

Peterborough Recreation Committee (PRC) Meeting
Roland "Beaver" Jutras Recreation Building
Minutes of May 23, 2018
Approved

Attendees: Andrew Dunbar, Chair; Heather McClusky, Vice-Chair; Chris Kotula, Secretary;
Kate Coon; Ryan Griffiths; Jeffrey M. King, Recreation Director;
Lisa Koziell-Betz, Program Coordinator and Minute Taker

- I. Call to Order: Andy called the meeting to order at 6:34 pm.
- II. Approval of Minutes: Kate moved to approve the April 4th minutes as written. Chris seconded. The minutes were approved unanimously. Note: Ryan had not been sworn-in at the time of the meeting, so he spoke but did not vote on any matters during this meeting.
- III. Re-organization of PRC:
 - A. Kate nominated Ryan Griffiths to be Chair. Heather seconded. After many words of support, Ryan respectfully declined due to his lack of experience on the PRC.
 - B. Kate then nominated Andy to continue as Chair. Chris seconded. Andy accepted the nomination. Unanimous approval.
 - C. Chris nominated Ryan as Vice-Chair, Kate seconded. Ryan accepted the nomination. Unanimous approval.
 - D. Ryan nominated Chris to continue as Secretary. Kate seconded. Chris accepted the nomination. Unanimous approval.
- IV. Strategic Planning Discussion:
 - A. Ryan started the discussion regarding the need for the PRC to address the School Board about field space/development as well as the previously agreed upon facility use agreement that . A better relationship needs to be developed with the S.A.U. He inquired as to the possibility of a bartering exchange with the schools seeing how the district needs to use some of our facilities and vice-versa.
 - B. While field use status was being discussed, Kate asked how we could incorporate this into the strategic plan. She said that developing strategic planning was a skill set she possessed and is willing to take point on developing the strategic plan.
 - i. She had a meeting with Nicole MacStay after last month's meeting to get more information on how the group should proceed.
 - ii. The last survey was updated in 2012, so it is time to do another community survey.
 - iii. Kate received a few town's strategic plans to help in formulating a direction the PRC can take. Ownership of fields was a big concern for one of the towns. This information can help with the PRD field development/use issues and the S.A.U.
 - iv. Some felt that the first step would be to formulate a survey and send it out to residents. If need be, focus groups can then be developed.

- v. Jeff countered that research needs to be done first in order to formulate questions for the survey.
 - vi. If pertinent, everything gathered from the strategic plan should then be incorporated into the Town's Master Plan.
 - vii. Late Fall/winter was viewed as a good time to do this.
- C. There was discussion regarding the strategic plan and how that related to field development/use with the school district and which came first. In the end, it was agreed that the field use situation would be intertwined into the strategic plan.
- D. The subject of the PRD supplementing the Town's tax base to cover some discrepancies in other town departments was discussed.
- i. Ryan felt the PRD should be transparent in the monies charged – to cover the programming, not necessarily to supplement the overall town budget.
 - ii. Ryan felt we need to set an example and tone by offering programming at a reasonable cost.
 - a. The example he used was the pool revenue. If the PRD has been in the “black”, then why could we not drop pool entrance fees?
 - b. Last month, Nicole said that the cancellation of pool fees would increase taxes.
 - c. This brought about the question of why the town is relying on recreation monies to offset other departments.
 - d. Jeff explained that the bottom dollar affects taxes, not the individual departments.
 - e. Ryan asked how many years the PRD has returned money to the Town. Jeff believes it has been for the past 15 years anyway.
 - f. Ryan felt the town folks should know about this. This loops back to his comment about transparency. Folks need to know we (the PRD) are doing our job being fiscally responsible and not causing the increase in taxes. In fact, we are contributing revenues to offset other's expenses.
- E. Andy stated his concern that the strategic plan needs to be simple – in purpose, with clear goals, that are attainable. If the Plan is too wordy/complex – nothing will be accomplished. He thought 5 goals should be the maximum number.
- i. Several members agreed.
 - ii. They wanted this to be a useful exercise, not a waste of time.
- F. Kate reiterated that once the recreational strategic plan is done, it should be integrated with the master plan. This way, it become part of the Town's directive.
- G. Ryan felt the issue of facility use needs to be addressed prior to the completion of the strategic plan for it is a current issue. This topic will be addressed while addressing the strategic plan.
- H. Back to time frames: the budget period is in the fall so the question was asked if the strategic plan can begin then. Jeff thought it could. The budget process starts in October.

- I. Transparency and fiscal policy (public perception value) regarding programming came up again. Kate said that would all be part of the strategic plan if the board deemed it important.
 - J. The survey or focus groups can then happen in the winter.
 - K. It was asked why we need to do a strategic plan?
 - i. It is time to do one.
 - ii. Time to be integrated into the master plan.
 - iii. Noted as a directive for Jeff to accomplish.
 - a. When asked if Jeff had a date to accomplish this by, he felt downtown would accept the fact that the process will have started and is on-going and the PRC is supportive.
 - L. The first step is to do some research: where we are in relation to “X”, “Y” and “Z”.
 - i. One of the recommended documents to read is the Town’s Master Plan.
 - ii. Do the S.W.O.T exercise. Strengths. Weaknesses. Opportunities. Threats.
 - iii. Jeff passed out multiple examples of strategic plans for reference, including the S.A.U’s.
 - iv. A By-law review is recommended
 - v. Study of rec department and facilities is needed
 - vi. Then, we can define “X”, “Y” and “Z”
 - M. Questions can then be drawn up based upon outcome of research.
 - N. Questions arose regarding the Steering Committee, Master Plan and the relation to the PRD.
 - i. The PRD has never been contacted by the Steering Committee during Jeff’s tenure.
 - ii. PRC questioned this...why is rec left out? This also needs to be addressed.
- V. Strategic Plan in conjunction with field use:
- A. Conversation looped back to facilities and the need for homes for various sports.
 - B. Cougar Volunteer for Youth Sports (CVYS) has now dissolved.
 - i. House League Soccer is now being absorbed by ConVal Soccer Club.
 - a. Ryan would like to see it come under the auspices of the PRD again.
 - b. For different reasons, both Lisa and Chris want the CVSC to run the fall 2018 rec soccer program.
 - ii. Basketball is technically homeless without CVYS.
 - a. The PRD will not take back the basketball program without assurances from the S.A.U. that we will have indoor space to run the program.
 - 1. This comes back to Ryan’s point at the beginning of the meeting...the importance to work with the schools as far as facilities use is concerned.
 - 2. Jeff went over the entire history of rec basketball as well as the SVEV (Silver Valley/Emerald Valley) Travel Basketball League.

- C. The need to work with the school regarding fields is also very pertinent to the PRD lacrosse program. In 2018, the PRD has 5 teams. Due to inconsistencies in the S.A.U.'s usage policy, the PRD teams play at the Dublin School and The Well School. The PRD does not have the infrastructure to support this program and the use of the S.A.U.'s fields are extremely limited at best, so we have to play at the other private schools.
- D. Regarding basketball and our existing infrastructure, the PRD will have one basketball court once the court at the PCC is repaired, tightened, sanded down, refinished and painted.
 - i. This will be an expensive project. It has been approved to expend Isabelle Miller Funds on the project.
 - ii. The kitchen can then be used to sell concessions.
 - iii. The one court will help immensely but we need more courts if the PRD is going to run the recreational basketball program like we have in previous years.
- E. The discussion came back to working with the S.A.U. as a possible "pay as you use basis" or on a barter system. Jeff said that is something we need to work out.
 - i. It was asked if CVHS was paying for the use of the tennis courts and softball fields in 2018 or 2019. Jeff said it would be next year.
 - ii. We need to re-establish our "2nd dibs" status again so other outside organizations do not push us out under the auspices of being a S.A.U. program or being granted preference (by whomever??) over PRD programs. This is the only way the PRD can move forward in offering programs, such as basketball, that require more infrastructure than what the PRD owns.

- VI. Director's Report: Accepted as written
- VII. Program Report: Accepted as written
- VIII. Senior Program Report: Accepted as written
- IX. Facilities Reservation Report: Accepted as written
- X. Outstand Balances Report: Not submitted
- XI. Revolving Fund Report: Received but not reviewed at meeting
- XII. Troop 8 Scout Master Report: Not submitted
- XIII. Dates to note: Next meeting will be July 11th at 6:30pm
- XIV. Adjournment: Kate motioned to adjourn the meeting and Chris seconded. With unanimous approval, the meeting adjourned at 8:29pm.

Respectfully submitted,
 Lisa Koziell-Betz,
 Programmer and Minute Taker
 May 29, 2018