

LACONIA PARKS AND RECREATION COMMISSION MEETING
November 16, 2015
Laconia Community Center- Parks & Recreation Office
7:00 P.M.

CALL TO ORDER: Mitch Hamel called the meeting to order at the above date and time.

RECORDING SECRETARY: Secretary Liza Kelleher will be recording this meeting.

ROLL CALL: Commissioner Mitch Hamel called the roll with the following Commissioners in attendance: Rodney Roy, Deanna Guyer, and Tony Pederzani.
Parks & Recreation Staff in attendance: Recreation and Facilities Director Kevin Dunleavy, Parks & Recreation Secretary Liza Kelleher.

ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

1. Regular meeting minutes of October 19, 2015

Commissioner Rodney Roy moved to adopt the minutes from October 19, 2015. Seconded by Commissioner Deanna Guyer. The motion passed unanimously.

I. **OLD BUSINESS:**

- A. Facility Use Request Form – No update
- B. Parks & Recreation Rules and Regulations- Proposed rule changes regarding use of hammocks, tents and drones – No update
- C. Facility use requests for Weirs Community Park Pavilion-No update
- D. Laconia Muskrats- Kevin told the Commission that the Muskrats had sent a letter requesting an extension for completion of the observation deck in left field of Robbie Mills Field. Mitch Hamel explained that there are two request to the Commissioners and wanted to open the requests for more discussion. Mitch Hamel ask for any plans the Muskrats have for the plans of the deck that they will be building. Mitch Hamel explained that it is his understanding that the deck will not available for the 2016 season. Mr. Svinland confirmed this. Rodney Roy motioned to approve the extension of the completion of the observation deck November 30, 2015 to November 30, 2016. Seconded by Tony Pederzani. All were in favor.

Mitch explained that in the letter there is a second request to set up a commercial sized tent in the bus parking area for the 2016 season to sell alcohol. Mr. Svinland explained that the Muskrats wanted to use a commercial tent approximately 20 feet by 20 feet to sell alcohol for 2016 season. Rodney Roy asked that information be provided on who is selling the alcohol. Mr. Svinland said he was looking for an outside entity to handle the alcohol sales. Mitch Hamel recommended that no decision be made on the matter until the Commission can get more information. Mitch asked Kevin Dunleavy to provide information regarding the approval process and rules regarding alcohol sales at City parks. Kevin Dunleavy also mentioned that based on previous research, the Muskrats do not need City Council approval but will need the licensing board approval for selling alcohol at City parks.

Mr. Svinland also mentioned that the organization is moving forward with changing the official name from the Laconia Muskrats to Winnepesaukee Muskrats in order to spur regional interest and to build up sponsorships.

II. **FACILITY USE REQUESTS:**

- A. Nor'Easter Softball Club- Opechee A,B,C & D , Woodland Heights Field and Memorial Softball Field- Friday, Saturday and Sunday, July 22, 23 and 24, 2016 from 7:00am to 7:00pm for the Annual Nor'Easters softball tournament. Rodney Roy motioned to accept the request conditioned upon the submission of a certificate of insurance and tournament fee. A \$25.00 deposit per key is required if needed. Seconded by Tony Pederzani. All were in favor.
- B. Laconia Kiwanis- Rotary Park- Sunday, August 28, 2016 from 8am to 3:00pm for the annual Roger's Ride fundraising event. Tony Pederzani motioned to accept the request conditioned upon approval from the City Council, submission of a certificate of insurance and waiver of the users fee. Seconded by Deanna Guyer. All were in favor.
- C. National MS Society, Greater New England Chapter-Opechee Park and Parking Lot- Saturday, September 17, 2016 from 7:30~2:00pm for the annual NMS Laconia 2016 fundraising walk. Rodney Roy motioned to table the request due to no representation. Seconded by Tony Pederzani. All were in favor.
- D. Laconia Girls Lacrosse- Racquetball Court- Athletic Training- Kevin Dunleavy specified that no lacrosse balls are allowed in the court. It was stated by the applicant that they only use it for racquetball and will not be practicing lacrosse. Rodney Roy motioned to accept the request conditioned upon final scheduling in Parks & Recreation office. Seconded by Tony Pederzani. All were in favor.

III. **ADMINISTRATIVE APPROVALS-ROTARY PARK**

The following wedding requests for Rotary Park have been approved administratively:

- a) Kerilyn Martineau- Rotary Park- Saturday, October 15, 2016 from 12:00pm to 3:00pm for a wedding ceremony.
- b) Marla Blake- Rotary Park- Saturday, October 8, 2016 from 2:00pm to 6:00pm for a wedding ceremony.
- c) Kathy Hughes- Rotary Park- Saturday, July 23, 2016 from 9am to 9:00pm for a wedding ceremony.

IV. **NEW BUSINESS:**

- A. User Fee Revolving Fund – Athletic field improvements. Kevin Dunleavy stated that a recreation revolving fund that was set up 4 years ago. He said the current balance is around \$25,000 and recommended that some of these funds be spent and put back towards the facilities that related to the revenue in the fund. Kevin said that the Parks & Rec. recently did some upgrades to the infields at Memorial baseball field and Colby field. Kevin said some of the expenses of this project could be funded by this fund. Kevin also mentioned that Laconia Little League has offered to pay for new infield

material that will be applied in the spring. Mitch Hamel asked Kevin Dunleavy to make a list and present it to the Commission identifying any work that should be done and have it prioritized based on the condition of the facility.

B. 2015-2016 FY Parks and Recreation Budget – Preliminary Discussion.

Kevin Dunleavy asked the Commission to review the Parks operating budget information that he provided. Kevin explained some of the line items of the budget to the Commission. Kevin said he would be providing some preliminary budget numbers to the Commission prior to the next meeting.

V. **ANNOUNCEMENTS:**

VI. **PUBLIC COMMENT:**

VII. **COMMUNICATIONS:**

Kevin Dunleavy told the Commission there was a letter from the Salvation Army Turkey Plunge in their packets. Kevin said the event went well and was successful.

VIII. **OTHER REQUESTS REQUIRING COMMISSION ACTION:**

IX. **PARK ASSOCIATION REPORTS:**

- A. Leavitt Park Association –No report
- B. Weirs Community Park Association- No report
- C. Tardif Park Association- No Report

X. **DEPARTMENT REPORTS:**

- A. Asst. Directors Report submitted by Amy Lovisek

As of November 13th the Laconia Community Center is closed for most programs for Christmas Village. The practice, which stated last year, is that we will be closed one week longer to have the gym floor coated. Our maintenance guys did a training with the school department on how to redo the floor.

This will save the city quite a bit in the long run with our staff doing the work. That being said the Community Center will reopen for programs on December 21st.

I have been putting an information packet together for all our Adopt A Spots throughout the city including in the parks. I would like to do a campaign to get more adopted by the public. We have been lax in this area and I would like to see the program gain speed again. This will free up a significant amount of time for our department.

I met with USTA about a new possible program for adults ages 21 – 40. This would be a social type of tennis league. We still have things to iron out between us.

We tried to get a grant through the USTA for the courts at Leavitt Park. Unfortunately, the courts do not meet their standard size. The width of the courts are only 101 feet and this does not meet their standard. We will have to look for funding elsewhere.

Now that the colder weather is upon us (sort of), I will be working on the maintenance manual again. This is something that will take years to finish, but we have to keep plugging away at it.

I am contemplating bringing back the Christmas Bright program this year. It would be on a smaller scale than it was in the 80's & 90's though. Look for more info in the paper and on our Facebook page.

I hope you have all liked us on Facebook!

B. Directors Report submitted by Kevin Dunleavy

Department Updates:

• Recent maintenance projects and activities include:

- ⇒ Athletic field preparation for LHS, LMS and youth sports.
- ⇒ Pet waste bag restocking
- ⇒ Bath House shutdowns
- ⇒ Irrigation shutdowns
- ⇒ Fall cleanups
- ⇒ Various work orders at City Hall, Library, park houses, LFD and LPD
- ⇒ Trash and litter cleanup
- ⇒ Brush cutting
- ⇒ Preparations for the Pumpkin Festival
- ⇒ Winter shutdown of equipment
- ⇒ Park House repairs
- ⇒ Plantings at Gateway and new planting areas in Downtown
- ⇒ Seasonal equipment maintenance

• With the decent weather this Fall, maintenance staff has been able to get some project done. We hope to get a few more projects done before winter sets in. The crew was busy with preparations for the Pumpkin Festival which focused on getting the festival area looking good. Our staff also spent some time getting the new Downtown planting areas planted. Mowing and trimming has ceased for the year along with the athletic field use.

• The Huot Center plumbing students continued to help close up the bath houses and other buildings for the season. They also helped with the installation of the new millstone fountain Downtown.

• The Riverwalk stairway project was completed on October 22nd. This stairway will provide a connection to the future Riverwalk segments that are planned for the south side of the river

extending towards Fair Street.

- The NH Pumpkin Festival was held on October 24th and was considered a great success. Parks and Recreation did not play much of a role during the event, but our staff was busy with preparations with the main goal of getting the Downtown areas looking clean and ready. The inflatable elements never came to fruition at Opechee Park, but the hot air balloon did use the field for part of the day.

- Maintenance staff has been able to fit in some work to the infield at Memorial Park baseball. The infield needed some work and the lips that had formed along the grass edges have been removed. We have delayed the installation of the irrigation until spring so we could get this work done. Maintenance staff also did some work on the lips at Colby field in anticipation that Laconia Little League will be installing some new infield material in the spring.

- The Community Center will be occupied by Christmas Village until mid December. Shortly after their exit, the floor will be refinished and LAYBL will use the gym for the winter.

- Meetings that I have attended the last month include City Staff meetings, Downtown TIF Advisory Board, Master Plan Advisory Committee, TAP Grant Projects, Special Events Committee and a Pumpkin Festival post event review.

Respectfully submitted,
Kevin Dunleavy, Director of Recreation and Facilities

XI. **PRESENTATIONS**

XII. **ADJOURNMENT:**

Rodney Roy moved to adjourn at 8:13pm. Seconded by Deanna Guyer. All were in favor.

Respectfully submitted,

Liza Kelleher
Secretary