

Peterborough Recreation Committee (PRC) Meeting
Roland "Beaver" Jutras Recreation Building
Minutes of November 7, 2018
Approved

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

- I. Call to Order: Andy called the meeting to order at 6:32 pm.
- II. Approval of Minutes: Heather moved to approve the minutes as written. Ryan seconded the motion with the attachment of the email discussion that occurred October 9th through the 15th. The minutes as well as the email chains were approved unanimously.
 - A. Karen said the inclusion of the emails (if a group discussion occurred) needs to be included in accordance to the Right to Know Law.
 - B. Ryan asked if a separate sheet can be created and distributed monthly that breakdown the "action items" to keep everyone on track. Additionally, it was requested that this is listed in a way that it is easy to see what the action items are, when they were created and when they were addressed.
- III. Regarding the October Minutes and email: Discussion ensued as to how the process unfolded regarding the October 4th's letter to the CV School Board. The School Board has not answered the multiple questions in the letter regarding rental of gym facilities by BDS (Basketball Development School) and PRD accessibility to facilities for fall/winter programming. The requested response deadline was October 18th. If BDS is not running a program, then the PRD will look-into running one. Our population is small enough that running two programs for the same population makes no sense.
 - A. Andy felt that the Superintendent's answer was adequate, despite the initial questions not being answered. He also feels that the Town needs to answer her inquiry as to the cost of voting that the school district incurs due to the restructuring of the Town's voting system several years ago.
 - i. Since Andy was asked directly by the Superintendent, he feel he needs to follow though:
 - a. by monitoring the progress of getting an answer and by talking directly with the Superintendent.
 - b. This will not be a PRD action item, it is a personal action item on Andy's part.
 - ii. Karen said that this particular issue is not a PRD issue. Rather, it needs to be part of a larger SAU/Town conversation that needs to be worked out.
 - B. Ryan is concerned about the lack of information as well as the access to information regarding sports, especially for newer residents who are not tapped into the CYSA (ConVal Youth Sports Association) email list. How do they get information? He does not want the PRD to be slandered because folks think the PRD are running these programs and are being negligent in advertising the programs, yet there is no information out there to the contrary.
 - i. Chris and Heather received an email blast from the former CYSA mailing list with information regarding BDS basketball. Chris forwarded that information on to Lisa so the PRD would know what to tell people when they inquire.

- ii. Karen and Lisa mentioned it might be good to put a notice of sorts on the PRD Facebook page as well as the website directing folks to the BDS website for the basketball program that starts in a couple of days.
- C. Ryan pointed to PRC by-laws, II. C. “Work cooperatively with other public and private organizations to provide recreation opportunities while avoiding duplication and overlap. To support the Department in their ongoing relationships with town officials, school officials, and community organizations”. Jeff said that the PRD was “blindsided” in September by the mention of BDS running a basketball program, for the last we heard, it did not have a home. Therefore, the PRD was moving in the direction of reserving space to run a basketball program but then had to throw on the brakes because it appeared that BDS had already worked-out something with the school district. There was a significant span of time where the PRD did not have any indication of another organization interested in running basketball. In fact, we still do not know about any potential plans for Winter Basketball in January/February outside of a “might run”. There was no mention in the email Chris sent Lisa as to BDS’ intention to run a second session. Heather will inquire Saturday to see if they have a set direction yet.
 - i. Jeff gave Donnie credit for trying to get a meeting together to address travel basketball, but a time that was good for everyone to meet was never established.
 - ii. With neighboring towns participating in different leagues, it will be very difficult getting a legitimate travel program together in time.
 - iii. It was asked if our current inability to plan will affect basketball and soccer every season. Lisa said that she did not think so because we now know the CVSC (ConVal Soccer Club) is overseeing soccer and indoor futsal. By this time next year, we should have a handle on the success (or not) of BDS.
 - a. Ryan suggested creating a public forum regarding who is going to run any particular sport if it is not determined well ahead of normal registration times.
 - b. Chris said that with the dissolving of CYSA, this is going to be a time of transition by default. Next year should be better.
- D. The PRC feels that it is necessary to follow-up with the School Board and try to get answers to the questions even though the time crunch is over. It is now a courtesy issue. Andy said he would follow-up if the PRC wished. Ryan moved that Andy contact Mr. Fredrickson, Chairman of the Budget and Property Committee, to discuss the questions asked in the letter. Heather seconded. Approved unanimously. Andy will accomplish this by the PRC meeting in December and report back to the committee.
 - i. Jeff will get Jim Frederickson’s information to Andy.
- E. Director’s Report: Jeff went over the facilities notes, as written in his Director’s Report. Discussion occurred regarding the following:
 - i. Transfer of the Town House facility reservations over to the PRD.
 - a. Ryan is concerned about the PRC learning about operational issues “after the fact”. His question was where the reservation management of the Town House’s upper hall fit in with the goals of the PRD.
 - b. Jeff explained that he was approached and said that was something the PRD could take on. No effective date has been set.
 - c. When asked if the PRD was going to be responsible for the reservations of Town parks, Jeff did not know.

- ii. The PCC facility rental form revision, an action item from the last meeting, has been completed. The checklist for cleaning the kitchen still needs to be created.
- iii. Regarding the tree removal at Cunningham Pond: 10 trees need to come down for safety sake. Jeff is awaiting a quote.
- iv. A quote for the improvement of the lighting situation at the PCC has been solicited but has not been received yet either.
- v. Steps at Cunningham Pond have been repaired. After this Friday's forecast of the possibility of two inches of rain, we will have to go down and see if the repair held up.
- vi. The erosion control project at Cunningham Pond has been completed apart from providing a pass-through point near the cottage so folks can access the grassy area at that end of the beach.
- vii. Jeff told the Board that he invoiced the SAU for the school's use of the softball fields and tennis courts. That bill is still outstanding.
- viii. The bill for the Town's use of the PCC since July is also outstanding.
- ix. Reservations have been made for the CVSC for indoor futsal at the PCC. They are also exploring the use of the schools, so this reservation may be modified or cancelled. From this point forward, all rentals by soccer will be billed at the normal PCC rental rate.
- x. Jeff expects to install the ice rink, with help from DPW, either the week of or after Thanksgiving.

IV. Senior and Recreation Program Report:

It was suggested that Gloria and Lisa's written Program Reports are accepted as written. All agreed. No questions were asked.

V. Cornucopia, Peterborough Food Pantry, PRD MOU Discussion:

The Board received a copy of the MOU that was drawn up but did not have time to address it. Needs to be addressed at the next meeting.

VI. Strategic Planning S.W.O.T Exercise:

- A. Kate was not here to present the exercise, so Lisa did in her absence. Kate typed up 5 pages worth of SWOT (Strengths, Weaknesses, Opportunities and Threats) concepts - completely unedited responses gathered during the initial stage of this whole process.
 - i. The first 5 to 6 minutes were allotted for exercise participants to look over the whole SWOT list and circle the "low hanging fruit" or items that can be addressed right away. This was done individually.
 - ii. The last couple of minutes were allotted to write down three things that can be addressed right now. What is the issue? Who addresses it and how.
 - iii. The instructional page with the three items, along with the 5-page SWOT concepts were then turned back in to Lisa. When Kate gets back into town, she will retrieve the results and synthesize the information.

VII. FY2020 Budget Discussion:

- A. This discussion was postponed due to technical difficulties with the budget worksheets – so the overall budget proposal is not finalized. The Excel worksheet for that section is not formatting correctly, producing erroneous information. Another meeting will have to be scheduled to address the budget ASAP.
 - i. PRC members are to email Jeff when they can meet.

- ii. Jeff said the budget is due to Rodney by Friday, 11/9, so the sooner the better.
 - iii. A couple of the PRC members said next week would be tough for them, scheduling-wise.
 - iv. It was suggested that when the glitches are fixed, and the budget is accurate, to email it out to the PRC so they may get it quicker and have time to process it. Jeff said he could do that.
- B. Jeff was asked by the Town Administrator in September for his input into any-and-all options for creating efficiencies with the PRD and DPW/Buildings & Grounds maintenance staffs. There has been no follow-up discussion on this topic, however.
- i. The budget will have to be written as if the consolidation was never mentioned.
 - ii. Karen suggested that if the PRC feels strongly about a full-time maintenance person, they should include that in the current PRD budget proposal.
 - iii. The budget can be edited later if efficiencies are identified.
- C. Regarding any possible consolidation of maintenance, Ryan asked what the overall vision was for the Town. He feels like we are “on an island” – not knowing what is going on.
- i. Karen invited the Board members to make an appointment to attend a BOS meeting to try to get some of their questions answered. Even if the PRC is not on the agenda, they can come for open questions. This would also help in addressing one of the items on the SWOT list.
 - ii. She also suggested sending emails to Rodney when there are questions/concerns.

VIII. Adjournment: Andy motioned to adjourn the meeting and Ryan seconded. With unanimous approval, the meeting adjourned at 8:00pm.

Respectfully submitted,
Lisa A Koziell-Betz, Minute Taker, November 9, 2018