

**LACONIA PARKS AND RECREATION COMMISSION MEETING**  
**June 18th, 2018**  
**Laconia Community Center- Parks & Recreation Office**  
**7:00 P.M.**

**CALL TO ORDER:** Commissioner and Acting Chair Rod Roy called the meeting to order at the above date and time.

**RECORDING SECRETARY:** Director Kevin Dunleavy recorded this meeting.

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

**PARKS AND RECREATION STAFF PRESENT:** Recreation & Facilities Director Kevin Dunleavy. Absent: Parks and Recreation Secretary Liza Kelleher.

**ADOPTION OF MINUTES OF PREVIOUS MEETINGS:**

1. Regular meeting minutes of May 21st, 2018

Commissioner Tony Pederzani moved to adopt the minutes from May 21<sup>st</sup>, 2018. Seconded by Commissioner Deanna Guyer. The motion passed unanimously.

- I. **OLD BUSINESS:** None

- II. **FACILITY USE REQUESTS:**

- A. **Celebrate Laconia**– Opechee Point- Friday (setup) & Saturday, July 6 and 7, 2018 for a beer garden, vending, grill & young adult games for Celebrate Laconia 125<sup>th</sup> Anniversary Extravaganza. Tony Felch of Celebrate Laconia said that they are proposing a beer garden at the Opechee Point area for the event. Director Kevin Dunleavy explained that Celebrate Laconia previously received approval from the Commission to have the event at Opechee but if a beer garden was going to be added to the event, Celebrate Laconia would need to come back to the Commission for further approval. Tony Felch explained that they had received City Council and Special Events Committee approval for the beer garden that has a 10' x 20' tent along with a 20' x 50' fenced beer garden. Tony further explained that there would be a police detail at the beer garden, light towers for lighting, assembly permit for the tent and any required Liquor Commission approvals. Tony said that they would be cooking with gas grills. Director Dunleavy said a Certificate of Insurance from beer garden vendor will be required. Commissioner Tony Pederzani moved to approve the request subject to a waiver of the propane tank restriction and conditioned upon compliance with all City and Liquor Commission permits and requirements. Seconded by Commissioner Arthur Kirk. The motion passed unanimously.

Acton Children's Business Fair- Opechee Park/Smith Field- Saturday, August 18, 2018 6am to 3pm for Acton Children's Business Fair. Director Kevin Dunleavy asked if electricity was needed. Mary Truell said no. Mary Truell asked if there would be a problem with setting up a tent. Director Dunleavy said it would be fine but no vehicles can drive on the field and water barrels may be needed to avoid putting tent spikes into the irrigation. Commissioner Arthur Kirk moved to approve the request. Seconded by Commissioner Deanna Guyer. The motion passed unanimously.

B.

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

Commissioner Rod Roy said the following wedding requests for Rotary Park have been approved administratively:

A. Jennifer Fay & Jeremiah LaFlamme- Rotary Gazebo- Saturday, August 4, 2018 from 1:00pm to 6:00pm for a wedding ceremony.

IV. **NEW BUSINESS:** None

V. **ANNOUNCEMENTS:**

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

VII. **PUBLIC COMMENT:**

Tony Felch of Celebrate Laconia said that the group along with the 405 Pub is interested in having a beer tent at Opechee Point for the Celebrate Laconia 125<sup>th</sup> Anniversary Event. Mr. Felch said that he realizes this is a late request that did not meet the agenda deadline, but the group would like to pursue it. Commissioner Hamel said that he would like to see further information and further approvals from the Special Events Committee and City Council before the Commission takes up the matter. Director Dunleavy commented that late approvals are challenging for City staff and much time and work is required at the last minute, and these requests should be submitted several months in advance so proper planning can occur. Director Dunleavy said that the Commission could consider the request at their next meeting on June 18<sup>th</sup>. Director Dunleavy recommended that Mr. Felch have discussions with the Police Department about their requirements, connect with the Planning Department so the matter can be discussed at the Special Events Committee, and that City Council and Licensing Board approvals be obtained soon. Director Dunleavy explained that there is no electrical source or lighting in this area of the park.

VIII. **COMMUNICATIONS:**

Director Kevin Dunleavy said he had received an email from the Belknap Mill Society asking if they could incorporate vendors into their previously approved request for Arts in the Park

events at Rotary Park on Friday nights. Director Dunleavy explained that the Thursday night marketplace event that has been in the Downtown parking lot is not happening this year and the Belknap Mill was looking to have some of those vendors participate in the Arts in the Park events. Commissioner Rod Roy said that he had no problem with it but if the Belknap Mill is charging vendors to participate, he would like to see a new facility use request. All Commissioners agreed with Commissioner Rod Roy's comment. Director Dunleavy said he would pass this information along to the Belknap Mill.

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

**X. PARK ASSOCIATION REPORTS:**

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

**XI. DEPARTMENT REPORTS:**

- A. Asst. Directors Report submitted by Amy Lovisek

June as usual is a crazy time here at Laconia Parks & Recreation. Grass is busy growing and needs cutting, flower beds need planting and weeding, sport fields need prepping and lining and then there is the prep for summer! We are a small department, but we get an amazing amount done! I am sincerely impressed with our maintenance crew and want to give them props!

I have been busy planning for summer. As you are aware, we were forced to cancel swim lessons this summer due to a lack of instructors. However, I have had an increased number of lifeguards apply in the last couple of days! This may mean that we could have guards at least at Opechee Point on a couple of days! This is much better than I expected. I was planning to only guard the Weirs Beach. This is good news. I could still use 7 more guards, but right now things are looking up.

The local camps including the Opechee Day Camp are well aware of the lifeguard shortage and are making arrangements for their staff to be trained. Their staff will only be responsible for their camps only. They will not be responsible for the entire beach. This is a good thing. The problem is with the non-campers that want to cause problems and misbehave. They will have free range and may become a problem.

Tennis lessons are filling quickly as they are free of charge! This is such a great program for our community. All other programs are moving along as usual. I have had someone approach me about doing a healthy eating cooking class here at the Community Center. I think this would be a great program to offer. Another program that may be coming is Zumba again. It would be great to offer that again. It's a big hit with people.

We had our first American Red Cross Blood Drive here 2 weeks ago. It was a big hit and they exceeded their quota! We had a lot of walk-ins. How great it is that we could help. I hope you all enjoy your summer!

## B. Directors Report submitted by Kevin Dunleavy

June 18th, 2018

Department Updates:

- Recent maintenance projects and activities include:

- ⇒ Work orders/repairs at City Hall, Library, park houses, LFD and LPD
- ⇒ Mowing and trimming
- ⇒ Bathroom startups at athletic fields and bath houses
- ⇒ Trash removal and litter pickup
- ⇒ Pet waste bag restocking
- ⇒ Spring cleanups
- ⇒ Picnic Table repairs/painting
- ⇒ Athletic field preparation
- ⇒ Irrigation repairs
- ⇒ Aeration and fertilizing of fields
- ⇒ Event support
- ⇒ Planting bed cleanup/weeding/preparation

- We are now in the core season for our Maintenance Department. School sports are now over and we are now transitioning to other field uses like the Winnepesaukee Muskrats and summer softball/baseball seasons.

- Community Center Improvements – The consultant, MacFarlane-Johnson is in the process of preparing a report for the HVAC system and options for the future.

- Robbie Mills Water Supply – Gilford Well has completed their work on the well system and water supply for the Robbie Mills Complex. The irrigation system is up and running effectively. The water supply for the concession building has had some problems with sediment entering the system from the well. The sediment has cleared up on its own but we are looking to put a filter system on this well to capture sediment if the problem occurs in the future. We have arranged for two portable toilets for emergency purposes because if the sediment filled water can cause problems with the flush valves in the toilets.

- Seasonal Employees – Seasonal maintenance staff situation has improved some with a few more additions. We could still use a few more to complete the staff for the season. Lifeguard staffing is still problematic. We have enough lifeguards to man Weirs Beach and we may be able to man one of the in town beaches (Bond Beach or Opechee Point) at certain times. We have not been able to secure a certified swim instructor and swim lessons have been canceled for this summer.

- Lezama Family Happy Tails Dog Park – Construction work has commenced on the dog park project. The site has been cleared and construction layout has occurred. The park is expected to be completed sometime this summer.

- Weirs Beach Restoration –Woods Hole Group has submitted a revised scope of work for final design work for the project. NHDES has conceptually approved the terraced wetland concept that has been proposed as a mitigation element for the project. We are likely looking at construction for the beach restoration and related components in October/November 2019 due to the lengthy permitting process that is anticipated.
- Weirs Community Center Improvements- The City Council has approved funding for improvements to the Weirs Community Center bathrooms and the rear entrance walkway. The Weirs Community Park Association has pledged to cover half the cost of the bathroom renovation. The bathroom renovation cost is \$50,000 and the entrance walkway replacement is around \$8,000.
- Weirs Bath House Door Replacement – Three exterior doors are slated to be replaced at the Weirs Bath House. The existing metal doors and frames are rusted, loose and do not operate well. They have been damaged by vandalism. Work is expected to take place as soon as possible.
- Native American Sculpture –Additional fundraising is needed to complete any repairs.
- Bond and Bartlett Beach drainage projects: We are awaiting final engineering plans from the consultant.
- Laconia Downtown Riverwalk – The City has awarded the project to Busby Construction after the initial low bidder had to withdraw from the project. Work is expected to start this summer for the Walgreen’s segment with the City Hall to Church Street segment being completed in October/November of this year.
- Court Resurfacing – Court resurfacing projects are slated for June at Tardif Park and Leavitt Park. A sinkhole has developed in the Sanborn Park court that will delay the resurfacing of this court. We are working with DPW to repair this sinkhole in the coming weeks.
- Meetings that I have attended the last month include City Council, Riverwalk project meetings, City Staff Meeting, meeting with Boy Scouts for Eagle projects, Special Events Committee, Happy Tails Dog Park, Motorcycle Week trash removal, Leavitt Park Community Volunteers, Celebrate Laconia, Downtown TIF Advisory Board.

Respectfully submitted,

Kevin Dunleavy, Director of Recreation and Facilities

## **XII. PRESENTATIONS**

XIII. **ADJOURNMENT:**

Commissioner Deanna Guyer motion to adjourn at 7:29pm. Seconded by Commissioner Arthur Kirk. All were in favor.

Respectfully submitted,

Kevin Dunleavy  
Director of Recreation and Facilities

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 Cheryl Hebert, 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.