

LACONIA PARKS AND RECREATION COMMISSION MEETING
October 19, 2015
Laconia Community Center- Parks & Recreation Office
7:00 P.M.

CALL TO ORDER: Kevin Dunleavy called the meeting to order at the above date and time. Kevin Dunleavy. Rodney Roy motioned to appoint Mitch Hamel as Parks and Recreation Commission Chair. Seconded by Tony Pederzani. All were in favor. Tony Pederzani made a motion to appoint Rodney Roy as the Parks and Recreation Commission Clerk. Seconded by Deanna Guyer. All were in favor.

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

ROLL CALL: Commissioner Mitch Hamel called the roll with the following Commissioners in attendance: Deanna Guyer, Tony Pederzani and Rodney Roy.
Parks and 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 September 21, 2015

Rodney Roy moved to adopt the minutes from September 21, 2015. Seconded by Tony Pederzani. All were in favor.

I. OLD BUSINESS:

- A. Facility Use Request Form - proposed changes- Kevin Dunleavy will submit the final Facility Use Request at the next meeting.
- B. Parks & Recreation Rules and Regulations- Proposed rule changes regarding use of hammocks, tents and drones – Kevin said that he is continuing to research these items and will have updated language at a meeting in the future.
- C. Pumpkin Festival Update
Fun Bounce- Opechee Smith Field- Saturday, October 24, 2015 from 8:00am to dusk. Rodney Roy motioned to accept the request conditioned upon final administrative approval from the City Manager for raising funds on City property, submission of a certificate of insurance and the requirements that the inflatable equipment be set up and supervised by company employees. Seconded by Tony Pederzani. All were in favor.

II. FACILITY USE REQUESTS:

- A. LAYBL- Community Center gym, concession stand and small conference room (fishbowl room) - Saturday and Sunday, Dec. 19, 2015 thru March 19, 2016 from 8:00am to 4:00pm for youth basketball. Deanna Guyer motioned to accept the request conditioned upon approval from the City Council for the use of the concession stand as a fundraiser, payment of \$240.00 concession

stand fee, key deposit of \$25.00 per key, and cleaning under the bleachers at the end of the season. Seconded by Tony Pederzani. All were in favor.

B. Lakes Region Girls Softball-

- a. Opechee Field D and Woodland Heights- April 1st through July 31, 2016 (Opechee & Woodland) Monday through Friday from 5pm to 8pm , Saturday and Sunday from 8am to 8pm.
- b. Woodland Heights - August 1st through October 31, 2016 Sundays 8am to 8pm
Rodney Roy motioned to accept the request conditioned upon submission of a certificate of insurance, rosters, payment for non-resident users' fee, storage fee and a deposit of \$25.00 per key. Seconded by Deanna Guyer. All were in favor.

- C. RE/MAX – Opechee Main Field – Saturday, October 24th, 2015 from 7am to 6pm for hot air balloon rides in conjunction with the Pumpkin Festival. Chris Kelly said fees of \$10.00 per adult and \$5.00 per child will be charged, but no one will be turned down if they do not have the money. Tony Pederzani motioned to accept the request conditioned upon submission of a certificate of insurance, administrative approval from the City Manager for a fundraising event and weather conditions. Seconded by Deanna Guyer. All were in favor.

III. ADMINISTRATIVE APPROVALS-ROTARY PARK

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

- a) Kelly Heminger & Eric Raymond Wedding- Belknap Mill Gazebo- Saturday, September 17, 2016 for a wedding ceremony.

IV. NEW BUSINESS:

- A. Facility use requests - Weirs Community Park Pavilion - Kevin said that the Department is getting frequent requests for birthday parties at facilities a couple weeks prior to the events and these requests are not able to be approved by Parks and Recreation Commission due to the timing of the request. Kevin also expressed concerns about groups foregoing use of the Weirs Community Center and using the pavilion without the City's knowledge which affects revenue for the Weirs Park Association. Kevin said he wanted the Commission to be aware of this issue so that some solution can be implemented before next season. Signage was also suggested to help solve the problem.
- B. Laconia Muskrats Update- Kris Svinland introduced himself as the new General Manager of the Laconia Muskrats. Kris said he is working for three new stakeholders who purchased the team, and their intention is to keep the team in Laconia moving forward. Kris said previous General Manager Noah Crane is assisting him with the transition. Kris said he is aware of the deadline for the completion of the observation deck and explained that they would be unable to complete the deck by November 30th of this year. Kris explained that they are seeking sponsors and fundraising to complete the deck. Mitch Hamel recommended the Muskrats submit a request for an extension of the deck since this is another group taking over the Muskrats. Mitch Hamel also mentioned concerns about banners including the placement of banners on the roof of buildings.

Kevin Dunleavy will ask the City attorney for guidance relating to the existing facility use request and an extension of the deadline. Bob Hamel mentioned that there is also a financial agreement with the City. Kevin said he contacted Noah Crane and thanked him for all his efforts in bringing a NECBL team to Laconia.

V. **ANNOUNCEMENTS:**

VI. **PUBLIC COMMENT:**

VII. **COMMUNICATIONS:**

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
- D. Opechee Park Association- Final financial report

X. **DEPARTMENT REPORTS:**

- A. Asst. Directors Report submitted by Amy Lovisek

We had the NH Coffee Festival in September and it was a huge success. The committee thinks there were around 4000 people at the event. The weather was beautiful and everything worked out well. It was time well spent for me.

The community center programs are all going well. The afterschool open gym programs are slowly growing in popularity. The evening basketball is still quite well attended. Pickleball is amazing. We have at minimum 12 people here in the evenings and around 6 – 10 in the mornings. It was so popular that we opened another morning for them!!

I have met with the Lakes Region Tennis Association and they seem to think they will offer the free tennis program again this summer for Laconia residents. It will be set up a bit differently, but will be available to kids and adults.

Liza and I have been working on our records retention initiative. We have been given specifics as to how we should do this. This is an exact science and everything needs to be followed correctly.

I am now working again on a USTA (US Tennis Association) grant for the Leavitt Park tennis courts. We had to wait for a drawing, which DPW was kind enough to provide us with. We are now moving forward on the ongoing grant. I will keep you updated on the progress.

We are working to get some of our flower beds adopted in the Adopt A Spot program. We are going to do a campaign to try to get others involved either financially or in the garden itself. We'll see if this works.

We are ordering a new style swing for Wyatt Park. The swing is called an Expression Swing and it is basically a parent/baby swing together. It is very interesting and I hope, will be well liked.

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 cleaning
- ⇒ Irrigation shutdowns
- ⇒ Fertilizing
- ⇒ Mowing and trimming
- ⇒ Various work orders at City Hall, Library, park houses, LFD and LPD
- ⇒ Trash and litter cleanup
- ⇒ Athletic Field lining/stripping
- ⇒ Remove swim lines
- ⇒ Brush cutting
- ⇒ Weeding and bark mulch spreading
- ⇒ Prep some equipment for storage

- Maintenance staff continue to have plenty of work. Mowing and trimming has only recently began to slow. Athletic field use is quickly coming to an end in the next few weeks. We hope to fit in some outdoor projects before the winter season hits including field maintenance at some of our infields.

- The athletic fields have been fertilized and applications of Solu-cal and lime has occurred on those fields that require it.

- The Huot Center plumbing students have once again started with the closing of our bath houses and bathroom facilities. Their assistance is always appreciated.

- The Laconia Muskrats have been sold by the Crane family to a partnership. Lifetime resident Kris Svinland has been assigned as General Manager for the new ownership. We are sad to see the Cranes leave as they were the driving force with getting a NECBL team in Laconia. We wish them well and are excited to work with the new owners as they transition into their new role.

- A grand opening of the Gateway Park was held at the end of September. The ribbon cutting was marked by recognition of the many key players that made the Gateway and the rehabilitated bridge a successful project. There has been much positive feedback about the project and we hope the Gateway serves as a warm welcome to those entering the City core for many years to come.

- The Riverwalk stairway project is expected to be completed this week. The stairs have been completed and we are awaiting installation of the railing before it can be opened.
- The NH Pumpkin Festival is being held on October 24th. Parks staff has been busy getting the Downtown area looking good for the event. Opechee Park is expected to see some activities including a hot air balloon and an array of inflatable elements.
- The Downtown sidewalk and planting areas are nearly complete. This improvement will see some garden areas, new benches, and a water feature. This has been a cooperative project between the Parks, DPW, Planning and Water Works Departments.
- Meetings that I have attended the last month include City Staff meetings, Downtown TIF Advisory Board, Main Street Bridge construction meetings, TAP Grant Projects and Pumpkin Festival.

XI. **PRESENTATIONS**

XII. **ADJOURNMENT:**

Rodney Roy moved to adjourn at 8:05pm. Seconded by Tony Pederzani. All were in favor.

Respectfully submitted,

Liza Kelleher
Secretary