

**LACONIA PARKS AND RECREATION COMMISSION MEETING**  
**Monday, March 20, 2023**  
**Laconia Community Center**  
**6:00 P.M.**

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

**RECORDING SECRETARY:** Secretary Liza Kelleher recorded this meeting.

**ROLL CALL:** Commissioner Hamel called the roll with the following Commissioners in attendance: Rodney Roy, Deanna Guyer, Arthur Kirk, and Laura Ringer.

**PARKS AND RECREATION STAFF PRESENT:** Director of Recreation and Facilities Amy Lovisek, Asst. Director of Recreation and Facilities Matt Mansur and Secretary Liza Kelleher.

**ADOPTION OF MINUTES OF PREVIOUS MEETINGS:**

1. Regular meeting minutes of February 21, 2023

Commissioner Roy moved to adopt the minutes from the February 21, 2023, meeting. Seconded by Commissioner Guyer. All were in favor.

I. **FACILITY USE REQUEST FORM:**

- A. The Senior Muskrats (Badgers). - Robbie Mills- Friday, April 30, May 7, 21, June 4, 25, July 9, 16, 2023, potential playoff July 5,6, 12, 13, 19 & 20, 2023 from 9:00am – 5:00pm for Granite State Baseball League games. Commissioner Ringer motioned to accept the request with all the requirements listed in the application along with the playoff dates verified. Commissioner Kirk seconded. All were in favor.
- B. The Badgers (senior Muskrats)- Robbie Mills- April 16, 30, May 21, July 2, 16 and 30, 2023, Sunday from 9:00am to 5:00pm for NHBL38+. Commissioner Roy motioned to accept the request with all the requirements listed in the application subject to a play off. Commissioner Guyer seconded. All were in favor.
- C. Winnisquam Regional School District- Robbie Mills- Friday, May 26, 2023, from 7:00am to 9:30pm for battle of the bears (Baseball game). Both schools were represented and made aware to not turn the lights on until after 8:00pm. Commissioner Kirk motioned to accept the request with all the requirements listed in the application. Commissioner Ringer seconded. All were in favor.
- D. Living Hope Lakeport- Leavitt Park- Soccer field, bathroom, and parking lot. Monday through Saturday, June 26 to July 1, 2023, from 8:00am to 4:00pm for an on-goal soccer camp. Commissioner Roy motioned to accept the request with all the requirements listed in the application. Commissioner Kirk seconded. All were in favor.
- E. Laconia Kiwanis- Opechee skateboard park and Opechee parking lot- Saturday, May 13, 2023, from 6:00am to 1:00pm for bike safety rodeo. Commissioner Ringer motioned to accept the request with all the requirements listed in the application. Commissioner Guyer seconded. All were in favor.

- F. Laconia Historical & Museum Society- WOW Trail- Saturday, May 20, 2023, from 8:00am to 12:00pm for the Lake City Steeplechase 5k. Commissioner Roy motioned to accept the request with all the requirements listed in the application. Commissioner Kirk seconded. All were in favor.
- G. Weirs Community Park Assoc.-Weirs Community back and front parking lot- June 9 to June 18, 2023, Friday to Sunday from 8:00am to 8:00pm for Bike week parking. Commissioner Kirk motioned to table the request due to lack of representation. Commissioner Roy seconded. All were in favor.
- H. Laconia Motorcycle Week Assoc.- Opechee Park- Friday, June 16, 2023, from 7:00am to 2:00pm for Motorcycle show. Commissioner Kirk motioned to accept the request with all the requirements listed in the application. Commissioner Guyer seconded. All were in favor.
- I. Laconia Motorcycle Week Assoc.- Weirs beach- June 2, 10, 14, and 16, 2023 (rain date June 11, 15, and 17, 2023) at 10:00pm for class C fireworks show. Commissioner Ringer motioned to accept the request with all the requirements listed in the application. Commissioner Guyer seconded. All were in favor.

II. **OLD BUSINESS:**

- J. Piedmont Print & Frame – Rotary Park Pathways – Friday, April 7, 2023, from 9:00am-3:00pm-Good Friday Art Walk. Commissioner Roy motioned to withdraw the request. Commissioner Guyer seconded. All were in favor.
- K. Discussion regarding athletic field lighting. No update will discuss in the next Commission meeting. No update.

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

IV. **NEW BUSINESS:**

- A. Commissioner Hamel asked Director Lovisek about the number of Pickleball courts the city has currently and that number is 4. Director Lovisek mentioned that this spring the Memorial courts will be resurfaced and painted with lines for tennis and pickleball. That will be the number of outdoor courts to 9.

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- March 1, 2023, minutes of the meeting.
- B. Weirs Community Park Association- No report

C. Tardif Park Association- No report

XI. **DEPARTMENT REPORTS:**

A. Director's Report submitted by Amy Lovisek

Spring is here officially, and it is in the air, but the snow says winter isn't finished with us yet. We are preparing and gearing up for the spring season. The ice rink is being removed as I write this report. I have no doubt that the spring sport users will be chomping at the bit to use the fields soon, but keep in mind we don't open them until the frost is gone from the ground. This protects the grass and keeps it healthy.

We have posted for a Parks Technician I/II in the paper and other outlets this week. The closing date is March 24<sup>th</sup> and then we will go over the applications, do interviews and hopefully have a new employee soon. If you know of a good candidate, please have them fill out an application. With this position filled we will be at full staff.

We have been working with the Janitorial service company at all buildings to keep the buildings in good condition and presentable.

I met with the ATOM Group this past month to discuss how our department would run if the City were ever in a situation where they didn't have internet or phones. Turns out that we will probably be last on the list to be restored if the city does go down as we are least effected. This is good news for our department that we aren't so reliant on technology.

The garage door in the gym has finally been replaced. This was quite the lengthy process, but the door is a much better door and it just needs a coat of paint!!

I have been attending the Pumpkin Fest planning meetings with the City Manager. We are planning to offer a full day of pumpkin carving here at the Community Center for anyone in the community who would like to add to the pumpkin carvings. This will take place all day and into the evening. We will also run some type of program at the festival itself. We are thinking something like a scavenger hunt around the festival.

The doors between the Weirs Community Center and the Weirs Fire Department are becoming ADA accessible shortly. This process will make the Community Center side of the building ADA completely compliant. We are making strides to make this happen throughout the city.

The Parks & Recreation Department has been receiving many compliments lately. People are very appreciative of what we do and are showing that. I will always welcome praise for my employees, as nothing could be better for a department head.

B. Assistant Director's Report submitted by Matt Mansur

**Summer Prep**

We are getting nibbles and bites for our staffing. Have handed out a few applications. I am growing more confident about staffing out Bond Beach and Opechee Day Camp.

Opechee Day Camp registration begins on April 1<sup>st</sup> for Laconia residents and I know people are already excited about it. I am always anticipating a hectic registration day, but we have a history of people waiting for the last minute. We also need to keep an eye on a few registrations as some families did not pay us for a couple of weeks last year. I will change our system of collecting payment this year so that doesn't happen again.

### Community Center Programs

Unfortunately, we have had to tighten up with our pickleballers. They have responded well, but the snarky-ness has increased. We are also beginning to hear reports of some behaviors in the evening that we will need to address. This all being said, our operations seem to be running a little smoother.

We will be starting up an Adult Basic Strength and Stretch class run by Trish Tryon at the end of the month. I am happy to be getting exercise classes back here in the community center.

### Easter Egg Hunt

You are all welcome to the Easter Egg Hunt held at Leavitt Park again! It will be held on Saturday, April 8<sup>th</sup> at 2:00pm. Big thanks to the Leavitt Park Association for stepping in and hosting this when we couldn't get ahold of another Park Association.

### Operations and Administration

We have posted for our full-time Parks Tech position – along with our seasonal positions – and we are getting a good amount so far which is exciting.

In no time at all the snow will melt and we will be working to get the sports teams on the fields. And before you know it, Weirs Beach will begin filling up!

## C. Foreman's Report submitted by Dane Anderson

IN PROGRESS		
Location	Project	Additional Notes
Maintenance Shop and Office	Development of 5S standards- Cleaning and Reorganization of maintenance garage to improve safety, better utilization of space, and create a more organized and productive work space.	Each staff member had been designated a section of maintenance garage.
LCC	Gym Mens Restrooms- . Repair wall damage and complete repainting, replace door stop, resecured soap dispenser, replace leaking faucet, move hand dryer, remove and replace metal below hand dryer with vinyl	
Maintenance Garage	Equipment- Inventory mower blades, clean, sharpen, organize, dispose of bad and damaged.	
Department Wide	Trash- Servicing of exterior trash cans throughout parks, trail, and facilities	
Department Wide	Dog Bags- Checking and filling dog bag dispensers	
Grounds Maintenance	RFP Development- Grounds maintenance supplies, bulk materials	
Gale Memorial Library	Electrical- Lighting- Move and update occupancy sensor in Family restroom.	
Department Wide	Seasonal Restrooms- Inventory and Replace any damaged or missing Trash Cans, TP/Paper Towel/Soap Dispensers.	Standardize with same make and model
LCC	Carpentry- Windows- Foreman Office window into gym broken.	Occurred over weekend.
City Hall	Carpentry- Door to furnace room not operating properly, badly sticking in door jamb.	Hinge repair/replacement or shimming, squaring frame possibly needed.
LCC	Carpentry- Door- Gym men's room metal door frame pulled off doorway.	
Training	Snow Removal- Debriefing and compilation of notes, things learned, dos and don'ts, operation adjustments and solutions from year. For future use and training.	

UPCOMING/TBD		
Location	Project	Additional Notes
Seasonal Facilities	Plumbing- Prep for charge up. Check and replace any worn or damaged gaskets/diaphragms/valves/etc. Reinstall flushometers/stop valves/disconnected lines/backflows/meters/tanks/filters/pressure switches.	
LFD Central	Carpentry- Cosmetic cracks in platoon/pantry and admin areas	
LFD Weirs	Electrical- Install Exit sign coming out of back bedroom.	
LFD Weirs	Carpentry- Cosmetic cracks in laundry/gym door ceiling, apparatus area walls, stairway ceiling	
LFD Weirs	Electrical- Random wires/cables protruding from sheetrock (walls/ceiling), Patch holes in walls after removing wiring.	
Weirs CC	Door repair projects and ADA compliance updates	
City Hall	Janitor closet- 1st floor slop sink drain repairs	
Tardif	Plumbing- Replace toilet tank fills, Upgrade to fast fill valves	
ERP	Parking Lot- Entry gate modifications to allow ease of operation.	
Memorial	Storm Damage- Fencing- HB Backstop	
LFD Weirs	Plumbing- Replace/repair damage vent stack.	
City Hall	Electrical- Lighting- Replace light between public restroom with broken/missing lens cover.	
LCC	Electrical- Gym Lights - Bulb/Ballasts replacements needed	Gym closure and Scaffolding set up required.
Goss	Roof/Gutter- Requested to have gutter moved out to better collect rain. debris in corners removed	Consider snow fall prevention over front door, continual problem and safety concern in winter.
Goss	Carpentry- Seal hole around oil fill pipe.	
Goss	Electrical- Lighting- Light fixture replacement (front door exterior), Bulb replacement needed (side building exterior)	
Office	Create additional PM work orders to assist with maintenance schedule	
Maintenance Garage	Waste Removal- Electronic and hazardous waste removal.	tube light bulbs, ballasts, batteries, old liquid fert.,
Maintenance Garage	Keys- go through and organize.	
City Hall	Elevator- Monitor for reported faults.	
City Hall	Botanicals- City Council Chambers- Plant replacements requested	
Weirs CP	Electrical- Replace lighting timer for park/paths/pavilion.	
All Facilities	Plumbing- Shut Offs - Update/Tag/Label/Location List	
Seasonal Facilities	Electrical- Mark and label circuits to be shut off/turned on with seasonal opening and winterization	
LFD Central	Plumbing- Plum in washing machine in decontamination room. Connect to existing plumbing for utility sink.	
Bond Beach	Plumbing- Pump System reconfiguration/solution to restore water supply.	
Memorial	Ice Rink- Disassemble rink and store parts and supplies in Leavitt concession room. Take down temporary fencing system.	
Opechee Point Bathhouse	Paint- Complete covering and repainting of restrooms.	Aiming for completion prior to opening day 4/22
Robbie Mills	Paint- Complete repainting of restrooms, including drywall repairs and cove basin replacement	
Opechee Skate Park	Landscape- finish grading, compost and seed. Post lighting construction repair work.	

## XII. PRESENTATIONS

## XIII. ADJOURNMENT:

Commissioner Roy motioned to adjourn at 7:15pm. Seconded by Commissioner Guyer. All were in favor.

Respectfully submitted,

Liza Kelleher  
Secretary

Mitch Hamel  
Chair Commissioner