

Peterborough Recreation Committee (PRC) Meeting
Roland "Beaver" Jutras Recreation Building
Minutes of July 11, 2018
Approved

Attendees: Andrew Dunbar, Chair; Ryan Griffiths, Vice-Chair; Chris Kotula, Secretary;
Kate Coon; Heather McClusky; Jeffrey M. King, Recreation Director;
Special Guests Judy Blake and Mark Schauer;
PRD staff members: Gloria Schultz, Julia Kneeland, Jordan Mills, Maddy Perry, Kiera Bell,
Michelle Tourgee, Hannah Garfinkle; and Lauren Martin, Minute Taker

- I. Call to Order: Andy called the meeting to order at 6:33 pm.
- II. Approval of Minutes: Ryan moved to approve the May 23rd minutes as written. Ryan mentioned that he has been sworn-in for his position. Heather seconded the motion. The minutes were approved unanimously.
- III. Meet the Management Team: Jeff introduced PRD management team members as follows:
 - A. Jordan Mills and Maddy Perry, along with Riana Bosk, who was unable to attend, are the counselors for Summer Teen Challenge. The first session is full with 21 kids and everything is going well. Today they were under budget when grocery shopping for tomorrow's overnight camping trip to the Mt. Lafayette campground in Franconia Notch.
 - B. Julia Kneeland is the Playground Supervisor and is also a teacher at South Meadow School. She brings a new enthusiasm and sense of direction to the program. Today 29 kids went on a field trip to Canobie Lake Park.
 - C. Michelle Tourgee and Kiera Bell are our Head Lifeguards. They work in partnership with Hannah Garfinkle, the Bath House Supervisor. All are doing a great job, as evidenced by the smooth week we had while both the pool and pond were jamming during the brutal heat wave. Michelle and Kiera also oversee swimming lessons, making sure lifeguards keep up their skills by conducting regular in-service trainings. A few weeks ago, Jeff stopped-in to one of their trainings and watched them teaching the lifeguards how to teach children the various swim strokes. Two of our bathhouse staff members just received their lifeguard certifications, as well.
 - D. Gloria Schultz is our Senior Program Specialist and can usually be seen running programs at the Peterborough Community Center (PCC). It has been difficult in the summer because that building can be tough in the heat. A Senior barbecue is planned for this Friday.
 - E. Roland Patten, our maintenance supervisor, was unable to attend but Jeff pointed out that the PRC already knows him.
 - F. Jeff explained to the management team that the PRC is an elected, policy-making body. These are the folks who oversee our budget every year and who support us. Jeff wanted to take a quick opportunity to allow staff and the PRC to say hello to each other. Kate thanked the staff, saying that our programs would not run without their

commitment. Jeff and Lauren mentioned that we have been hearing frequent positive comments from patrons about how pleased they are with our programs and facilities. Jeff told staff that what they do is greatly appreciated. The PRC gave staff applause, and staff departed the meeting.

IV. Cunningham Pond Event Discussion:

A. Special Guests Judy Blake and Mark Schauer introduced themselves as residents of Cunningham Pond Road, stating that they asked to come before the PRC tonight to respectfully request their permission to hold an event at the pond after the regular season has ended. Judy began explaining that about a year and a half ago, they saw surveyors on the pond. They found out that the Petersons, who own a field and wooded land around the pond, were putting their property on the market. At that time, they had already sold three lots east of the beach. Cunningham Pond Road neighbors banded together to see if they could purchase some of the land to prevent it from being developed. Judy stated that the land and pond fits every single category on the Town's Master Plan. The neighbors have partnered with the Monadnock Conservancy and they now have a purchase and sales agreement. They are currently fundraising. The Monadnock Conservancy will become the actual owners of the property. They have built into their fundraising goal some extra money for maintenance.

B. Judy and Mark asked those in attendance to keep this situation quiet for the immediate future. Within the next weeks there will be a big public splash of information about this. They need to raise a lot of money and they feel strongly about bringing the entire town in on this. Judy posed the question, "What would it be like to sit on the Cunningham Pond beach and look at developed houses?" Comments were offered that developing the land in that area would also have an impact on the water and the life in the water.

C. The Cunningham Pond neighbors, in conjunction with the Monadnock Conservancy, would like to hold a fun, family-oriented open house event at the pond. Their target date is Sunday September 9th from about 1:00 – 4:00pm. The event would include games, contests, popcorn and ice cream, in addition to regularly scheduled presentations. They want the focus to be "This is *your* pond property." There will be informational tables with photos and every half hour people will be speaking about the history of the land. There will be no alcohol at the event.

D. Judy and Mark clarified that they are talking about a little over 100 acres. The area to the left of the boat launch has already been sold. One woman bought three lots totaling approximately 20 acres and she is on board with this plan. Mark showed a brochure with a graphic representation of the area they are seeking to purchase. There is a 15-acre field. Land would be open for hiking and could be used for educational purposes.

E. Judy stated that there are still some questions but right now they are just focused on raising the money to buy this land by the end of the year. They need a total of 1.5 million dollars (\$1.325 million for the land plus extra for maintenance and fundraising costs). The Monadnock Conservancy has been great to work with. They have applied for an L-CHIP grant. PRC members agreed that the Monadnock Conservancy are great stewards.

F. Judy and Mark remarked that they mostly want to make sure this is Town-inclusive. The event will include a request for funds and they will have t-shirts for sale, but it will not be a high-pressured fundraising effort. They want the party to be fun. It will be advertised

in the newspaper. They anticipate that parking might be an issue. The event committee is committed to serving as the clean-up crew. Judy asked if they should hire a lifeguard. Jeff responded that it would depend on what the PRC decides to do. If the PRC supports this project, it is feasible that we could have staff on duty for a Town-endorsed event. For official Town or PRD programs, our staff is covered by Town insurance. A private rental would be a different matter. Heather asked what Judy and Mark were looking to do, and they replied that they assumed they would be renting the space for a fee but if the PRC would support this, that would be great. Jeff commented that he is not sure if that is appropriate at this point, noting that there might need to be a public hearing. Chris asked if Judy and Mark can imagine there being any opposition to their plan to purchase the property for conservancy. Mark responded that they do not expect opposition, but the issue they are finding is that the same people in the area are being tapped for financial support for multiple projects at the same time, such as the library expansion.

G. Ryan suggested that whatever is decided about this specific request should become the standard for anyone else asking to rent a PRD property. Heather asked for clarification if what is being asked is something outside of what we usually do. Jeff stated that we do rent the picnic area at the pond, but we have not rented the entire facility. The only other similar rental Jeff can think of was years ago when the pond was included as one site for some triathlons. For those events, though, the PRD was a co-sponsor. So, the only other precedent was for official Recreation programs. Since they are hoping this will be a large-scale event, this is outside what we usually do. We no longer have lifeguards on duty after Labor Day, but the pond gates remain open for anyone to access the facility. Ryan remarked that this sounds like a good thing for the whole town, but he just wants to be sure we set a precedent that can be followed if other groups ask in the future for similar things. For example, if the beekeepers were to ask to hold a fundraiser at the beach, are we going to say it is okay to do that, too? Andy stated that if the consensus is that we do this for this group, we will agree to it for others in the future, too. Regarding the question of potential opposition, Jeff said it's possible someone might say we have enough open space and we need to build houses to increase our tax base. Ryan made a motion that for a community or town event, if we say yes to renting the beach off-season we will have to say yes to another similar request. The motion was not seconded.

H. Judy stated that they are prepared to provide an insurance rider, police presence and lifeguards, if needed. While the committee intends to do the necessary cleaning, if the PRD had to use our own staff for additional cleaning the committee would cover that. Since it is outside the usual PRD rental policy to rent the entire facility, Jeff asked if the PRC wants to allow this event and if so, what will the fee be? Andy noted that since this is off-season, there is a low impact to our calendar. Ryan questioned the cost of utilities for this event, but Jeff replied that would be negligible. Ryan stated, again, that since this is a public event and will benefit the Town, we have to agree to do the same for other groups. Chris responded that he is not sure we have to make this a decision about future groups, feeling that if others came before us like this we could decide those issues at that time. Jeff shared that the only other large-scale rental is when Divine Mercy Parish holds their parish picnic at Adams Playground. When it was shared that the Divine Mercy picnic and ConVal Dollars for Scholars tennis tournaments will be held on the same day Judy and Mark have proposed for this event, conversation ensued about the suitability of the proposed date. Judy and Mark

commented that they wanted a Sunday because most athletic teams are active on Saturdays. Mark suggested that Sunday September 16th could be their rain date.

I. Andy asked, based on the information we know at this point, if the PRC was ready to give a positive vote to schedule this event. Ryan motioned to take a policy and make it fit the beach for future off-season rentals. Andy seconded the motion. It was approved unanimously.

J. Andy motioned to approve this request for September 9th, with September 16th as a rain date. Kate seconded the motion and it was approved unanimously. Judy and Mark thanked the PRC and reminded them that this is not public knowledge yet, before departing the meeting.

V. Strategic Planning Discussion:

- A. Kate shared that after the last PRC meeting, she met with Deputy Town Administrator, Nicole MacStay, to get background information on what the Town has done for strategic planning. Last time, the PRC questioned how our strategic plan would fit into the Town's Master Plan. Kate has the current Master Plan, noting that it is important to have a feel for it. Jeff had said in the past that the Master Plan Steering Committee never approached Recreation when determining the Master Plan.
- B. Last month, the PRC was talking about the macro-perspective. Now, Kate wants them to start thinking about the time table. She explained that the first exercise is called SWOT, which stands for discussing Strengths, Weaknesses, Opportunities and Threats. Kate is committed to this process but respects that no one wants to come to too many extra meetings. She proposed that the five PRC members do their own SWOT session without the PRD staff at the start of their next meeting on August 1st. The next step would be for the PRD staff to hold a SWOT session, and then we would review what these revealed and start designing a questionnaire for the general public. Jeff clarified that for the next PRC meeting on August 1st, the PRC members will meet on their own at 6:30 for a SWOT session and the rest of the meeting will begin at 7:00pm.
- C. Kate offered to run the staff SWOT session and questioned when that might take place, stating that she would like to be able to look at what the two SWOT sessions lead to at the September PRC meeting. Jeff remarked that it might be interesting to find out what our seasonal staff have to say without the regular staff in the room. Kate affirmed that SWOT is meant to take in comments without judgment and without any filters. It was agreed there should be a separate SWOT session for the year-round staff (Jeff, Lisa, Lauren, Gloria, Roland, Ray, and Linda Paris), and one for the seasonal staff. Jeff added that we have volunteer staff as well - lacrosse coaches and softball coaches. Kate felt those people could participate through the survey. The scheduling of the two staff SWOT sessions will take place outside of this PRC meeting.

VI. Director's Report:

- A. Non-Resident Beach Stickers:
 - i. One hundred non-resident Cunningham Pond beach were sold by the end of June. Noting that Jeff has requested the PRC consider offering up to 50

more non-resident stickers, Ryan expressed concern that if we have more people at the pond, we will need more staff. When asked if we have figures on pond attendance, Jeff pointed out that it is difficult to measure since cars often come in with up to six occupants. Heather remarked that she went to the pond at 5:00pm on one of the really hot days recently and it was still packed at that hour. She had to wait for someone to pull out before she could park. When he was at the pond during the heat wave, Jeff noticed that although the sunny side of the parking lot had room, people were waiting for others parked on the shady side to pull out, so they could park in the shade. Jeff stated that we have the ability to provide for extra staffing, since it would usually only be one extra guard for four to five hours. Even during the sustained heat wave, we still arranged for enough coverage.

- ii. Heather felt 50 more stickers would be too many because of the added amount of cars, noting that this decision would impact not only this year but also 2019. Last year we started selling non-resident stickers in mid-June and we sold 72. This year we began taking orders in April and sold the full 100 stickers by the end of June. Ryan felt that if we are not being pressured to make more money for the Town, we should leave it at 100. Conversation ensued about whether the PRD was being pressured to raise more money. Chris wanted townspeople to enjoy the pond without feeling like it is filled with non-residents. Ryan suggested we keep the possibility of adding more non-resident stickers in our back pockets and if we need to raise revenue in the future, we could add more stickers. Jeff did not think there was an expressed need to raise money. Going forward, he said if we raise the fee for non-resident stickers to \$125 or \$150, the demand is obviously there. Ryan shared that his wife loves going to the pond because it is *not* crowded, and if it became crowded she would probably choose to go elsewhere.
 - iii. Because there are three names on a waiting list for non-resident stickers, Kate suggested that for this year we allow just ten more stickers. Jeff pointed out that the final say rests with the Select Board, but the PRC can make a recommendation to allow more stickers. For just ten stickers, though, Jeff felt it was not worth the exercise of bringing it to the Select Board. He had suggested 50 because of the multi-step process required. Ryan motioned to leave the number of non-resident stickers as-is for this year and revisit this during the next budget season, if we need to raise revenue. Andy seconded the motion. It was approved unanimously.
- B. ConVal School District fields: Ryan asked for information about the conversation Jeff had with the ConVal District Superintendent about fields. Jeff responded that their meeting has not happened yet, but the superintendent is trying to schedule it.
- C. Youth Sports: Ryan asked if there will be a soccer program for little ones this year. Chris responded that he is aware there are plans for an early development program for U6, but he does not believe this is solid yet. Ryan coached a team of young players last year, when Cougar Volunteers for Youth Sports ran youth soccer, and he stated that they had at least eight teams of little ones. Chris suggested Ryan contact Donny Boice for more information.

- D. Senior Movie Matinee: Ryan asked whatever happened with his suggestion for a monthly Seniors' movie matinee at the Peterborough Community Theatre. Gloria remarked that she had never been informed of this idea. There was agreement that this is a good idea, but that the theater's willingness to making special arrangements like this seems to have changed due to licensing issues. Jeff stated that he has recommended in the past that the Town purchase a license to cover music and movies.
- E. Personnel: Ryan asked what the plans are with Roland leaving at the end of the summer. Jeff responded that Roland currently works 25 hours/week and Ray cannot go beyond 28 hours/week due to his status as a retired NH firefighter. Jeff feels maintenance has been struggling this year because our adult workers are limited in time and our student workers are young, still needing to develop their skills and needing frequent direction. Roland can do a little bit of everything and will be impossible to replace. Jeff cautioned that we are going to need full support of the PRC if we need to increase our budget for a maintenance position.
- F. Pool parties: When asked who attends the end of the school year pool parties before the pool officially opens for the season, Jeff replied that most of the grades at Peterborough Elementary School have their own specific day. The Great Brook School sixth grade also has a pool party day.
- G. Incidents:
- i. Jeff announced that our videotapes were helpful in identifying the white van that was suspected of being related to reports of a man offering candy to children at the playground and in town. PPD Officer Bell worked with Jeff on this, determining that the van seen on our video was not the person who was of interest in the case. Jeff commended our staff for being on top of the issue. We originally saw a Facebook post that a man in a white van in town had been offering candy to kids. Jeff was told a white van was at the playground. Officer Bell happened to be there and talked to some kids. The original report from one youth was then corroborated by four or five others on the playground. They think the same man was also in Gardner, MA. When a white van was seen at the playground, it turned out to not be the same van. Jeff pointed out, however, that this does not mean the "Candy Man" was not out there. Jeff said we have been in pretty regular communication with the police and we are obviously keeping an eye out for this.
 - ii. Staff let Jeff know that recently two of the young men banned from Adams for last summer's vandalism were witnessed playing basketball. The police were called and will follow-up with Jeff.
 - iii. Kate asked for an update on the situation where a man was harassing lifeguards. Jeff responded that we followed-up on it and have learned more. The man has been spoken to and he is aware he is banned from all PRD property and will be arrested for trespassing if he violates that ban.
- H. July is Park and Recreation Month: Jeff saw a Facebook post by NH Recreation and Parks Association that a number of towns are drafting proclamations acknowledging that July is Park and Recreation Month. Jeff was hoping the PRC would sign a

proclamation, which we modeled after one from Keene, NH, and stated that he hopes to get the Select Board to do the same. PRC members signed the proclamation.

- I. Andy and Heather exited the meeting. Vice-chair Ryan assumed the chair.
- J. Facilities:
 - i. Jeff ordered two sets of replacement parts for the digger at the playground, so we have a replacement when it breaks, which it will. The same bolt typically shears and then we have to buy a whole arm. Now we have a complete set of replacement parts. If we tried to repair it, rather than replace it, we would be liable. The digger is one of the most-used pieces in the park, but when it's damaged it is expensive to fix.
 - ii. We had three large trees removed from the Seccombe Cemetery (at the top of the hill behind the Arts and Crafts Building), after they blew down in a recent storm. The Seccombe family donated that land to the Town with the understanding that we would take care of it in perpetuity. Family member, Pamela Abbott, wrote a thank you letter which included a \$200 donation to use as we see fit. Jeff recommended we deposit it in the scholarship fund unless there were any objections.

VII. Program Report: Accepted as written

VIII. Senior Program Report:

- A. Gloria reported that there are many different senior activities offered during the week. This Friday is the Senior Lunch BBQ and about 25 people are registered to attend. Once a month the Senior Lunch includes an enrichment program with speakers. Last week featured a representative from Kitty Rescue, and next month Peterborough Police Chief Scott Guinard will be speaking. On alternating months (except during July and August when Summer Teen Challenge is using both Recreation vans), Gloria offers the Explore New England lunch trip and an Ethnic Food lunch trip.
- B. Bocce is brand new, but there appears to be some growing interest. Jeff noted that resident Josh Brescia, who has been practicing regularly on our court, took home three medals for bocce at last week's national Special Olympics in Seattle.
- C. Cribbage and Mah Jong continue with loyal followers. Cribbage draws about 15 – 20 people each week.
- D. A Matter of Balance will be held for the third time in September. The program occurs through a donation from St. Joseph's Hospital.
- E. A very informative class on Alzheimer's was presented last week to ten people.
- F. A new class called "Destress, Declutter and Downsize" will be held on Saturday August 4th. It is new for Gloria to hold a Saturday morning class and she is eager to see how well it is received.
- G. Gloria was thrilled to receive a wonderful donation of 150 tickets from the Peterborough Players, which allowed seniors to attend their shows at no charge. This has allowed some people who have not necessarily been to a show before to enjoy a live performance.

- H. Gloria regularly sends cards to the people who frequent her programs, to acknowledge birthdays or to express concern and good wishes.
- I. Future program ideas that Gloria is hoping to realize include a senior yoga class. Kathy Manfre has also volunteered to offer a theater class.
- J. Seniors are enjoying the air conditioning at the PCC, and they love sharing books through the “book nook.” Gloria reported having a nice rapport with the Food Pantry and said that while sharing space with Summer Teen Challenge and, on rainy days, with the Playground Program, everyone is getting along nicely. Jeff remarked that it has been a bit of a steam bath in the PCC dining room, even with the air conditioning. He wonders if the air conditioner is not powerful enough for the size of the room. Ryan mentioned that his brother-in-law works in HVAC so Ryan will ask him if he can get us a bigger unit. Kate expressed appreciation for Gloria’s efforts and asked if her future reports can try to provide a sense of the numbers of seniors who participate. Gloria explained that it can be hard to evaluate, since some weeks a program might draw four people and other weeks it might include fourteen. She explained, however, that when she began serving in this position two and a half years ago, there were about 90 people participating in senior programs. There are now 250, so interest is clearly expanding. Ryan suggested we put some information about senior programs in the Town annual report this year. Jeff commended Gloria for being very strategic about adding a small number of programs at a time and trying to make them successful before adding more. He feels the growth of our senior programs has been slow and steady. With crafts, games, mind games, and physical activity, Gloria stated that she feels there is something for everybody. She has been mailing her newsletters because her attendees do not use electronic communication. The PRC members thanked Gloria enthusiastically and she exited the meeting.

IX. Outstanding Balances Report:

- A. Lauren explained that with only \$38 remaining due from 2017, that amount has been added to “Old Balances.” The first page of this monthly report now covers the total old outstanding balance through 2017.
- B. We have now collected over \$13,000 in old outstanding balances. The total outstanding balance remaining due is \$1,847.81. We have active payment plans for \$839.44 and expect to recover that amount over an extended time.
- C. For 2018, we have 19 families paying in increments throughout the summer on balances totaling \$6,291.00. Last year at this time we had 13 families paying just under \$7,000.
- D. Our revised scholarship application seemed to work well and we have made notes on how to improve the application and award process next year. Six families are currently using scholarship funds. All but one are working families who need our programs for child care.
- E. Jeff identified a new issue we have been seeing this year with kids coming to the Playground Program without enough food. They have been eating their lunch for snack and then having nothing left for the rest of the day. Jeff stated that we have received snack bags and lunch food from the Peterborough Food Pantry, as well as purchasing some food. He plans to connect with these parents to try to recommend

the Food Pantry and see if we can help by connecting them to other resources. Fifty percent of students at Peterborough Elementary School are eligible for free or reduced fee lunch. In order for us to participate in the program during the summer, we would have to have 50% or more of our participants qualify for free or reduced lunch also, which we have not had.

- X. Revolving Fund Report:
 - A. Jeff pointed out that the June Revolving Fund Report shows PCC revenue at \$28,917 and PCC expenses at \$22,954. This is the second year we've ended "in the black" and this was by the greatest margin thus far. We will be using Isabelle Miller Fund money for the big-ticket items of sanding and refinishing the gym floor and replacing gym windows. Operationally, we are making it.
 - B. On Page 2, the net for Summer Teen Challenge shows it in the hole by \$5,300 but that is not really accurate because the subsidy from the operating budget is not yet reflected in the report. We added a staff member to that program this year but that is not a subsidized position. We factored the salary for the additional counselor into the cost of the program.
 - C. Playground Program has netted over \$97,000 since 2003.
 - D. We have a balance of over \$100,000 in the Revolving Fund, which is just where Jeff wants to see it so we have a cushion for unanticipated expenses.

- XI. Scoutmaster's Report: Accepted as written

- XII. Action Items:
 - A. Ryan summarized the following three points as action items: 1) Develop a policy on off-season beach rentals; 2) Kate will hold SWOT sessions with the PRD staff; and 3) discuss adding a full-time staff member as part of the budget discussion this fall.

- XIII. Adjournment: Ryan motioned to adjourn the meeting and Chris seconded. With unanimous approval, the meeting adjourned at 8:45pm.

Respectfully submitted,

Lauren Martin
Minute Taker
July 16, 2018