

LACONIA PARKS AND RECREATION COMMISSION MEETING AGENDA

1. CALL TO ORDER:
Monday, October 20, 2014 at 7:00pm at the Community Center
2. COMMISSION MEMBERS ATTENDANCE:
3. INTRODUCTION OF GUESTS:
4. ACCEPTANCE OF MINUTES:
5. OLD BUSINESS:
 - Laconia Kiwanis- Rotary Park- Saturday August 30, 2015 from 8-3pm for Rogers Motorcycle Ride.
6. FACILITY USE REQUESTS:
 - **Binning Wedding-** Rotary Park Gazebo- May 16, 2015 for a wedding ceremony.
 - **Jenovese/Bilodeau Wedding-** Rotary Gazebo- June 25, 2015 5:00pm rehearsal & June 26, 2015 7:00pm for the wedding ceremony.
7. OTHER REQUESTS REQUIRING COMMISSION ACTION:
8. NEW BUSINESS:
 - Certificate of Insurance Policy
9. PUBLIC COMMENT:
10. COMMUNICATIONS:
 - Letter from Danny Iacopucci- Eagle Scout candidate
11. PARK ASSOCIATION REPORTS:
 - Leavitt Park Association** –Minutes of the meeting
 - Opechee Park Association-** Income and Expense report
 - Weirs Community Park Association-** No report
 - Wyatt Park Association-** No report
12. DEPARTMENT REPORTS:

Directors Report submitted by Kevin Dunleavy
Asst. Director of Recreation & Facilities Report submitted by Amy Lovisek
13. DATE OF NEXT MEETING AND ADJOURNMENT:

The next meeting is scheduled for Monday, November 17, 2014 at 7:00pm at the Community Center.

NEXT SCHEDULED COMMISSION MEETING: _____ 7:00pm@Community Center

CITY OF LACONIA DEPARTMENT OF RECREATION AND FACILITIES
306 Union Avenue, Laconia, NH 03246 (603) 524-5046 Fax 524-4129

FACILITY USE REQUEST:

FULL NAME OF GROUP/ORGANIZATION: LACONIA KIWANIS

ADDRESS OF GROUP: PO BOX 757, LACONIA NH 03247

APPLICANT NAME: BETTY BALLANTYNE

APPLICANT PHONE: 603-581-2968 APPLICANT EMAIL: betty.ballantyne@irwinzone.com

FACILITY(S) REQUESTED: Rotary Area

DATE(S) Sunday, August 30th, 2015

DAY(S) OF THE WEEK _____

HOURS: From: 8:00 To: 9:00 APPROX GROUP SIZE: 75-100

NUMBER OF YEARS APPLIED: Three

PURPOSE OF THIS REQUEST? (e.g. - meeting, picnic, athletics, fundraising, etc): _____

ROBERTS RIDES - Motorcycle

IF FUNDRAISING (List Benefactor of the event): KIWANIS

IS THERE A CHARGE FOR ADMISSION? \$25 per motorcycle

IS YOUR ORGANIZATION REGISTERED AS A NON-PROFIT ENTITY? YES

PLEASE LIST ANY SPECIAL SERVICES/ARRANGEMENTS REQUESTED. (e.g. -

Concession stand, lighting, bathrooms, electrical, etc.): _____

UTILITIES WILL BE PAID TO THE LACONIA PARKS AND RECREATION DEPT.
BASED ON GUIDELINES AS APPROVED BY THE COMMISSION.

I HAVE READ THE RULES AND REGULATIONS PERTAINING TO FACILITY USE AND WILL BE PRESENT AND RESPONSIBLE FOR THEIR ENFORCEMENT.

Signature of Adult responsible: Betty Ballantyne

Address: 50 School St, Laconia, NH 03246

Phone: (C) 603-630-5531 Email: ballantyne84@gmail.com (H)

(W) 603-581-2968 betty.ballantyne@irwinzone.com (W)

Tabled: 9/15/14

NEXT SCHEDULED COMMISSION MEETING: _____ 7:00pm@Community Center

CITY OF LACONIA DEPARTMENT OF RECREATION AND FACILITIES
306 Union Avenue, Laconia, NH 03246 (603) 524-5046 Fax 524-4129

FACILITY USE REQUEST:

FULL NAME OF GROUP/ORGANIZATION: Binning Wedding (Samantha Bennett)
ADDRESS OF GROUP: 85 Manchester St. Apt 91 Concord, NH
APPLICANT NAME: Samantha Bennett and Kirk Binning Jr
APPLICANT PHONE: 978-578-7468 APPLICANT EMAIL: Sjbennett2@outlook.com
FACILITY(S) REQUESTED: Rotary Park
DATE(S) 5/16/15
DAY(S) OF THE WEEK Saturday
HOURS: From: 10 To: 4 APPROX GROUP SIZE: 80
NUMBER OF YEARS APPLIED: 0
PURPOSE OF THIS REQUEST? (e.g. - meeting, picnic, athletics, fundraising, etc):
Wedding Ceremony

IF FUNDRAISING (List Benefactor of the event): _____

IS THERE A CHARGE FOR ADMISSION? _____

IS YOUR ORGANIZATION REGISTERED AS A NON-PROFIT ENTITY? _____

PLEASE LIST ANY SPECIAL SERVICES/ARRANGEMENTS REQUESTED. (e.g. - _____
Concession stand, lighting, bathrooms, electrical, etc.): _____

UTILITIES WILL BE PAID TO THE LACONIA PARKS AND RECREATION DEPT. BASED
ON GUIDELINES AS APPROVED BY THE COMMISSION.

I HAVE READ THE RULES AND REGULATIONS PERTAINING TO FACILITY USE
AND WILL BE PRESENT AND RESPONSIBLE FOR THEIR ENFORCEMENT.

Signature of Adult responsible: Samantha Bennett

Address: 85 Manchester St Apt 91 Concord NH

Phone: 978-578-7468 Email: Sjbennett2@outlook.com





INSURANCE BINDER

DATE (MM/DD/YYYY)
9/17/2014**THIS BINDER IS A TEMPORARY INSURANCE CONTRACT, SUBJECT TO THE CONDITIONS SHOWN ON THE REVERSE SIDE OF THIS FORM**

AGENCY Byse Agency Inc. 208 Union Ave. PO Box 1346 Laconia NH 03246		COMPANY Specialty Market		BINDER # B1491715107	
PHONE (A/C, No, Ext): (603) 524-4242		FAX (A/C, No): (603) 524-0748		THIS BINDER IS ISSUED TO EXTEND COVERAGE IN THE ABOVE NAMED COMPANY	
CODE: _____ SUB CODE: _____		PER EXPIRING POLICY #: CL2666652		DESCRIPTION OF OPERATIONS/VEHICLES/PROPERTY (Including Location) Wedding ceremony to be held @ Rotary Park, Beacon Street East, Laconia, NH 03246 on May 16, 2015.	
INSURED Samantha J. Bennett 116 Prospect Street Franklin NH 03235		DATE EFFECTIVE TIME 5/16/2015 12:01		EXPIRATION DATE TIME 6/15/2015 12:01 AM	

COVERAGES		LIMITS		
TYPE OF INSURANCE	COVERAGE/FORMS	DEDUCTIBLE	COINS %	AMOUNT
PROPERTY CAUSES OF LOSS <input type="checkbox"/> BASIC <input type="checkbox"/> BROAD <input type="checkbox"/> SPEC				
GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	Commercial General Liability RETRO DATE FOR CLAIMS MADE:	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES \$ 100,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ included		
VEHICLE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		COMBINED SINGLE LIMIT \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE \$ MEDICAL PAYMENTS \$ PERSONAL INJURY PROT \$ UNINSURED MOTORIST \$		
VEHICLE PHYSICAL DAMAGE DED <input type="checkbox"/> <input type="checkbox"/> COLLISION: _____ <input type="checkbox"/> OTHER THAN COL: _____	<input type="checkbox"/> ALL VEHICLES <input type="checkbox"/> SCHEDULED VEHICLES	ACTUAL CASH VALUE STATED AMOUNT \$		
GARAGE LIABILITY <input type="checkbox"/> ANY AUTO		AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EACH ACCIDENT \$ AGGREGATE \$		
EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM	RETRO DATE FOR CLAIMS MADE:	EACH OCCURRENCE \$ AGGREGATE \$ SELF-INSURED RETENTION \$ WC STATUTORY LIMITS		
WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY		E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$		
SPECIAL CONDITIONS / OTHER COVERAGES		FEES \$ TAXES \$ ESTIMATED TOTAL PREMIUM \$		

NAME & ADDRESS		MORTGAGEE	ADDITIONAL INSURED
sjbennett2@outlook.com City of Laconia 45 Beacon Street East Laconia, NH 03246		LOSS PAYEE	<input checked="" type="checkbox"/> Certificate holder
		LOAN #	
AUTHORIZED REPRESENTATIVE Kathleen Gilman/KAG 			

NEXT SCHEDULED COMMISSION MEETING: Monday October 20, 2014 7:00pm@Community Center

CITY OF LACONIA DEPARTMENT OF RECREATION AND FACILITIES
306 Union Avenue, Laconia, NH 03246 (603) 524-5046 Fax 524-4129

FACILITY USE REQUEST:

FULL NAME OF GROUP/ORGANIZATION: Jenovese/Bilodeau Wedding
ADDRESS OF GROUP: 46 S Taylor St. Manchester NH 03103
APPLICANT NAME: Brendan Bilodeau
APPLICANT PHONE: 603-657-0626 APPLICANT EMAIL: bjbilodeau@gmail.com
FACILITY(S) REQUESTED: Grazebo outside Belknap Mill
DATE(S) June 25, 2015 - June 26, 2015
DAY(S) OF THE WEEK Thursday and Friday
HOURS: From: 5pm^{thurs.} To: 12pm^{Friday} APPROX GROUP SIZE: 70
NUMBER OF YEARS APPLIED: —

PURPOSE OF THIS REQUEST? (e.g. - meeting, picnic, athletics, fundraising, etc):
Wedding Rehearsal and Ceremony

IF FUNDRAISING (List Benefactor of the event): _____

IS THERE A CHARGE FOR ADMISSION? _____

IS YOUR ORGANIZATION REGISTERED AS A NON-PROFIT ENTITY? _____

PLEASE LIST ANY SPECIAL SERVICES/ARRANGEMENTS REQUESTED. (e.g. -
Concession stand, lighting, bathrooms, electrical, etc.): _____

UTILITIES WILL BE PAID TO THE LACONIA PARKS AND RECREATION DEPT. BASED
ON GUIDELINES AS APPROVED BY THE COMMISSION.

**I HAVE READ THE RULES AND REGULATIONS PERTAINING TO FACILITY USE
AND WILL BE PRESENT AND RESPONSIBLE FOR THEIR ENFORCEMENT.**

Signature of Adult responsible: [Signature]

Address: 46 S Taylor St. Manchester NH 03103

Phone: 603-657-0626 Email: bjbilodeau@gmail.com

LEAVITT PARK COMMUNITY VOLUNTEERS

August 13, 2014

PRESENT: Tony, Michelle, Shirley & Earl, Kerm & Nancy, Corinne, Sonny & Jerri, Scott, Lori, Alice, Luann, Tony L, and Bob.

Tony called the meeting to order at 6:58pm.

Alice made a motion to accept the secretary's report. Nancy seconded it. All in favor.

Shirley Cl. made a motion to accept the treasurer's report. Jerri seconded it. All in favor.

NEW BUSINESS:

Carnival: Sept. 6th 3-6 pm. Setup Sept. 5 at 5pm.

Still in need of prizes for bingo, scratch tickets are always good.

Baked goods, please package to sell for \$.50.

Alice mentioned giving volunteers 4 tickets to be used to get dinner.

Corinne asked if we could all wear name tags.

Please return any unsold raffle tickets along with the money for ones sold on Fri. 9/5.

Tony L mentioned called Laconia water dept. before we fill the dunk tank to get a discount.

We are looking for someone to sell raffle tickets during the Multicultural day downtown from 9am-noon. Anyone interested please call Tony 998-1418

Laconia Chiefs will be having a vendor bingo fundraiser on Aug. 22 and asked for discounted rental fee. Shirley

Cl. made a motion to rent for \$25. Scott seconded it. All in favor.

Curtains were mentioned, we need someone to look into pricing on these. We need fire resistant curtains and rods for 9 double windows.

The baby swing and new swing still have not been installed in the playground. Everyone, please email and call Kevin Dunleavy 524-5046, parks@city.laconia.nh.us.

OLD BUSINESS:

Tony mentioned getting motion detectors to shut the lights off as they have been left on after rentals.

Tony is still looking into pricing for the A/C units. One quote from Mesco, \$6800 for 2 units installed. Has several quotes but now needs quotes for an electrician as a new panel will need to be installed.

Tony will get the answering machine and waiting on a call back from PSNH for efficiency.

Tennis court has been pushed to the bottom. Tony will let us know when the next meeting will be. He would like someone to write a letter to the City on behalf of Leavitt Park. Tony has a meeting to talk with the Mayor. Tony started a petition to have this done and trying to get the petition in more locations.

There is a leak in the basement and will be checked in the spring. Kevin is aware and will take care of it.

Shirley Cl. will bring refreshments to the next meeting.

Shirley Cl. made a motion to adjourn the meeting at 8pm. Jerri seconded it. All in favor.

Next meeting will be October 8th at 7 pm.

Respectfully submitted,

Michelle Champion, Secretary

Michelle Champion
Senior A/R Representative
30 Bayside Ct

Laconia NH 03246

1-800-225-3001 x3

1-603-524-4707 fax

mchampion@madeirausa.com

P Save a tree. Don't print this e-mail unless it's really necessary

OPECHEE PARK CLUB
MONTHLY BREAKDOWN
2014

	<u>INCOME</u>	<u>EXPENSES</u>
JANUARY	INTEREST	0.11
	BALANCE IN CHECKBOOK	13,053.83
FEBRUARY	INTEREST	0.10
	BALANCE IN CHECKBOOK	13,053.93
MARCH	INTEREST	0.11
	BALANCE IN CHECKBOOK	13,054.04
APRIL	INTEREST	0.13
	TABLES	400.00
	BALANCE IN CHECKBOOK	13,454.17
MAY	INTEREST	0.10
	BALANCE IN CHECKBOOK	13,454.27
JUNE	INTEREST	0.10
	BALANCE IN CHECKBOOK	13,454.37
JULY	INTEREST	0.13
	BALANCE IN CHECKBOOK	13,454.50
AUGUST	INTEREST	0.10
	BALANCE IN CHECKBOOK	13,454.60
SEPTEMBER	INTEREST	0.10
	BALANCE IN CHECKBOOK	13,454.70
OCTOBER	INTEREST	
	BALANCE IN CHECKBOOK	
NOVEMBER	INTEREST	
	BALANCE IN CHECKBOOK	
DECEMBER	INTEREST	
	BALANCE IN CHECKBOOK	



New Hampshire's local bank

62 Pleasant Street / Laconia, NH 03246

ACCOUNT: XXXXXX8423 PAGE: 1 09/15/2014

LCNS

Temp-Return Service Requested

010323 0.6200 SP 0.500 TR00047

OPECHEE PARK CLUB ASSOC
61 PARKER PL 8M BISSONNETTE
LACONIA NH 03246-2775

MASTERCARD ZERO LIABILITY RULE CHANGE: EFFECTIVE OCTOBER 17, 2014 THE RULE WILL APPLY TO ALL TRANSACTION CONDUCTED WITH A MASTERCARD BRANDED CARD, INCLUDING PIN-BASED TRANSACTIONS AT THE ATM AND POINT OF SALE (POS). YOU WILL NOT BE LIABLE FOR AN UNAUTHORIZED TRANSACTION AS LONG AS YOU HAVE EXERCISED REASONABLE CARE IN SAFEGUARDING YOUR CARD FROM RISK OF LOSS OR THEFT AND, UPON BECOMING AWARE OF SUCH LOSS OR THEFT, YOU PROMPTLY REPORT SUCH LOSS OR THEFT TO US. THE NEW RULE ELIMINATES THE \$50 LIABILITY CAP FOR MASTERCARD USERS: THIS COULD INCREASE YOUR LIABILITY IF YOU DO NOT QUALIFY FOR ZERO LIABILITY. IN ADDITION, IT IS NO LONGER A CONDITION FOR ZERO LIABILITY THAT YOU HAVE NOT REPORTED TWO OR MORE INCIDENTS OF UNAUTHORIZED USE IN THE PRECEDING 12 MONTHS, OR THAT THE ACCOUNT IS IN GOOD STANDING. FOR MORE INFORMATION PLEASE VISIT BANKNH.COM.

BUSINESS NOW ACCOUNT XXXXXX8423

MINIMUM BALANCE 13,454.60 LAST STATEMENT 08/18/14 13,454.60
AVERAGE BALANCE 13,454.60 1 CREDITS .10
DEBITS .00
THIS STATEMENT 09/15/14 13,454.70

DESCRIPTION DATE AMOUNT
INTEREST 09/15 .10

AVERAGE LEDGER BALANCE: 13,454.60 INTEREST EARNED: .10
INTEREST PAID THIS PERIOD: .10 DAYS IN PERIOD: 28
INTEREST PAID 2014: .98 ANNUAL PERCENTAGE YIELD EARNED: .01%

*** CONTINUED ***



Laconia Parks and Recreation

Directors Report

October 20th, 2014

Department Updates:

- Recent maintenance projects and activities include:

- ⇒ Athletic field preparation for interscholastic sports and youth leagues
- ⇒ Mowing and trimming
- ⇒ Various work orders at City Hall, Library, park houses, LFD and LPD
- ⇒ Weirs Community Park opening preparations
- ⇒ Event support (Making Strides for Cancer, Weirs Park opening)
- ⇒ Trash removal
- ⇒ Pet waste bag restocking
- ⇒ Fertilizing, aeration
- ⇒ Picnic Table Repairs
- ⇒ Planting bed weeding, pruning
- ⇒ Pruning
- ⇒ Fall cleanups
- ⇒ Building winterizing
- ⇒ Irrigation shutdowns
- ⇒ Infield weeding
- ⇒ Remove swimlines
- ⇒ Mow sledding hill

• Weirs Community Park – The grand opening of the Weirs Community Park took place on October 15th. A luncheon was provided by the Weirs Community Park Association followed by a ribbon cutting and tour of the new facility. Everyone was impressed with the new park. Parks staff all pitched in to help apply the finishing touches so the park would be ready for the opening.

• Athletic fields – All athletic fields are getting attention in the form of fertilizer, overseeding and aeration. The general condition of the fields is very good. We expect even further improvement as we move into next year.

• Maintenance Staff- Our seasonal staff has a few weeks left before they leave for the season. Unfortunately, we have had to replace one of full time year round maintenance workers, Kris Genakos, who has decided to pursue other opportunities. We are fortunate that we have been able to bring on board Shannon Tucker to fill this position. Shannon has worked with us seasonally for several summers, and he brings much knowledge and experience with our operation. We look forward to having Shannon with us as a full time year round employee.

• Canada Geese - Our Department continues to struggle with Canada Geese at several of our parks. In response to the problem, we have installed fencing and coyote decoys to help deter the problem. We have had mixed results, but will continue to do the best we can with this difficult challenge.

• Memorial Park Tennis Courts – The Memorial Park tennis courts were recently resurfaced along with crack repairs. The fifth court at this facility had a low spot that was patched to help prevent ponding. Due to the need to have the asphalt patch cure, we could not resurface this last court this season. The contractor (Vermont Tennis Courts) will be back in the spring to complete the resurfacing of this last court. New net posts will also be installed in the spring.

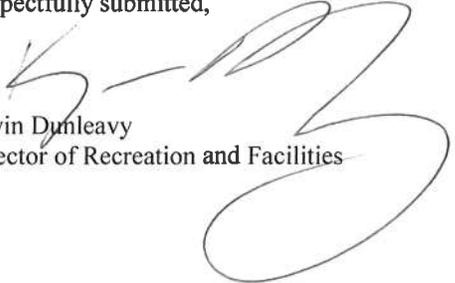
• Eagle Scout Project/WOW Trail- Danny Iacopucci, an Eagle Scout candidate from Belmont, recently installed a flower, trees and picnic tables along the WOW Trail at the north end of the DPW yard adjacent to the WOW Trail and Opechee Lake. Danny did a great job and we expect the public will enjoy this area for many years to come.

• New Truck- We put into service a new utility truck for our Department this summer. It has utility cabinets and acts as a mobile repair vehicle since it can carry tools. The purchase was funded through the Capital Improvement Program and the

Internal Service Fund.

- Parks and Recreation CIP - I presented the Department's CIP request in September. There is a public hearing for the CIP on Tuesday, October 21st at City Hall for any members of the public who wish to speak.
- Meetings that I have attended the last month include City Staff meetings, Special Events Committee, Downtown TIF Advisory Board, Safety Board, Weirs Community Park construction meetings, and Master Plan Committee.

Respectfully submitted,


Kevin Dunleavy
Director of Recreation and Facilities