

Peterborough Recreation Committee (PRC) Meeting
Roland "Beaver" Jutras Recreation Building
Minutes of September 5, 2018
Approved

Attendees: Andrew Dunbar, Chair; Ryan Griffiths, Vice-Chair;
Kate Coon; Heather McClusky; Karen Hatcher, Select Board Liaison;
Jeffrey M. King, Recreation Director; Lisa Koziell-Betz, Program Coordinator;
and Lauren Martin, Minute Taker

- I. Call to Order:
 - A. Andy showed a Town of Peterborough Volunteer Handbook from August 2007. Karen mentioned that there is a plan to convene the chairs of all Town committees in the fall so everyone gets on the same page, and this handbook may then be revised.
 - B. Andy called the meeting to order at 6:33 pm.
- II. Approval of Minutes: Kate motioned to approve the minutes as written. Heather seconded the motion. The minutes were approved unanimously.
- III. Director's Report:
 - A. Action Items: Noting that last month's Action Items were incorporated into his written Director's Report and in the agenda packet, Jeff then proceeded to address the Action Items in turn.
 - i. Water fountains for Adams Park:
 1. Jeff has ordered two water fountains, noting that their specifications were included in the agenda packet. The total cost for two fountains is \$8,320.24. One is for outside the tennis courts and one is for the playground. They are due to arrive around September 12th.
 2. Jeff explained that the indoor fountains we currently have are made by Elkay, so he started looking at Elkay fountains which include water bottle fillers. The model he selected has a water bottle filler, bubbler, and dog dish, which he hopes will fit the bill.
 3. Jeff researched other models and compared vendors, and he found that F. W. Webb offered the best price. The current fountains are old and had failed due to normal wear and tear, so insurance would not offset their replacement. Jeff weighed the cost of rebuilding the existing old fountains versus replacing them, before deciding to purchase these.
 - ii. Summer Teen Challenge (STC) program expansion: Jeff explained that we have not gotten to this yet but will keep this on the list of Action Items.
 - iii. Policy for responding to requests and events:
 1. Calling attention to the corresponding handout in the agenda packet, Jeff identified that we have begun brainstorming in-house. We are cautious about creating a policy that will box us in when there can be so many variables in different rental situations. We are considering adding some new segments to the Rental Agreement contract that we

have been using for a while. One revision is that any changes or additions to the event as initially agreed upon must be requested no less than two weeks before the event. Another revision would specify that a minimum of thirty days must be allowed in order to meet the additional steps required if requesting alcohol at an event. We have just obtained a copy of the rental agreement used for the Town House, so that we can make our language about alcohol use compatible with theirs.

2. These issues present an opportunity for us to reexamine our current Rental Agreement and tighten up any details as needed. We recognize the need for a more specific cleaning checklist for the Peterborough Community Center (PCC) kitchen, and we will be clear that renters may forfeit part of their \$250 security deposit if cleaning standards are not met. Karen suggested giving the cleaning checklist to renters when they first come to pick up keys, and it was mentioned that perhaps renters would have to check each box of the checklist, sign and return it. We also need to inspect the kitchen after each rental. Jeff commented that we have gone from an era of begging people to use the kitchen to where it is now in demand.
 3. Kate proposed an Action Item for next month would be to show the PRC the revised rental language, as well as a calendar showing PCC rentals from the past year. Ryan said if there is a checklist then it would be clear why we are not returning the security deposit. Karen added that the checklist could help make it clear how we decided how much of the deposit to withhold. Kate expressed concern about monitoring kitchen cleanliness if there are back-to-back rentals. Karen remarked that if bookings are that busy, we may want to look at having a part-time manager for the PCC and figure the costs into rental fees for the building. If we are beginning to make a profit, we might want to look at how to manage the property. Jeff stated that we are not making enough profit yet to warrant this. Karen suggested that we might get to a point of wanting a building manager for big events or at peak times. When asked how the schools handle that, Jeff responded that during weeknights they have a custodian on duty, but on weekends they theoretically charge a custodial fee. We were able to avoid that cost by hiring our own gym monitors, who followed a checklist for the building.
- iv. Policy for Cunningham Pond off-season rental:
1. Jeff stated that we would not rent the entire facility (other than the picnic areas) during the summer season from Memorial Day through Labor Day. He feels it would be hard to define a policy for a price to rent the facility off-season since it has only come up twice – once for the triathlon we co-sponsored a number of years ago and then for the current event organized by Cunningham Pond neighbors. Ryan expressed concern that we would not want small entities of

townspeople holding private parties there, since it is a public place. The event at the pond this weekend is not exclusive, so Heather pointed out that she could still swim there whether or not she planned to attend the event. Conversation ensued about rental policies at Adams Park, where the gazebos may be rented for private parties, but the entire park is not rentable. Jeff pointed out that people who purchase homes next to a park have to understand that there will be times when it may be noisy. It was agreed that Cunningham Pond, with its remote location, narrow road and limited parking, would not be the best location for an event like a concert.

2. Restrooms at the pond are only available before they have been winterized and then after they have been readied for the season in late spring. Custodial fees would be charged if a renter planned to use the restrooms off-season.
 3. Ryan summarized that it should be fair for all so that no one believes some groups get permission when others do not. After some discussion, it was agreed to not take the time to develop a formal policy that would be used so infrequently.
- v. Request to promote outside group:
1. Jeff explained that we have received a request from Tae Kwon Do instructors Amy and Paul Lamy (who used to work for us but now run their program independently) if we would send out a flyer about their classes to our email marketing list. They offered to give us \$25 per kid who signed up as a result. Jeff stated that if other groups want to do this, we might alienate our customers by blasting out stuff that is not ours. It was suggested that if a promotion goes out through our name, we might be held accountable if someone became injured. Ryan suggested that people already are confused sometimes about what the Recreation Department runs and what we do not. Jeff noted that putting ads on our website peterboroughrec.com might be a better way. When it was suggested that we run this by the Town's legal counsel, Karen remarked that if we had a disclaimer that we are not endorsing any of our advertisers, that would avoid any sense of responsibility. We would need to create guidelines and criteria, however, regarding who we would accept as advertisers.
- vi. Improving Relationships with the schools:
1. Jeff and Andy met with ConVal District School Superintendent, Kimberly Rizzo-Saunders, and Facilities Director, Tim Grossi, on August 8th. Andy recounted how the meeting felt good and cooperative until the end, when the school professionals voiced an objection to fees the Town charges them for the March school ballot voting. As agreed at the August 8th meeting, Jeff submitted a proposed schedule for PRD use of school gyms for youth basketball and adult volleyball, also mentioning that he would like to stay out of the middle of the issue on voting fees since those decisions are not

up to him. Jeff received a brief response from Kimberly, stating that it is disappointing that there is no one receptive to the concept of mutual utility. Conversation ensued about the communication problems where some were left out of the emails and replies, and how assumptions may have contributed to poor communication. Ryan suggested we provide detailed statistics on our use of school facilities and the schools' use of PRD facilities, including the information that we must charge ourselves for PRD programs held in the PCC. Karen pointed out that as the Select Board liaison to both the Recreation Department and the school board, she might be able to help facilitate communication. Jeff commented that it is his general sense that school personnel are miffed the Town is charging them for miscellaneous voting fees, like coffee and donuts for the supervisors of the checklist. It was suggested that the CV District may not see the Recreation Department as separate from the Town Administration. Karen noted that the Select Board has not had a meeting to discuss fees for school voting, but she will bring this up the next time she sees Town Administrator, Rodney Bartlett, and Select Board Chair, Barbara Miller. Karen asked to be copied in communication on this issue so she can help going forward. Karen feels she has a nice relationship with Kimberly Saunders.

2. It was suggested that this topic remain on the list of Action Items. Identifying the next step, Jeff said that Kimberly stated she would get back to Jeff by September 10th. Another Action Item is that Karen will take this up with Rodney and ask to discuss this with the whole Select Board. Karen acknowledged that there should be parity with the schools and that both parties should work out a fair arrangement. When asked if Jeff believes ConVal appreciates that recreation programs provide a benefit by serving as feeder programs to the high school sports teams, Jeff said that he thinks they do understand this. Karen suggested that Jeff let Kimberly know that she has been looped-in and will bring this back to the Select Board. Ryan commented that if all of this happens too late to allow Jeff and Lisa to organize a quality youth basketball program, he supports that we let basketball go for this year.
- B. Ice rink: Jeff stated that he is ordering a 500 X 100' liner, which is smaller and more manageable than what we had in the past. We will not install it until closer to November. Public Works Director, Seth McLean, has committed to providing extra hands for the installation.
- C. Cunningham Pond Non-Resident Beach Stickers: Based on Jeff's comments in his written Director's Report, Ryan asked that we create an Action Item for the future of considering the fee for 2019 Non-Resident Pond Stickers. Jeff stated that this will be a good topic to include in the upcoming budget discussion because it will be off-setting revenue.

- IV. Program Report:
- A. Summer Programs: Lisa reported that it was a great summer overall, and that in learning from our experiences this summer we can only grow further. In Lisa's written report, she remarked that attendance at the GPS Soccer Camp dropped dramatically from last summer. Heather stated that she and many other families she knows were very disappointed that the GPS camp offered at surrounding towns in 2017 did not live up to its reputation.
 - B. Summer Teen Challenge (STC): Echoing Jeff's earlier remark, Lisa said we have not begun discussing how to expand this program but will keep this on the list of Action Items to address later.
 - C. Adult Volleyball: When asked if we have a volleyball court at Adams Park, Jeff and Lisa responded that the outdoor beach volleyball court was not used and has become the campfire pit. Adult volleyball is an indoor sport played in the winter. Lisa noted that she was happy to oblige when South Meadow School (SMS) asked her to bump out the adult volleyball schedule by fifteen minutes, to accommodate the SMS basketball program. Lisa added that we do have a single volleyball court at the PCC, which Dublin Christian Academy rents throughout the fall for their high school volleyball team. The PRD adult volleyball program uses SMS so they can play on two courts at the same time.
- V. Strategic Plan Update: Kate offered an update on the process. She has conducted SWOT sessions (Strengths, Weaknesses, Opportunities, Threats) with the PRC and with the Recreation seasonal staff and maintenance crew. The session with the PRD office staff will take place on September 17th. Kate will then sit with Deputy Town Administrator, Nicole MacStay, to check if we are on target with the process. Kate is pleased that she has been getting good input. The next step will be to put together a survey for the public.
- VI. Other: Karen noted that next Tuesday is primary election, asking if the PCC is all set for voting. Jeff replied that Buildings and Grounds workers will set up for voting on Monday and will clean up on Wednesday.
- VII. Action Items:
- A. Staff will develop a cleaning checklist for PCC kitchen.
 - B. Staff will show PRC a draft of revised language for PRD Rental Agreement.
 - C. Decisions to be made re: STC program expansion (for the future)
 - D. Karen will follow up with Select Board regarding the school district's rental of the PCC and PRD use of school facilities.
 - E. Decisions to be made re: Cunningham Pond non-resident sticker prices (for the future)
- VIII. Outstanding Balances Report:
- A. Lauren explained that \$20 was received on old balances through 2017, which is the slow progress we expect from these three families. We have \$2,238.30 remaining due on summer programs from 2018. All of the former slow paying families have paid in

full. Most of the families owing us money at this point are known to us and we expect them to follow through with their payments. Lauren has been sending email and hard copy invoices every other week, plus making calls to some families.

B. When questioned about the payment status of Cal Ripken Baseball, Jeff and Lisa recalled that they did pay us for their 2018 season, though the amount they sent was lower than in the past due to fewer players participating.

IX. Executive Session: Motion was made by Andy to go into executive session (RSA 91-A:3 II(a)) for personnel matters at 7:42pm. Heather seconded. There was unanimous approval. Motion to seal the minutes was made by Andy at 9:00pm. Kate seconded. There was unanimous approval.

X. Adjournment: Andy motioned to adjourn the meeting and Ryan seconded. With unanimous approval, the meeting adjourned at 9:05pm.

Respectfully submitted,
Lauren Martin,
Minute Taker
September 7, 2018