

Peterborough Recreation Committee (PRC) Meeting
Roland "Beaver" Jutras Recreation Building
Minutes of April 3, 2019
Approved

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

- I. Call to Order: Andy called the meeting to order at 5:39p.m. He mentioned that he is seeking grammar and content edits for the PRC report he is contributing to the Town report.
- II. Approval of Minutes: Heather motioned to approve the March 12th minutes as written. Kate seconded. The minutes were approved unanimously.
- III. Strategic Planning:
 - A. Kate called attention to the pdf form of the strategic planning survey, which was included in agenda packets. The electronic survey is on SurveyMonkey.com. Kate explained that the survey is currently being fine-tuned and will be distributed shortly to the entire town. Jeff's letter in the PRD summer program brochure will include a link to the survey. We will encourage online responses but will make hard copies available for those without computers. The PRD intern from Franklin Pierce University, Andrew Schatt, has already confirmed that the survey can be taken from a mobile phone. He will be helping with the data collection analysis. Andy noted that the listing of every PRD activity in the survey is very helpful. Kate thanked the PRD staff and Kristin Bixby from the Town's Office of Community Development for their editing help. Lisa requested any final edits by Friday. Kate explained that after evaluating the survey feedback, an option for a next step might be to meet with focus groups, but we may or may not feel that is needed. We will use the feedback to reassess PRD strengths, weaknesses and opportunities. Our overarching questions are, "What do we want to be doing?" and "How do we get there?"
 - B. It was decided to shoot for April 10th as the date when postcards announcing the surveys will first be mailed. Responses will be requested by Friday May 17th. It was agreed we should have more postcards with the survey link at Town voting on May 14th, with paper copies also available that day for those who need them. Paper copies will also be available at the library and at our senior programs.
- IV. Director's Report:
 - A. Monthly Financial Report: Jeff referred to handouts on the Expenditure Status Report and Revenue Status Report.
 - a. Expenditure Status Report:
 - i. Jeff stated that overall, we are about 70% to budget. Since the fiscal year ends on June 30th, this is about where we should be.
 - ii. We are not going to spend all of our supplies line item, which will balance spending over on other line items.
 - iii. We have spent an additional \$2,300 on vehicle repair and maintenance, beyond what was budgeted. The dump truck had a leaky windshield, which leaked into the fuse box and had to be repaired.

- iv. The dues and publications line item is currently over budget. Jeff's Rotary dues were incorrectly coded and should have been included in the Revolving Fund. He has submitted a journal entry to correct this, but it has not been processed yet.
- b. Revenue Status Report:
 - i. We are doing well with miscellaneous charges, which Jeff explained refers primarily to the ten dollars residents pay for a second beach sticker and the non-resident beach sticker fees. We have already made \$6500 in revenue from selling 52 non-resident stickers. Jeff thinks we have room to grow, revenue-wise, on selling pond stickers.
 - ii. Insurance and restitution is listed as revenue because it is restitution from vandalism.
- B. Budget: The deliberative session was last night and the budget was sent on to the warrant.
- C. Personnel:
 - a. Jeff stated that we have done the bulk of our seasonal hiring and re-hiring.
 - b. Lifeguard certification: Jeff shared his concern that the Crotched Mountain Foundation may not be offering their usual lifeguard certification and re-certification courses. Many of our staff count on getting their training here, so this would force them to have to travel further for these courses. When asked if we could host these trainings at Adams Pool, Jeff responded that we require certification before our guards begin working for us, so that would not help the situation. Lisa has notified all our guards who need to recertify that they may need to seek other opportunities to take the course, and she has asked to be informed of each person's plans to recertify if they intend to come back to the PRD.
 - c. Maintenance: Jeff will be meeting with DPW Operations Manager, Seth MacLean, and Tim Rose next week to discuss maintenance. Buildings, managed by David Croumie, will be separated from Grounds, which will be managed by Tim. Town Administration seems to desire some consolidation, but we will find out more at the meeting. Jeff reiterated his concerns voiced in earlier PRC meetings about who the maintenance crew reports to and what their priorities are.
- D. Facilities:
 - a. Ice rink: The rink was picked up last week. PRD maintenance worker Cam Buffum worked hard to remove water from the liner so it could be taken up before rain was predicted. With help from Public Works, it only took about half an hour to fold the liner. The jersey barriers and folded liner are staying by our shed at Adams, which will make it easier to set up again next year.
 - b. Adams Playground: The arm on the little digger broke again over the winter. The last time it broke, Jeff purchased two sets of hardware so we could repair it quickly.
 - c. Peterborough Community Center (PCC): Cam fixed a broken window in the conference room. Our maintenance staff fixed the sagging netting around the perimeter of the gym, which helps prevent balls from crashing through windows.
 - d. Ballfields have not been opened yet.
 - e. Cornucopia Garden: Karen Hatcher gave Jeff an update that the food pantry will not be taking over the garden. Cornucopia will continue to manage it and has identified people to do so. The River Center will be using a few planting beds. Concern was expressed about the little building at the garden needing maintenance. The building is locked.
 - f. Cunningham Pond: Once all our seasonal maintenance staff returns, the erosion control project at the pond will be a big priority.
- E. ConVal School District: Jeff explained that it has been two months since he sent an invoice to the S.A.U. for \$6,000 for the use of the tennis courts and softball field, and he still has not heard anything. Jeff copied Town Administrator, Rodney Bartlett, and Andy on an email he just sent to follow up on this status.

- F. Community Conversation on Teen Programming:
 - a. Many of those present will be attending this session tonight. Jeff remarked that it will be interesting to see who shows up and the towns in which they live. Jeff is interested in listening to the teens' concerns and wants to clear up misconceptions about our department.
 - b. Andy added that the Peterborough Welcoming Committee has the next Meet and Greet scheduled for April 11th. Jeff and Kate both declared they will be attending and that we will have PRD brochures there.
- G. Vehicles:
 - a. Both vans will be having their studded snow tires swapped out and the oil changed.
 - b. We are going to sell the old infield groomer and buy a new one. This had been part of our capital improvement plan. We have had this piece for fifteen years.
- H. Scout Trailers:
 - a. Jeff noted that two Scout storage trailers and a canoe trailer are parked at the far end of the playground parking lot. As the charter organization for Scouts BSA Troop 8, these items technically belong to the PRD. In the past, possession of these trailers passed from Scout leader to Scout leader and were owned personally by them. This became a problem due to the changing of leaders over time, and paperwork has been lost. Jeff explained that the cleanest way to handle this is for the PRD to accept the trailers so that they officially become Town property. The troop will cover all the costs of maintaining and registering the trailers. They are planning a 100-mile canoe trip in June on the Allagash River, which has prompted the need to resolve this issue.
 - b. In response to a question from Peterborough resident Judy Ferstenberg, Jeff explained that Scouts BSA (for youth ages 11 – 18) is not a co-ed program but girls can now join girl Scouts BSA troops. The two girl troops currently in our area are in Keene and Hillsborough. Girl and boy troops will have the same program and same opportunities but will hold meetings separately. At the younger Cub Scout level, girls can now participate in Cub Scout packs along with the boys. If there are enough girls registered, they will have girl dens separate from boy dens. So far, Peterborough's Cub Scout Pack 8 has just three girls, who have been incorporated into mixed dens. Girl Scouting is still active and the PRD sponsors Girl Scout troops in Peterborough. We also sponsor two Venture crews. Venturing is a Boy Scouts of America co-ed program. Venture Crew 3165 is a high adventure crew for youth aged 14 – 20. Venture Crew 808 is a social crew for special needs adults- the only one of its kind in NH.
 - c. The trailers need to be registered and have the titles transferred. One of the assistant Scoutmasters technically owned the trailers on paper but had lost the title. Jeff helped arrange to have the title re-issued. Jeff is asking if the PRC will vote to accept the trailers on behalf of the Town, with the Scouts BSA troop handling any associated costs. Jeff explained that the trailers are already stored at Adams. The benefit to the troop, whose leadership often changes as the Scouts age, will be having stable ownership of the trailers.
 - d. Andy moved to accept the three Scouts BSA trailers on behalf of the Town of Peterborough, contingent on Troop 8 providing for any associated costs including maintenance, registration, insurance, replacement, and other unforeseen costs. Chris seconded the motion, which was approved unanimously.
- V. Outstanding Balances Report:
 - A. Lauren reported that on old balances through 2017, \$155 was received from a family who have now paid their balance in full. This family's original debt of \$1,430 was for two non-resident

children to attend Playground Program in 2012. There are now two families continuing to make small payments on their old balances.

- B. Of the two families with overdue balances from the summer of 2018, the family who had been residents of the transitional shelter just sent \$60. The other family has received our certified, restricted delivery letter threatening small claims court and has still not responded in any way, so Lauren will begin electronic filing of that claim. Andy acknowledged the hard work being done to make it clear that the PRD collects all fees.

VI. Program Report:

- A. Summer Teen Challenge (STC)- Lisa announced that only two spots remain in Session 1.
- B. Youth Lacrosse and Youth Softball have been practicing indoors. Lisa stated that lacrosse is all set, but softball is still struggling with numbers.
- C. Lisa invited PRC members to participate in the Easter Egg Hunt in Depot Park and Scavenger Hunt with the Depot Square merchants on Saturday April 20th, starting sharply at 10:30a.m.
- D. The 30th annual Loran Hanson Fishing Derby is approaching. The Cub Scouts plan to play a bigger role in the event this year.
- E. The summer brochure is almost ready for printing.
- F. Lisa shared that a resident was unhappy with our inability to restructure the cost of Summer Teen Challenge to meet her family's needs. Her child lives with her every other week and has participated in alternate weeks of the Playground Program for the past four years. She now asked to sign him up to for only two of the four weeks of each STC session, and she wanted to pay half-price for each session. Lisa explained to her that STC is not like the Playground Program in that we do not allow individual week registrations. Jeff added that the STC is about group dynamics and team building, and is not a day care option. If a teen missed every other week, we cannot just add another child into those weeks. Lisa suggested the mom might try to keep her child for four consecutive weeks, but the mom felt certain she is not the only single parent in the area with this type of schedule and was angry that we could not accommodate her needs. There was consensus that because there are limited spaces for STC and it is not suitable for weekly registration, this program appears to be the wrong fit for what this mom is seeking.

VII. Action Items:

- A. The strategic planning process continues to move forward, as discussed earlier this evening.
- B. PCC lighting: Now that the budget process is essentially completed, **Jeff will begin working on getting a lighting estimate and will offer a report at the May PRC meeting.**
- C. PCC heating/cooling: **Jeff will discuss the engineering aspects with Rodney.**
- D. Regarding extra duties relegated to the PRD by Town Administration, Jeff remarked that **we will see what happens with next week's meeting regarding maintenance workers.**
- E. It was felt that the topic of "ways to reduce electrical costs at PRD facilities" is included in the topic of PCC lighting.
- F. SAU payment of the PCC for March school voting: Jeff stated that the Town will bill the school district, who will pay the Town. Town Administration will have to transfer monies to PRD accounts receivable. Jeff noted that the Town is about to begin using a new finance system, so we will have to review this going forward. **An update on this topic is requested by the May PRC meeting.**
- G. SAU invoice for \$6,000 for school's use of tennis courts and softball field: **This item remains open. Jeff has copied Rodney and Andy on a follow up email.**
- H. A new Action Item to develop an outstanding balances update on the school and Town paying for their use of PRD facilities was requested. **Lisa follows up on facilities balances every month and will print copies of invoices for the May PRC meeting.**

- VIII. Senior Program Report was accepted as read.
- IX. Troop 8 Scoutmaster's Report was accepted as read. Jeff called attention to the great photos from the troop's recent campout at an indoor rock-climbing gym. Jeff is bringing copies of the Scoutmaster's Report to tonight's meeting with local teens who have voiced concerns that there is nothing for them to do in the area.

- X. Adjournment: Andy motioned to adjourn the meeting and Heather seconded. With unanimous approval, the meeting adjourned at 6:45pm.

The next PRC meeting is scheduled for 6:30pm on May 1, 2019.

Respectfully submitted,
Lauren Martin
April 9, 2019

Attachment: Action Items List 4/9/19