

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

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

- I. Call to Order: Andy called the meeting to order at 6:33pm.
  - A. Andy shared his experience at the Meet & Greet Event for newcomers to Peterborough, which he felt was very worthwhile.
  - B. Andy explained that he has still had no response from the ConVal School Board Budget and Property Committee Chair, Mr. Frederickson, regarding the letter the PRC sent him in October. Andy will continue to pursue this.
  - C. Last night, Andy attended a Select Board meeting for all Town committee chairs. At the meeting, Andy shared that the PRC is working on strategic planning and on improving relations with the ConVal school district, and he also recognized recently retired Roland Patten for his thirteen years of service as the PRD maintenance supervisor.
  - D. Andy received an email from Deputy Town Administrator, Nicole MacStay, about an update to the Town's volunteer handbook. He was also informed that the Annual Town Report will be downsized this year. The critical reports required by law for Town Meeting will come out in pamphlet form, and the informational reports will be accessible via the Town's website. Jeff confirmed that Town Administrator, Rodney Bartlett, and Nicole want to start putting more information online than in print format. PRC members expressed criticism, noting that Peterborough's aging population tends to seek written information, and that there is a lack of universal access to computers.
  
- II. Approval of Minutes:
  - A. Lisa asked if the Action Items List should be attached to the minutes or kept as a separate report. There was consensus to attach action items to the minutes.
  - B. Chris motioned to approve the November minutes as written. Heather seconded. The minutes were unanimously approved.
  - C. Additional duties being assigned to the PRD:
    - i. Jeff mentioned that in his goals session with Town Administration, it was expressed that the PRD should play a greater liaison role with the special events in Peterborough, such as Children and the Arts Day. Jeff has not received any further direction about this, but will let Heather, a Children and the Arts committee member, know when he hears more. It also seems that Administration may be moving toward having the PRD handle reservations for the upper Town House, though Jeff does not know when this may begin. Ryan expressed his concern that Administration may be asking the PRD to assume additional responsibilities without first asking if we have time to do this.
    - ii. Gloria Schultz, the PRD Senior Program Specialist, asked Jeff if she can be approved to work extra hours to cover her involvement as a core organizer of Holiday Trees in Peterborough. Nicole responded that in certain emergency circumstances, part-time employees can work a little more for a limited time. Gloria was approved to work two extra hours each week in December.

- iii. Lisa remarked that at this time of year she is busy coordinating the ski program and basketball (when we have it), and that pickleball is exploding. She feels it would be hard to absorb more duties.
- iv. It was questioned whether the PRC should be involved in some of these decisions about additional PRD responsibilities, to see if it is in the purview of the Recreation Department. **Ryan asked that this discussion of extra duties be added to the Action Items list.**

### III. Director's Report:

#### A. Facilities

- i. Adams Pool: Jeff explained that electric heaters in the filter room were fixed, and a new dehumidifier was installed to prevent corrosion and freezing. This year has been especially worrisome with the high-water table and high humidity. Since installing the new equipment, the humidity in the room has dropped and the temperature is maintained at 50 degrees.
- i. Adams Playground: PRD's part-time, year-round maintenance worker, Ray Eaton, attended a playground inspection course and feels he now has a lot more knowledge, particularly about understanding safety conditions.
- ii. Peterborough Community Center (PCC):
  - 1. The office at the PCC has a new electric baseboard heater in Gloria's office.
  - 2. There was no heat at the PCC on Wednesday, November 28<sup>th</sup>. Jeff spent the whole day (and evening – until 9:30pm) trying to rectify it. The circulator pump had to be replaced, requiring both a service technician and a plumber. Ryan acknowledged that Jeff's needing to drop everything to respond to this crisis is a reason to be concerned about extra responsibilities being passed on to the PRD. Ray was off on Wednesday due to his limited hours, which is why Jeff had to deal with it.
  - 3. Jeff received a proposal from K.A. Electric, which does most of our electrical work, to replace the PCC gym lighting. There are two components to the quote. One proposal for \$13,500 includes a high-tech switch that would allow certain configurations of lights to be lit as well as the possibility of turning on or off the lights remotely. The PRC questioned if the lighting is separate from the proposed capital improvement project involving climate control and resurfacing of the PCC gym floor. It is all wrapped up together, but we may be able to address the lights before the rest of the work is done. Jeff plans to meet with Rodney for guidance as to whether or not Rodney wants us to get another estimate. It was suggested that Jeff inquire about the recent lighting work done at the Peterborough Indoor Tennis Club, as well as reaching out to other recreation departments who have done similar projects. Jeff mentioned that Concord Recreation just finished refitting an old elementary school into a community center. Ryan suggested that the lighting should be environmentally friendly, in keeping with the "green" nature of Peterborough. This might make grant monies available. Since we budget \$20,000 every year for Miller Fund money, Jeff thinks it would be doable to pay for this project with Miller Funds.
  - 4. The thermostat is being replaced in the 1984 refrigerator at the PCC.
- iii. Cunningham Pond:
  - 1. Jeff reported that some trees which are broken, leaning and rotted need to be removed. Jeff has a quote already.

2. There are flying squirrels in the cottage at Cunningham. Jeff accepted a quote of \$1,250 from J.P. Pest to address the problem.
- iv. Ice Rink: If the cold weather continues, Jeff expects the rink to open this weekend. The lights are operable. Jeff conveyed a big “thank you” to the DPW and the water department for helping. DPW graded the area last Friday, and then on Monday everyone worked together to lay out the rink. Jeff said the plans worked smoothly this year because they were pre-planned with the DPW Director well before the actual event. Ryan asked if we were going to have a party for the “opening” of the rink. This weekend folks are way too busy with the Holiday Trees festival, but Jeff agreed we could plan a skating event later. He mentioned that the Boy Scouts are planning to pick up Christmas trees after the holiday, so perhaps- if the Fire Chief approves- the PRD could plan a skating night with a bonfire and hot chocolate. **Ryan asked to add a bonfire and skating to the Action Item list.**
- B. School District and Youth Basketball:
- i. Because Basketball Development School (BDS) is moving forward with youth basketball, we have relinquished some of our reserved PES gym time. We still have Saturday mornings reserved.
  - ii. Ballroom Dance is losing their current location at Studio 9247. Although we held ballroom dancing at the South Meadow School atrium in the past, we have been denied this use now because of concerns about damage to the floor. Peterborough Elementary School initially told us we could use their gym for ballroom dancing, but then withdrew that permission due to a conflict with basketball. Lisa was told that the PES gym would be available for us from February through May. ConVal District Facilities Director, Tim Grossi, later responded with a “no” to using PES facilities. When Lisa explained she had already informed the instructor that this was the plan, Tim relented, but said the PRD may be bumped if a school activity needs the gym. Ryan asked if the Town House might be a possibility for Ballroom Dance. Lisa had not inquired because she thought the school was secured, but she said she will now ask. One option the ballroom dance instructor proposed is to have Ballroom Dance instruction take place on one pickleball court, while pickleball is being played on the other two courts.
  - iii. Keene has over 200 kids participating in basketball, leaving little gym availability for other programs. Keene pickleball has drastically reduced their indoor play time, leading Keene players to overwhelm the Peterborough pickleball program. Lisa is in the process of revamping the pickleball schedule to alleviate some of the stress this has caused.
- IV. Senior Program Report: This report was accepted as written.
- V. Strategic Planning:
- A. Kate stated that the strategic planning process is moving along on schedule. After distributing the results of last month’s S.W.O.T. (strengths, weaknesses, opportunities, threats) exercise, she explained that some action items were identified that can be worked on immediately, while others can be developed into a three-year plan. She grouped the data into clusters as follows: the first five items related to building our relationship with the SAU; the next three items relate to building our image and developing a greater relationship with local newspapers; the next three items relate to putting out fires, including maintenance and staff training issues. The last cluster contains the big ideas about potential new programs.
  - B. The next step will be to design a survey for the public. Kate is meeting with Nicole at the end of the week to talk about our progress so far and to get some advice about formulating a survey. Ryan stated that he could help with the design if meetings are in the morning. Heather

expressed interest, as well, depending upon when the meetings are. Jeff suggested that they start with developing questions in their own areas of interest, and then collate the questions. After gathering data from the public, Kate explained that they will turn those results into a planning process. She will be away for the month of February.

- C. Jeff received a random email from a Franklin Pierce University student who worked on strategic planning with the South Windsor, CT Recreation Department, who is now interested in working with us. In Connecticut, he took inventory of recreational assets with maps and pictures. Both Kate and Jeff thought he would be an asset to our strategic planning process. They will meet with him tomorrow to talk further, which the PRC supported. Jeff and Kate noted that the PRD offers many similar programs to those in the South Windsor program brochure. Since that city has a population of 25,000 people, we might offer even more activities, per capita. Jeff mentioned that if PRC members ever pass a municipal Recreation and Parks Department in another area or state, they should try to get a copy of their brochure as it's a great way to see what other departments are doing.

VI. FY2020 Budget Discussion:

- A. PRC members received binders with the proposed FY2020 budget a couple of weeks ago, allowing members to review it without being rushed. The operating budget is down 2.1%. When factoring in the Capital Improvement Projects (CIP), the overall budget is up 3.7%. Regarding the CIP budget totaling \$143,000, \$43,000 would be requested to be paid by taxpayers and \$100,000 would come from the Isabelle Miller Fund and possibly the Revolving Fund.
- B. The proposed \$100,000 PCC gym project includes tightening up, refinishing and re-lining the gym floor, installing an HVAC system to prevent humidity fluctuations in the wood floor, and addressing the lighting situation in the gym. Re-glazing or replacing the windows would be addressed at a separate time. Explaining that the new budget cycle starts July 1, 2019, Jeff stated his goal is to do this project in August 2019.
- C. The proposed \$43,000 pool project would cover sandblasting and repainting Adams Pool.
- D. When asked if all 2018 CIP projects were addressed this fiscal year, Jeff affirmed that nothing needs to be transferred to 2019. In 2018, there was \$14,000 budgeted for capital expenditures, which went towards the purchase of the new John Deere Gator utility vehicle.
- E. Errors in the budget proposal were discussed.
  - i. On the first page in the binder – the Recreation Summary Overview - was the synopsis of the 2018/19 budget as well as the proposed 2019/20 budget. The fiscal years were listed erroneously, (listing 2019/2020 and 2020/2021) causing confusion. After much discussion, the PRC realized the typo and proceeded on.
  - ii. The proposed budget was supposed to be discussed at the November meeting. Due to formulaic errors on the spreadsheets provided by the Finance Department, that discussion did not happen. Jeff believes most of the errors have been corrected and his delineation of each expense code should be accurate. Despite this, several PRC members picked up discrepancies and asked that they be explained. Jeff explained that the above-mentioned discrepancies are out of his control, and he has done his best to try to present an accurate budget proposal.
- F. The first section addressed payroll/salaries. The Finance Department provides these worksheets.
  - i. Many discrepancies were found in these sheets and were questioned. Jeff and Heather tried to explain how some of this has to do with how Finance calculates the formulas to include things like payroll taxes. This is not something Jeff includes in his calculations, so his figures do not always match up with those from Finance. It was further explained that individual expenses may be covered in different categories, so the overall summary

page and the individual operational expenses do not mesh. Both Heather, who used to figure the payroll portion of the budget for the fire department, and Jeff have seen these mismatched figures over the years. In the end, they both felt the Finance Director would be best able to explain the differences in figures. Ryan expressed dismay that what the town votes on is not the financial binder that Jeff presents to the PRC, but the figures produced by the Finance Department. Ryan is satisfied with the part that Jeff has broken out and explained, but feels that even small discrepancies in the Finance Department's figures need to be explained. Wondering what happens to monies that are budgeted yet not utilized, Ryan noted that these dollars come out of Peterborough taxpayers' pockets. Kate agreed with Ryan's concerns.

ii. Salaries Section:

1. Jeff explained the aquatics portion of the payroll requests. Because all the lifeguards are not paid at the same rate (due to their training and years with the PRD), he uses a dollar cost average for the rate of pay. Because we cannot predict the weather any given year, he formulates the numbers of guard hours based upon the assumption we may be open every day during the swimming season.
2. Program Salaries are listed as zero to serve as a place holder. Monies are transferred at the end of the year from the Revolving Fund.
3. Maintenance Salaries is down slightly due to Roland's retirement. The question arose as to why Jeff did not put in a request for a full-time maintenance person as previously discussed by the PRC. Jeff said it was due to the uncertainty of the status of the maintenance situation. He has not been provided with any information from Administration in the past month. The PRC felt that while a part-timer is less expensive, a full-timer would bring more expertise and the continuity that the PRD seems to need. Kate said that recommending a full-time maintenance person would create a conversation with Town Administration. When asked if he could justify the addition of a full-time maintenance person, Jeff said, "Yes." He noted that last year was the first time we had a 28-hour maintenance position year-round since our full-time position was removed by Administration the day Jeff started in 2003. After discussing a variety of ways Jeff could adjust the budget to include a full-time maintenance worker without sacrificing manpower during the summer, the PRC agreed this would be a good idea but did not vote to formally include a full-time position in this years' budget proposal. **Ryan suggested that discussion on adding a full-time maintenance worker should be an action item.**

- G. It was questioned whether this discussion about the budget was moot because the tax rate has already been set. It was explained that the tax bill we recently received was based upon the budget approved at Town Meeting in May 2018. The current budget proposal is for the period beginning July 2019. When asked how Town Administration comes up with the tax rate, Jeff replied that it is determined by the Finance Department and Department of Revenue. Further questions would be better posed to the Finance Director.
- H. Given the late hour, the PRC decided to discuss the specific budget questions they had identified, rather than going over every single line item.
- I. Ryan asked why the boat rentals were down and the miscellaneous charges were up. Lisa explained that there had been an error on the finance sheet that was generated years ago for credit card deposits. We discovered the error and corrected it, so these monies will be put in their proper places going forward. Heather asked if we could have done a journal entry to fix the past erroneous entries, but Lisa explained that was not necessary since both the boat rentals and miscellaneous charges ultimately go into the same pot.

- J. It was asked why the Cunningham Pond Revenue was based upon a non-resident beach sticker price of \$125.00- a \$25 increase from the past two years- as this had not been specifically discussed by the PRC. Jeff explained that we sold all 100 stickers for Summer 2018 before June 30th. Since there is clearly enough interest in non-resident stickers, by increasing the price we could raise additional revenue, therefore he based his revenue estimate on that amount with the assumption it would be discussed by both the PRC and the BOS. Andy moved to increase the 2019 Cunningham Pond non-resident sticker fee from \$100 to \$125. Chris seconded. Kate approved. Ryan abstained from voting and Heather voted “no.” The motion passed by simple majority. Jeff reminded the PRC that before this new fee is instituted, it needs to be approved by the Select Board. The PRC does not have sole authority to decide this issue.
- K. Andy excused himself from the meeting at 9pm and Ryan took over the running of the meeting.
- L. Regarding the Administrative Expense Budget, Ryan questioned the jump in Medical Services from \$200 to \$1,020. We are again budgeting for \$200 in 2019/20. Jeff explained that he asked Finance the same question because he budgeted \$200 last year, yet \$1,020 appeared. He has not heard anything back about his question. Ryan felt this reinforced his point from earlier in the meeting that the budget going before the voters/taxpayers of Peterborough should be accurate and explainable.
- M. Regarding the advertising budget on page 15: Kate asked why the budgeted amount is decreased when we have stated we want to do more brochure publications. Jeff explained that with so many line items he felt he could *not* cut, this is one line item he *could* reduce as it is more for legal notices and such. Our brochure printing is in the Printing line item, though that is underfunded also.
- N. Uniforms: Jeff has not increased that line item in years and he feels it is time to do so, particularly for the aquatics staff and the increasingly variable weather fluctuations with which they have to deal.
- O. Administration Dues and Publications: page 14. Conversation ensued about the necessity of having professional memberships in both the Sports Turf Management Association and the New England Sports Turf Managers Association. Jeff felt very strongly that both were valuable, especially if the PRD is thinking about bringing on a full-time maintenance person who will need training and the opportunity for networking. Ryan suggested that this might be a “nice-to-have” versus a “need-to-have” issue. Jeff explained that each organization offers different things and this is actually a very small amount of money. Those expenses remain in the budget proposal.
- P. Outside Services: page 16. Chris asked why there are different rates for the security cameras on the PRD property. Jeff explained that those numbers were provided by the IT department, but he believes it is due to the speed needed to get images when the cameras are located further away. At Cunningham Pond the distance from the guard shed to the boat ramp is substantial and more “juice” is needed to relay the information. Also, Jeff noted that some of our cameras were part of a pilot program, so those fees may be different from cameras added later. The fees are paid to Comcast for the bandwidth to run the cameras. We do not employ a security company to monitor them. All acknowledged that \$8,480 is a lot to spend on security cameras, but that we live in an age where this is necessary unfortunately. We rather spend that on something else, but vandalism and security issues in recent years have caused this recurring expense.
- Q. Maintenance budget, page 31: It was questioned if there are ways to reduce electrical costs. Jeff answered that we could install much more efficient field lighting, but the initial expense could be \$1 million. It would take a lifetime to receive a return on that investment. There was talk about putting a solar array on the old sledding hill but, again, that would be very expensive. **Kate would like a discussion about reducing electrical costs put on the action items list.**

- R. On page 36, Ryan asked about the Sanitation/Recycling Expense line item. Jeff answered that it was for the dumpster we get from April through October for the upkeep of the Union Street facilities. We recycle bottles and cans, but the rest goes in the dumpster.
- S. Page 32, it was asked how these fuel numbers are derived and if we have numbers yet for this fiscal year. Jeff explained that the town buys fuel in bulk and assigns the gallons they feel are necessary to each department. We do not have current numbers. We do not get oil or electric bills through the PRD office anymore. Many felt it would be advantageous of the PRD to save delivery slips, so we have a solid handle on use and expenditure.
- T. Vehicle Budget: The budget is similar to last year so there were no questions.
- U. CIP Budget:
  - i. Regarding the \$100,000 for the PCC project: Kate questioned if we should be addressing the leaky roof before putting money into redoing the floor? Jeff acknowledged that we have had a leak in the conference room for years and that we can't tell exactly from where the leak is coming. This is the first time we have seen it in the gym. Chris noted that roof leaks can be repaired without replacing the entire roof. Jeff agreed and noted that we've had Prime Roofing fix a number of leaks in the roof over the last few years. At some point, however, the whole roof is going to need to be done.
  - ii. Kate also asked about safer lighting outside the PCC, pointing out that it is almost dangerous how dark it gets outside of the PCC. Acknowledging that creating new lighting outside the PCC is a big-ticket item, Kate wondered if we could budget for a band-aid solution like a light at the end of the entrance ramp. Jeff agreed that this is legitimate and needs to be addressed. He does not want to put a switch on that will allow lights to remain on, because people will leave them on unnecessarily (which loops back to Kate's previous point about saving on electricity costs). Jeff is doing a balancing act trying to figure out how much taxpayer funding the Administration, BC, and BOS will tolerate so we can get what we really need. We were able to break-even operationally last year, but there hasn't been any more funding for necessary repairs/renovations given all the other priorities for the Town.
  - iii. Ryan summarized that he still has questions about some of the figures provided by Finance, especially the \$1,000 that was added into our budget for medical services. He feels that all kinds of numbers do not match, but it was acknowledged that these questions should be addressed to Finance and not to Jeff. Ryan stated that we are a little late to decide on recommending a full-time maintenance position.
  - iv. After determining that there were no remaining questions, Ryan motioned to approve Jeff's budget as presented. Heather seconded. The motion was approved unanimously.

VII. Adjournment: Ryan motioned to adjourn the meeting and Kate seconded. With unanimous approval, the meeting adjourned at 9.27pm.

Respectfully submitted,  
Lauren Martin  
December 11, 2018

Attachment: Action Items List