

Peterborough Recreation Committee (PRC) Meeting
Roland "Beaver" Jutras Recreation Building
Minutes of April 12, 2017
Approved

Attendees: Andrew Dunbar, Chair; Heather McClusky, Vice Chair; Chris Kotula;
Jeffrey M. King, Recreation Director; Lisa Koziell-Betz, Program Coordinator;
Lauren Martin, Minute Taker

- I. Call to Order: Andy called the meeting to order at 6:37pm.
- II. Approval of Minutes:
 - a. Minutes of January 4, 2017:
 - i. Lauren pointed out that when the PRC held a special meeting on January 25, 2017, they only conducted the business necessitating that meeting. At the next PRC meeting on March 1st, the minutes from 1/25/17 were approved. The January 4th minutes have not been approved yet.
 - ii. When Chris identified that he had not been present at the 1/4/17 meeting, Jeff stated that although it is common practice to have people who attended a meeting be the ones to approve those minutes, if there is a quorum of those who attended it is appropriate for them to offer their approval.
 - iii. Heather motioned to approve the minutes from 1/4/17 as written. Andy seconded the motion. Chris abstained from voting since he had not been present at the 1/4/17 meeting. Andy and Heather voted to approve the minutes.
 - b. Minutes of March 1, 2017:
 - i. Chris motioned to approve the minutes as written. Andy seconded the motion. The minutes were approved unanimously.
- III. Special Business from PRC Chair:
 - a. Andy recognized Jeff for fourteen years as the Peterborough Recreation Director, thanking him for his service to our community.
 - b. Andy remarked that although one position on the PRC will be voted upon when Howard's term expires in May, we neglected to inform the Town Clerk that Stacey Howarth had moved this winter, vacating her position. That opening will not be available for voting on the ballot. Jeff confirmed that in this instance the PRC may appoint someone to fill that opening. A discussion ensued about potential new PRC members who are avid recreationists. Andy will check with the Town Clerk about how to proceed with making an appointment. In the meantime, he and Heather will discuss this opportunity with individuals they have identified as potential replacements for Stacey's position, inviting them to attend the May PRC meeting to directly view what the PRC does.

IV. Director's Report:

a. Budget:

- i. Jeff noted that the Deliberative Session for the Town Warrant was held on April 4th and all the budgetary stuff went through with no problem.
- ii. On the afternoon of March 31st, Rodney Bartlett, Town Administrator, implemented an immediate Town-wide spending freeze, to ensure we do not go over the overall bottom line of the Town budget. There were a couple of large, unplanned tax abatements at the start of the year, in addition to excessive overtime in the Highway Division for plowing the multiple storms that took place overnight or on weekends. In response, Jeff furloughed our maintenance staff last week while there was so much snow on the ground, but they are back to work this week. We have received approval to have our maintenance men do a few things that must take place this time of year, though we will skip our usual spring fertilizing of the ball fields. Jeff is scrutinizing all expenditures. Most are through the Revolving Fund.

b. Facilities:

- i. Fields: Now that the snow has melted, all the spring sports want to be on the fields. They are still wet, however, so we are not scheduling any field use yet. Jeff mentioned that the Next Level Church approached him about holding their Helicopter Egg Drop on our fields, but Jeff determined that we could not rent the fields for as much as we would need to repair them after this kind of use. Also, Cub Scout Pack 8's planned spring clean-up service project was postponed due to the late March snow, and will hopefully take place soon.
- ii. Custodial duties: The staff has been handling some of the custodial duties ourselves. The maintenance crew is back to work doing some projects.
- iii. Courts: Jeff has contacted Advantage Tennis about repairing the basketball court. The snow prevented them from getting a look at the situation, but Jeff hopes they will be here soon.

c. Equipment: The gator is our most used piece of equipment but it is on its last legs and is due to be replaced in July. We are nursing it along until then.

d. Personnel: We received a number of applications for summer positions, with the exception of Summer Teen Challenge counselors. Jeff said that since this position is for working with middle and early high school students, we prefer counselors who are college students or older, though we would consider a high school senior if necessary. He asked the PRC to let us know if they can think of potential applicants.

e. When asked about the ConVal tennis team, Jeff noted that they have begun their season with practices and one or two meets on our tennis courts. Jeff has talked with school personnel about some sort of payment for SMS softball using Ecco Field and the ConVal tennis teams using our tennis courts. This week, a person came in to ask about the availability of the tennis courts, because he saw the high school team using them. Jeff was surprised since we have not had much demand for the tennis courts in recent years, and he thinks that the growing popularity of Pickleball may develop into a conflict with tennis use of the courts. Jeff noted that we have 95 kids playing Youth Lacrosse, using Russell Field (the small-sided lacrosse

field near Ecco), plus the Dublin School and Well School fields. Yesterday he arranged to rent the Franklin Pierce artificial turf lacrosse field for a home game this weekend. We were supposed to play at Merrimack, but their fields are not ready. We are now hosting the game at Franklin Pierce, splitting the rental bill with Merrimack and having them pay the referees. It is unlikely that any missed lacrosse games can be made up since their season is short, with only eight scheduled games. One of our teams is going to make up a game that was scheduled with Antrim for this weekend, since it will be reasonable for all the local families to meet on a (rescheduled) weeknight.

- f. Jeff noted that yesterday the office was extremely busy with customers walking in for service. We have begun conducting interviews for summer positions and hope to have hiring completed by the end of the month. Personnel Director Nicole MacStay will come up to our office to do hiring paperwork on one day in mid-May and another in the beginning of June.
- g. Scouting: Jeff reported that Scouting is really cranking up. The Pack 8 Webelos crossed over into Boy Scouting, with five going to (Peterborough's) Troop 8 and one going to Troop 2 in Antrim. The Scoutmaster resigned for a variety of reasons after a relatively short tenure. Troop leadership met Sunday night and came to a consensus on whom to recommend to the Troop Committee, who will select the new Scoutmaster tomorrow night. The troop is participating in the Rotary's pancake breakfast on Easter Sunday from 7:30 – 10:00am at the ConVal cafeteria. On May 6th, the pack will participate in the Chuckwagon Derby, where they compete with other packs by pulling a covered wagon filled with supplies to different challenge stations. Venture Crew 3165 is planning their first hike and has already increased in membership. They have discussed possibly adding a second crew in the Keene area if this crew grows to over 30 members. Jeff summarized that the various Scouting programs we charter, lacrosse, Senior Programs and the Playground Program are our top programs in terms of the number of participants.
- h. Farm Fresh 5K race series:
 - i. Jeff stated that plans for the 5K race series are ongoing. The person who came up with the "Farm Fresh" name will receive some publicity and a free t-shirt. The first race is scheduled for Wednesday May 17th. Jeff described that we are working with the Farmers' Market on this so we are actively soliciting sponsorship from groups related to healthy eating and healthy living. We are also looking for prizes for each race. Those who participate in all of the races will be eligible for a drawing for a top prize.
 - ii. Jeff noted that the Farm Fresh series is a new program and will incur some expenses. We do not know how well we will do with sponsors since this is the first time we are trying this. Jeff suggested to the PRC that they consider using some Isabelle Miller Funds this year. T-shirts will cost approximately \$2,400 and we will need to purchase prizes as well as meet other expenses. People will pay to enter the races but we do not know how many will participate. Jeff thinks \$5,000 is the most we might need up front, and we may get a significant portion of that back in entry fees and sponsorships.

- iii. Jeff would also like to purchase a couple of GoPro cameras. He said that we need to show people what we do and we need the right tools to do that. With social media, it is easy to give our summer staff GoPros and have them shoot video that will help us let folks know what we are doing and what we are all about. A GoPro camera with the needed accessories (chest harness or helmet harness for mounting the camera) would cost approximately \$500. He thinks the GoPro would be perfect for Summer Teen Challenge, some of the Playground Program activities, a variety of Scouting events, and maybe even Pickleball. We could post video on Facebook as well as create movies. The Peterborough Camera Shop has the newest models on order, and Jeff would like to purchase these cameras locally, if possible. When asked if cell phone video would work as well, Jeff and Chris both replied that the video quality of a GoPro is significantly better, and the GoPro captures more in each photo by offering a wider view. Chris noted that a GoPro can also be used on a camera handle, but his main concern was whether we would use it enough to warrant this purchase. He suggested getting one GoPro camera at first, with which Heather agreed. Chris' other concern was that a lot of people take footage with their GoPro cameras but then do not edit it. Jeff said an intern could do that. When asked whether we would need to have families sign a photo release, Jeff affirmed that this is part of our registration process already. Chris mentioned that his son went to a sports camp last summer and their family loved seeing videos of what the kids were doing. Jeff said that because we are in an era of budget cutbacks and a spending freeze, he thinks it is important to show people what we do.
- iv. Jeff was asked what he needs volunteers to do for the Farm Fresh 5K races. Jeff replied that it would be ideal to have people at the street corners to indicate where runners should turn. Jeff is hoping to have a local business agree to man a water station. We will also hold a fun run for children to run down Evans Road, and will need volunteers to help with that. On the day of each race, Jeff envisions having people with clipboards to help take registration information and then do data entry on the spot. Jeff noted that the Farm Fresh series will be held on Wednesday nights, so people who travel for races on the weekends can participate in one locally. He also hopes the local track teams will participate. We are working on the registration and should be totally live soon. Heather asked if Jeff is looking for donations of snacks like granola bars or fruit, thinking this might be something her Girl Scouts could offer. Jeff said we need to place the t-shirt order by April 28th, so we have until then to put a sponsoring business logo on the shirts. There is room for three major sponsors at \$500 each. Jeff clarified that he does not really expect the series will make money, but we are doing it as a community event and to promote the Farmers' Market. The races will be held on six consecutive Wednesdays starting at 6:00pm. The Farmers' Market will stay open for one extra hour each of these weeks so people can shop, and their vendors will donate prizes as well as some of the products they sell. We are

also partnering with Bowling Acres so we can refer people across the street for post-race refreshments.

- i. Cal Ripken Baseball: Jeff offered the update that Town Administrator Rodney Bartlett had put the Cal Ripken officers on notice that there will be no field reservations until we get the money that is due. Rodney got them to promise an answer by last Thursday, but we have still not been given any money. Jeff said a Cal Ripken representative asked to book a field for an umpire clinic this weekend and we said they cannot make any reservations until we receive the money. We also will not hold the fields open for them. Adult softball will be meeting next week to discuss their schedule. If they want to begin on May 1st, as they have requested in the past, the fields may be available to them. Jeff specified that we will not reserve the fields for Cal Ripken but they can use them if they are available. To schedule a reservation and receive a permit, they will need to come up with a check.
- V. Program Report: Given the time, Lisa offered to have her written report stand as the full Program Report, with the following additional comments:
- a. Pickleball has exploded. Once they move outside, the group wants to play five mornings a week.
 - b. Summer Tennis has a youth instructor, and we are also offering a one-week tennis camp for all playing abilities.
 - c. Playground Program and Summer Teen Challenge are getting registrations.
 - d. Jeff interjected that we just found a coach for 8U softball and Babe Ruth scheduling will take place this Friday. Opening Day is April 29th. The PRD hosts Opening Day and the playoffs because we are centrally located. The Monadnock Youth Softball League contributes money for this.
 - e. Lisa stated that the Easter Egg Hunt and Scavenger Hunt will take place in Depot Square this Saturday. There are 23 downtown merchants participating in the Scavenger Hunt and children's activities, which is many more than last year.
 - f. Our summer program scholarship deadline is May 19th. There are families who are in a registration holding pattern because they are waiting to hear about scholarship awards before finalizing their registrations. Lisa keeps an eye on that list so she has a more accurate sense of how many children to expect for our programs.
 - g. Senior Programs:
 - i. Andy said he can attest that Gloria puts a lot into the Senior Lunch program.
 - ii. Jeff remarked that the floors look really good at the PCC. They take a beating but the maintenance crew washed and waxed them yesterday.
 - iii. Lisa noted that we will see some changes in the Senior Programs due to the current town-wide spending freeze. The Senior Lunch may include more potluck meals, which people seem to enjoy as a community-building activity. There is now a minimum on the number who must participate in order for road trips to take place. People must also pay in advance and will not receive a refund if they cancel within 48 hours of the trip. Jeff stated that this reasonable policy was already in place but we have not enforced it, and we have ended up running a trip for three or four people.

- h. Red Sox Trip: We have purchased twelve tickets to a Red Sox trip vs. Minnesota Twins on June 29th, and only six tickets remain available.
 - i. When asked whether Meghan Gould is a PRD employee, Jeff clarified that she is basically working pro bono right now on the Farm Fresh race series and her business will be listed as an event sponsor, but we pay her on a contractual basis for the National Rec and Park Association granted programs Walk with Ease and Active Living Every Day. It felt advantageous to us to have Lisa trained in these programs in house and have Meghan also trained as an additional program facilitator. Meghan and Lisa will both run these programs.
- VI. Revolving Fund:
- a. Jeff described that the PCC revenue and expenses are a little concerning and are not quite where he would like them to be. Lisa noted that she needs to go through sports and do journal entries, which will help. The PCC has been used a great deal in the last few months and we need to charge Lacrosse, transferring money from the Revolving Fund. ConVal Soccer Club owes us for recent use.
 - b. We received a couple of recent donations. Roland and Marcia Patten donated a flat screen television for the PRD meeting room when they replaced their own. The D.D. Bean Company in Jaffrey called to offer 84 cases of plastic cutlery (100,000 pieces), which we picked up and are storing at the PCC. We will use this for our own activities but will also offer to share with service clubs, PTO, and Scouts. Jeff said our Senior Lunch program will never have to buy plastic cutlery again.
- VII. Outstanding Balances Report:
- a. Lauren reported that since the last report we collected \$797.26 on old balances from 2015 and earlier. Two families paid their entire remaining balance from Playground Program 2015. We have collected almost \$12,000 since beginning concerted collection efforts in November 2015. The remaining outstanding old balances due is just under \$3,000. Three families with payment plans make their payments as agreed, but the amounts vary from \$5/week to \$50/month. It will take some time for those balances to be paid in full.
 - b. Four families account for the Payment Plan Default category. One family with a balance of \$763 has been sent the most strongly worded letter threatening small claims court if we do not receive a satisfactory payment within two weeks. A small claims case has been filed for the individual whose totals from 2014 and 2016 equal \$307.37. Another family whom we threatened with small claims court appears to be unreachable. Our final strongly worded letter stating that this was our last attempt to reach them before filing a court case was returned as undeliverable, with no forwarding address available. That amount of \$409.50 may have to be written off if we cannot find a current address or phone. Finally, the fourth family had not responded to our threat to take them to court, but since the filing fee is \$90 and their balance due is \$93, we were not planning to take further action. That family came to the office a few weeks ago to sign up for lacrosse. Jeff has been researching their status on overdue fees, but after hearing from the Welfare Department that this family truly has no money, he may just give them a scholarship so we do not waste

resources trying to collect on monies we will never receive. This would be the final year their son could participate in lacrosse.

- c. Jeff pointed out that collecting on these old balances helps the Revolving Fund in a big way. Because they are all part of the Revolving Fund, this collected money and income from all the other programs we run help run the PCC. Andy added that we are sending the message to people that if they do not pay their bills they will be taken to court. Staff confirmed that the same policies that were effective last summer in preventing unpaid balances will be applied again this summer. Andy thanked the PRD staff for their hard work collecting on these old balances.

VIII. Adjournment:

- a. Andy congratulated Jeff once again on his employment anniversary.
- b. Lisa thanked the PRC for packing Easter eggs with candy during the meeting.
- c. It was clarified that Howard Russell's term on the PRC will end at Town Meeting.
- d. Chris motioned to adjourn the meeting. Heather seconded. With unanimous approval, at 8:15pm the meeting adjourned.

The next meeting will be Wednesday May 3, 2017 at 6:30pm.

Respectfully submitted,

Lauren Martin,

Minute Taker

April 18, 2017