Conway Grand Hotel was very well attended, had great vendors, and included lots of good sessions. Jeff shared a room with his buddy, Hartford, VT Recreation Director, Scott Hausler, to save money. Jeff chose to focus primarily on sessions about summer camp and summer staff training. We plan to send our staff to a session in Keene to hear speaker Steve McGuire. By promoting two experienced counselors, we will have two new co-leaders for the Playground Program this year. Jeff remarked that we have had two individuals share the position before, and that it can work well if we have the right people. Jeff summarized that this conference is one of the best bangs for the buck, with great speakers and great networking. While aimed at recreation personnel in NH, VT and ME, lots of folks from MA also attend because it is so good.
  - C. Review of upcoming dates:
    - a. April 3<sup>rd</sup> is the next PRC meeting. Other pertinent dates can be found on the bottom of the agenda sheet.
    - b. This Saturday we are holding a free softball clinic at ConVal High School gym, featuring the coach and players from New England College. Our softball numbers are really hurting, and registrations are also down in Antrim, Rindge and New Ipswich.
    - c. Some leaders from Cub Scout Pack 8 and Boy Scout Troop 8 will be recognized with special awards at the Mt Monadnock District Recognition Dinner this Sunday.
    - d. The Town deliberative session will be April 2<sup>nd</sup> at the Town House.
    - e. Easter activities are mentioned in the Program Report. In addition to the annual children's Easter Egg Hunt, we are looking into possibly doing an adult egg hunt at night, with prizes in the eggs from some of the downtown merchants. Chris mentioned that last year Crotched Mountain Ski Area held an adult egg hunt, where those who found at least 20 eggs received a swag bag with some pretty nice prizes.
    - f. May 15<sup>th</sup> is Town Meeting. Ballot voting will be May 14<sup>th</sup>.
- VIII. Adjournment: Andy moved to adjourn the meeting and Chris seconded. With unanimous approval, the meeting adjourned at 8:16pm.

The next PRC meeting is scheduled for 6:30pm on April 3, 2019.

Respectfully submitted,  
Lauren Martin  
March 19, 2019

Attachment: Action Items List 3-12-19 (no changes from 1-4-19)