

LACONIA PARKS AND RECREATION COMMISSION MEETING
January 16, 2018
Laconia Community Center- Parks & Recreation Office
7:00 P.M.

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

RECORDING SECRETARY: Secretary Liza Kelleher recorded this meeting.

ROLL CALL: Commissioner Chair Hamel called the roll with the following Commissioners in attendance. Deanna Guyer, Arthur Kirk and Tony Pederzani. Absent- Rodney Roy.

Parks & Recreation Staff: Recreation & Facilities Director Kevin Dunleavy and Parks & Recreation Secretary Liza Kelleher.

ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

1. Regular meeting minutes of November 20, 2017

Commissioner Mitchel noted that we did not have the December Commission meeting.

Commissioner Tony Pederzani moved to adopt the minutes from November 20, 2017. Seconded by Commissioner Arthur Kirk. The motion passed unanimously.

I. OLD BUSINESS:

- A. Parks and Recreation 2018-2019 FY Budget. Kevin Dunleavy discussed proposed budget numbers to the Commissioners. Commissioner Guyer motioned to accept the proposed 2018-2019 FY budget presented by Kevin Dunleavy reviewed and submitted. Seconded by Commissioner Pederzani. All were in favor.

II. FACILITY USE REQUESTS:

- A. New Hampshire Interscholastic athletic Assoc., Inc. (NHIAA) - Robbie Mills- June 6, 2018 Wednesday from 2:30 to 9:30pm for the NHIAA Baseball semi-finals. Commissioner Kirk motioned to accept the request due to no representation. Seconded by Commissioner Guyer. All were in favor.
- B. Christmas Village – Laconia Community Center – November 9 thru December 9, 2018 for Christmas Village. Commissioner Pederzani motioned to accept the request for the Annual Christmas Village. Seconded by Commissioner Kirk. All were in favor.
- C. Lakes Region Sled Dog Club- Pump Station- February 16-18, 2018 from 9:00am to 4:00pm for the 89th World Championship Sled Dog Derby. Commissioner Kirk motioned to accept the request for the 89 World Championship Sled Dog Derby, certificate of insurance is covered under the special event committee. Seconded by Commissioner Guyer. All were in favor.

- D. Laconia Kiwanis- Rotary Park- August 26, 2018 Sunday from 8am to 3pm for Rogers Ride. Commissioner Pederzani motioned to accept the request for Rogers Ride fundraising event upon the submission of certificate of insurance and City Council approval for the fundraising event in the City property. The use of 20lb propane gas and the banner should be taken out after the event. Seconded by Commissioner Guyer. All were in favor.
- E. Lakes Region Vineyard Church- Opechee Park, Smith Field & WOW Trail- June 2, 2018 (rain date June 9, 2018) from 9am to 2pm for the Love 146 5K/Run Walk Fundraiser event. Commissioner Guyer motioned to accept the request for the Love 146 5k Run/Walk fundraising upon the submission of certificate of insurance and approval from the City Council. Payment of \$100.00 special event fee payable to Laconia Parks & Recreation is required and also waived the use of 20lb propane gas and the banner and should be taken out after the event. Seconded by Commissioner Kirk. All were in favor.

III. **ADMINISTRATIVE APPROVALS-ROTARY PARK, BEACHES, WEIRS AMPHITHEATER & PAVILION**

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

- A. Kayla Miller – Rotary Gazebo- Saturday, September 15, 2018 from 4:00pm for a wedding ceremony.
- B. Sarah McCarthy- Rotary Gazebo- Friday, May 18, 2018 afternoon for a wedding ceremony.

IV. **NEW BUSINESS:**

Overnight parking at Laconia Parks & Recreation Facilities has been a big problem lately. We send a press release that overnight parking at City park parking lots and park house parking is prohibited. There is no parking in these parking lots during snow removal activities except for previously scheduled events. City park parking lots are intended for park related uses and personal use of these parking lot is prohibited. Violation of these rules may result in removal of these vehicles at the owner's expense.

V. **ANNOUNCEMENTS:**

VI. **NOMINATIONS, APPOINTMENTS & ELECTIONS:**

VII. **PUBLIC COMMENT:**

VIII. **COMMUNICATIONS:**

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

X. **PARK ASSOCIATION REPORTS:**

- A. Leavitt Park Association –January minutes of the meeting.
- B. Weirs Community Park Association- No report
- C. Tardif Park Association- No report

XI. DEPARTMENT REPORTS:

A. Asst. Directors Report submitted by Amy Lovisek

I just came back from the Northern New England Recreation and Parks Conference. It was quite educational and I will be implementing a few of the ideas that I learned.

All regular programs are going well. There is a new owner of Jazzercise and we just signed a 2 year contract with her. We have yoga going on in the racquetball court multiple times per week as well, which is new. It will not be here long as the instructor is moving his practice to the NEW Laconia Athletic & Swim club soon.

The American Red Cross has a new program called Aquatic Examiner Service. In this program they will examine your facility and critique your lifeguards and give you a video of them doing their jobs. This video is for training purposes. They will also come back and do a mock rescue with the guards and record that as well. The fee is high and I have spoken with Primex our insurance carrier to see if this is something they would help fund. I am awaiting their response.

I am working on the maintenance manual as well as summer employment paperwork. We have been going over who to hire back and the “contract” we are going to expect of them. We are going to require some new things of them this year. I am trying to make things smoother and more efficient while keeping them working through the summer.

I have the winter carnival coming up at the beginning of next month. Anyone interested in helping me out with it, please contact me and I will put you in-charge of a game!!!

B. Directors Report submitted by Kevin Dunleavy

Department Updates:

• Recent maintenance projects and activities include:

- ⇒ Work orders/repairs at City Hall, Library, park houses, LFD and LPD
- ⇒ Winter maintenance – plowing, snow blowing, salting, sanding
- ⇒ Ice rink flooding
- ⇒ Trash removal and litter pickup
- ⇒ Pet waste bag restocking
- ⇒ Snow clearing at parking lots
- ⇒ Holiday luncheon setup and breakdown
- ⇒ Election setup and breakdown
- ⇒ City Council inauguration setup and breakdown

• Maintenance staff has been busy with snow removal activities. When not focusing on winter maintenance activities, there have been plenty of work orders for items at various City buildings. The City has two ice rinks (Memorial and Opechee) open for use along with the sledding hill. Extra attention was given to City buildings during the recent cold weather and not problems are

known to have occurred at this time.

- We are pleased to announce that the Department has hired a new full time maintenance employee. Dane Anderson started on January 8th and brings significant Parks and Recreation experience. Dane most recently worked for the City of Fort Collins, CO where he was involved in many Parks and Recreation activities.
- Happy Tails Dog Park – The City along with representatives of the Happy Tails Dog Park group are in the process of reviewing proposals for the dog park.
- Weirs Beach Restoration – A pre-application meeting with NHDES officials and City representatives was held in December. The primary topic of conversation was the potential mitigation requirements associated with permitting. Due to the unique circumstances of this project, the project is proving to be complex in regards to what will be required. Mitigation concepts based on feedback from NHDES are being formulated by the City’s engineering consultant, Woods Hole Group.
- WOW Trail – The WOW Trail organization has secured groups to participate in an Adopt A Trail program starting next spring. Signs have been made and will be installed identifying the group and the section they have adopted.
- Native American Sculpture – Fundraising continues for the project.
- Bond and Bartlett Beach drainage projects: Loureiro Engineering has been contracted to perform engineering design for these projects. Survey work has been completed by DPW and the design work is ongoing.
- Skating Rinks/Sledding Hill – We currently have skating rinks at Memorial Park and Opechee Park. Both rinks are open and will stay open subject to suitable conditions. The sledding hill is also open and will stay open subject to suitable conditions.
- Fencing Projects – A bid will soon be going out seeking contractors to perform fencing projects at Opechee Park, Rotary Park and Robbie Mills complex.
- Native American Sculpture – Fundraising continues for the project.
- Meetings that I have attended the last month include City Council, City Council inauguration, Riverwalk Public Information meeting, City Staff Meeting, Downtown TIF Advisory Board, NHDES Pre-Application meeting for Weirs Beach Restoration, Special Events Committee,.

XII. PRESENTATIONS

- A. Winnepesaukee Muskrats update. No representation.

XIII. ADJOURNMENT:

Commissioner Pederzani motioned to adjourn at 8:00pm. Seconded by Commissioner Kirk.
All were in favor.

Respectfully submitted,

Liza Kelleher
Secretary

Mitch Hamel
Commissioner Chair

This meeting facility is ADA accessible. Any person with a disability who wishes to attend this public meeting and needs additional accommodations, please contact Mary Reynolds, meeting ADA coordinator, at City Hall by calling (603) 527-1265 at least 72 hours in advance so that the City can make any necessary arrangements .