

Peterborough Recreation Committee (PRC) Meeting  
Roland "Beaver" Jutras Recreation Building  
Minutes of January 8, 2020  
Approved

Attendees: Andrew Dunbar, Chair; Kate Coon, Vice Chair; Andrew Brescia; Michael Strand;  
Bill Taylor, Select Board Liaison;  
and Lauren Martin, Administrative Assistant and Minute Taker

- I. Call to Order:
  - A. Andy D. called the meeting to order at 6:31p.m.
  - B. He mentioned that the Budget Committee meeting to review the proposed PRD budget for FY21 will be January 28<sup>th</sup>, and that Finance Director Leo Smith did a great job with the general overview of the Town budget last night. Bill noted that the public can watch these meetings on Comcast.
- II. Approval of Minutes: Kate moved to approve the December minutes as written. Michael seconded. The minutes were approved unanimously.
- III. Discussion Topics:
  - A. Andy D. announced that Lisa Koziell-Betz is the new Recreation Director.
  - B. Andy D. explained that he went through all the minutes from 2019 this afternoon. He proposed that in January each year, the PRC review the minutes from the previous year to try to catch any unresolved issues.
  - C. Andy D. noted that PRC members wishing to run for re-election must file their name with the Town Clerk in March. Kate and Andy D.'s terms expire in May 2020. Kate stated that she intends to run for re-election.
  - D. Andy D. called attention to documents he wants to be sure each PRC member has, including a Budget Committee Report about regional service from 1988 and the Town of Peterborough Volunteer Handbook.
- IV. Review of 2019 PRC Minutes:
  - A. Kate registered her objection to Andy D. introducing an agenda item without having a posted agenda, noting that Andy D. objected a couple of meetings ago when Lisa offered to share information on a situation that was not on the agenda. Andy D. explained that he did not have anything specific that he wanted to discuss tonight, and he had not heard anything from Lisa, so he did not create a formal agenda. There was agreement to continue with the meeting.
  - B. Andrew B. noted that we did not go over everything on the December 2019 agenda. When asked about the status of having panic buttons installed, Lauren responded that they have been installed in the main office and at the Peterborough Community Center (PCC), and that it is planned to install them at the pool and pond in the spring.
  - C. Andy D. proposed dividing up responsibilities among the PRC members so that each one takes responsibility for being knowledgeable about one specific area: pond, pool, playground, PCC and programs. Kate felt members are generally aware of all these things already, and that when this same proposal was made a couple of years ago, she did not feel it had any effectiveness. Michael remarked that if he is given a responsibility, he wants to be able to really work on it, and if this is not actionable in the long run, he is not interested. Andy D. clarified that his intention was not for members to take action but to become educated about a particular area. Kate noted that we all need to be invested in what is going on at the PCC now to keep egging it forward. Bill offered to work with Town Administrator Rodney Bartlett to see if he can help move along the

PCC building assessment. Bill stated that there has been a lot going on, but that Rodney is involved in issues with every Town department. When the status of the bleacher lawsuit was questioned, Bill responded that it is in the hands of the insurance company. There was consensus to pass on the proposal to assign responsibility for different areas to the PRC members.

- D. Andy D. proceeded to identify highlights from the minutes from each PRC meeting in 2019, saying that it is important to look at what happened, so it does not get lost.
- a. January 2019: There was discussion about the possibility of the PRD taking over Town House rental reservations, but this has not happened.
  - b. There was no meeting in February 2019.
  - c. March 2019: There was a discussion about Cunningham Pond stickers.
  - d. April 2019:
    - i. The infield groomer was sold.
    - ii. There was discussion about the future of the Cornucopia Garden located behind the PCC. Kate revealed tonight that she has been in conversation about this for some time with Lisa, Rodney, Deputy Town Administrator Nicole MacStay, Select Board member Karen Hatcher, and with neighbors and other stakeholders. Cornucopia has had to walk away from the garden. It *is* a PRD property and there is agreement that it is a good thing to have. There is interest in developing it into a true community garden with a tighter tie-in with the Peterborough Food Pantry. Publicity is intended to go out in March about how people can get a plot. Kate is interested in having signage made that is consistent with other PRD signs. Andy D. expressed appreciation for Kate's efforts.
    - iii. April 2019 also included discussion on lighting at the PCC.
  - e. There was no meeting in May 2019.
  - f. June 2019:
    - i. After discussing the proposed pump track at the June meeting, the PRD agreed to an MOU with the Peterborough Bike Park group headed by Tim Selby.
    - ii. There were concerns about extra duties being relegated to the PRD. The PRC was shown a draft of a special event policy and application, but Town administration did not take the draft further. There was agreement to let this die for now and to respond only if it comes up again.
  - g. July 2019:
    - i. The meeting focused again on the pump track.
    - ii. Upgrades to the PCC were felt to be urgent.
    - iii. Six thousand dollars was supposedly requested from the ConVal District for schools' use of PRD facilities.
    - iv. There was some interest in a PRC retreat, both for social reasons and to advance the strategic planning process. Kate shared that after meeting with Jim Hassinger, it was believed that a retreat is not needed for strategic planning. There was general agreement that a social PRC event later in the year would be beneficial.
  - h. August 2019: Meetings were primarily focused on personnel issues.
  - i. September 2019: The lifeguard uniforms were discussed, and Lisa affirmed that bikinis will not be worn when teaching lessons.
  - j. October 2019:
    - i. Rodney will work on an MOU with the schools so everyone will be on the same page. Bill confirmed tonight that the Town's relationship with the schools is much improved. When asked how Lisa will be folded into that relationship, Bill responded

that earlier last fall we did not know who the new director would be, so Rodney took the lead, but that Lisa is already up to speed.

- ii. Andrew B. asked what we had decided about monitoring the impact increased human usage may be having on the aquatic life at Cunningham Pond. The minutes from December 2019 state that it was agreed this could become an Action Item for the spring, and that the Harris Center, Monadnock Conservancy, ConVal High School or potential Eagle Scouts might be approached. When Andrew B. expressed the importance of offering ConVal a way to get involved, it was stated that Lisa and the new program coordinator should be included in efforts to reach out to the schools. There was agreement tonight that involving the schools with monitoring the water at Cunningham Pond would be great.
  - iii. Andrew B. asked if we can formalize the expectation for maintaining the bocce court at the PCC. He stated that the wooden perimeter is falling apart and that he spent a great deal of time regularly weeding the court. It was agreed that the court should include landscape fabric that blocks weeds and that maintaining it should become a PRD maintenance job.
- k. November 2019:
- i. Rodney is setting up proposals for assessing the PCC building envelope. Bill offered to check with Rodney on the status of this.
  - ii. There was discussion on how the PRD is now equally charging all outside groups for facilities use.
  - iii. There was interest in exploring temporary lighting solutions for the PCC. Lauren remarked that today a construction light on a stand was left in the PCC storage room for Andrew B. to try.
  - iv. Andrew B. questioned why one tennis net remains set up on the outdoor court, when replacing it would cost roughly \$400. With no one knowing a reason why, it was agreed it should be taken down.
- l. December 2019:
- i. Unpaid ConVal bill for facilities use: Bill emailed Rodney during tonight's meeting to check the status on this, as well as the status of developing an MOU with the school district and bids for the PCC building envelope.
  - ii. The PRC continues to seek an understanding of the reasons why the Town is giving up its relationship as charter organization to the Scouting units, particularly when it is taking on a new relationship with Cal Ripken Baseball. **An Action Item was identified to prompt Lisa to ask Nicole for an explanation, preferably in writing.**
  - iii. Identifying ways to save money in the PRD budget:
    - 1. Michael met with Lisa to brainstorm possible money-saving opportunities.
    - 2. Lauren asked for help brainstorming how to minimize the likelihood of families in our summer programs continuing to have outstanding balances after the programs end. This year, she is explaining that the PRC is requiring all families with balances over \$75 to have a written contract outlining how they will pay their balances by the last day of the program. She will monitor new Playground Program and Summer Teen Challenge registrations weekly to set up payment contracts as needed. Scholarship applications need to be processed early, to allow more time for helping families work out a manageable payment plan. Whether or not families are keeping up with their payment plans must be reviewed weekly, and those falling behind will be handed letters explaining that they may not continue in the program

until the payments are back on track. A quicker method for applying Extended Day charges and reviewing the status of their payment is needed.

- iv. Andrew B. remembered former Director Jeff King's concern that it was challenging to find youth lacrosse referees, and that Jeff had wanted to offer Peterborough as a location for lacrosse referee training. Lauren agreed to ask our youth lacrosse coordinator, Terry McNamara, to pass on that offer to the NH Youth Lacrosse Association.

V. Action Items were briefly reviewed, and it was determined that these issues have already been discussed tonight.

VII. Other:

- a. Daddy-Daughter Dance: Lauren explained that because we are so short-staffed, it seems impossible that we can hold the Daddy-Daughter Dance this year. Lisa asked Lauren to bring it up with the PRC tonight, to see if they can provide support or if they feel we should not hold the event this year. Andy D. suggested asking if local service organizations might provide volunteers. Kate moved to regretfully not offer the dance this year because of the flux in the office. After further discussion, it was decided to table the motion while Andy D. tries to enlist help from the Lions, Kiwanis and Rotary.
- b. The next PRC meeting will be Wed. February 5<sup>th</sup>. Andy D. stated that if anyone wants a topic on the next agenda, they should send notice to him in advance.
- c. Andy D. will post the next PRC meeting on the bulletin board in the Town House. Lauren will check if we need to post a new listing of meetings for 2020.

VIII. Adjournment: Kate motioned to adjourn the meeting and Andrew B. seconded. With unanimous approval, the meeting adjourned at 8:17pm.

Respectfully submitted,  
Lauren Martin  
January 16, 2020