

**LACONIA PARKS AND RECREATION COMMISSION MEETING**  
**Monday, July 17, 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 June 19, 2023

Commissioner Rodney Roy moved to adopt the minutes from the June 19, 2023, meeting. Seconded by Commissioner Arthur Kirk. All were in favor.

I. **FACILITY USE REQUEST FORM:**

A. Laconia School District-Bobotas, Memorial field, Robbie Mills soccer field & trail, Opechee field and Smithfield- Fall 2023, August 14 to October 31, 2023, and Spring 2024 starting March 25<sup>th</sup> to June 6, 2024, for inter scholastic athletic events. Commissioner Roy motioned to accept the request with all the requirements listed in the application. Commissioner Kirk seconded. All were in favor.

II. **OLD BUSINESS:**

A. Robbie Mills Fencing- no update.

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

A. Prime Time Lacrosse- Bobotas Field- July 8 & 9, 2023, Saturday and Sunday from 8:00am to 7:00pm for NH Invitational Lacrosse Tournament.

IV. **NEW BUSINESS:**

A. Life Jacket Policy- The current Parks & Recreation rules and regulations for all beaches do not allow any life jackets or floatation devices. We are receiving complaints from upset patrons about our life jacket policy. Asst. Director Mansur did research into industry standards and found that the no life jacket rule is no longer being used.

Commissioner Roy motioned to accept a change to this rule with the actual wording to be emailed to the Commissioners. This new rule will not allow anything inflatable but will allow US Coast Guard approved gear as well as pool noodles. Commissioner Kirk seconded. All were in favor.

- B. Storage rental- The Laconia Youth Soccer organization found that most of their equipment they store in our garage bay at Leavitt Park was damaged due to water getting into the building. This water was not from a leak in the roof. The city's insurance company will not be covering these items as they don't belong to the city. The current Facility Use Request that the organization signed states that the city is not liable for any item not belonging to the city. LYS is asking the city to help on the cost to replace the items they have lost due to this situation. Director Lovisek will be working with the City Manager to see what can be done. To try to elevate this type of situation in the future our department will be adding a couple of items to the FUR. Commissioner Roy motioned that renters should provide rental insurance and will be responsible for checking their storage on a regular basis. Commissioner Ringer seconded. All were in favor.

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- No report
- B. Weirs Community Park Association- No report
- C. Tardif Park Association- No report

XI. **DEPARTMENT REPORTS:**

A. **Assistant Director's Report submitted by Matt Mansur**

**Beaches**

The beaches have been running pretty smoothly. Our team at the Weirs has been very strong and "Carry-In/Carry-Out" has been very successful. We've had a few parties that seem to trash their specific location between the hours of 8pm and 8am, but our team has worked hard to clean that up before the day gets started. They understand that the optics of messy Weirs could lead people to questioning the "Carry-In/Carry-Out".

I think it is helpful also having some Laconia residents up there working. I think they are taking pride in the location and that is very exciting.

Bond Beach has been getting bombarded with upset patrons concerning our Lifejacket policy. Our current policy is that we do not allow any lifejackets or floatation devices. This causes frustration and

frequent requests to explain our rationale. As of right now our rationale is that this is a relatively common rule for aquatics facilities throughout the industry... that being said, it looks like many industry leaders are backing off of the lifejacket policy and I am curious if we should as well. I am hoping we can discuss this at our upcoming meeting.

### **Opechee Day Camp**

This is a very young camper group mixed with a very young staff. I think some additional coaching will be needed throughout the summer. I am going to begin weekly meetings with the team, on top of my frequent visits to the camp, and I am hoping we can keep talking on specifics... e.g. scanning, awareness, and transitions.

With the exception of some growing pains, I believe the team is doing very well. Laconia residents Maddie and Ashlynn are doing a great job connecting with the campers and building what we call “relational equity” with them.

### **Community Center Programs**

Our volunteer Line Dancing instructor, Jean, has left us. She has moved down to Florida full-time. Fortunately, Carolyn is willing to step in, but she does not want to use our gym in the summer as it has no AC. They will be returning to us in September.

### **Leavitt Park Concession & Storage**

Laconia Youth Soccer contacted us on the 10<sup>th</sup> about water damage in the Leavitt Park Concession and Storage building. They believe it is due to a leak in the roof, but Dane did not find any evidence of a leaky roof. LYS asked for our insurance to cover the damage to their property. Primex came out to inspect the building and they did not find a leak and did not find the City at fault for the damage and therefore won't pay for the property damage. They did, however, find water damage to the building itself and recommended we contact a restoration specialist to remediate the water damage. Allbrite was out Wednesday morning to begin the process.

Laconia Youth Soccer is not in agreement with Primex's findings and is working with Gina, our Purchasing Specialist, to report a claim through the city – a process that I am not familiar with.

It is my hope that we can find a solution here that does not create friction between our department and one of the city's largest and oldest youth sports organizations.

## **B. Foreman's Report submitted by Dane Anderson**

Parks, Recreation and Facilities Maintenance

### **MONTHLY REPORT**

6/16/2023-7/14/2023

**COMPLETED**

Location	Project	Additional Notes
Opechee	Daycamp- restroom floor water damage repairs	
Gale Library	Furniture- Picked up donated furniture piece and delivered.	
Gale Library	Furniture- Removal and replacement of furniture for floor refinishing project	
Gale Library	Electrical- Lighting- Bulb replacements and checks.	
Gale Library	Brush Removal	
Gale Library	Furniture- assembly of bookcase.	
Robbie Mills	Sports Fields- ALB Game Preps	
Memorial	Sports Fields- LACS Game Preps	
Parks and Facilities	Mowing Ops	
Cemeteries and Rights of Way	Mowing Ops	
Rotory	Forestry- Downed limbs from storms removed	
City Hall	Plumbing- Employee Men's Room- Urinal Repair.	
City Hall	Plumbing- Public Women's Room- Faucet Replaced	
City Hall	Plumbing- Employee Women's Room- Faucet Repair	
Weirs	Bike Week Event Prep and Cleanup operations.	
Opechee	Sports Fields- LMS field day event prep and clean up	
Weirs Beach	4th of July- Event prep and clean up	
Opechee	4th of July- Event prep and clean up	
Training	NEPA Training in Exeter	All full timers attended
Opechee	Sports Fields- LLL Tournaments X2	
Department Wide	Seasonal Plumbing- Meter readings and Backflow checks with Water Dept.	
Irrigation	IQ System- Subscription renewal. Rain sensor and clock battery replacements.	
Forestry	Plant health investigation- requested for trees at Beacon/Water St intersection	
Opechee	Gaga Ball Pit Installation Assistance	Kiwanis volunteers completed
Leavitt	Sports Fields- Soccer Camp	

Bobotas	Sports Fields- Primetime Lacrosse tournament prep and clean up
Memorial	Electrical- Power restored to HB Concession building
ERP/RM/Banking	Agronomic Program- Fertility application
Sports Fields	Agronomic Program- 2nd round fertility application
Bartlett	Vandalism- Women's restroom door broken into. Lock repairs.
Wow Trail	Brush Removal
Sanborn	Brush Removal
Vets Square	Flagpole- POW flag installation
Equipment	Mower Modifications- Chute blocking systems installed
Tardif	Forestry- Downed limb removal.
Weirs CP	Events - Amphitheater and Pavilion prep and clean up
Rotary	Events - prep and clean up
DPW	Mowing Ops
Bartlett	Plumbing- Toilets unclogged
Downtown	New tree and shrub beds weeded and additional mulching where needed.
LFD Weirs	Carpentry- Damaged/missing flashing reinstalled
Weirs CC	Brush overhanging walkways removed.
ERP	Plumbing- Bathhouse flushometer rebuild

## IN PROGRESS

Location	Project	Additional Notes
Mowing	Seasonal mowing operations of Parks, Sports Fields, Cemeteries, Facilities, Rights of Way	
Horticulture	New tree and plant watering.	
Beaches	Sand grooming and water's edge cleanup operations	

Horticulture	Plant Beds- clean up, weed, fertilize, mulch
Department Wide	Trash- Routine trash and ground litter removal.
Seasonal Restrooms	Janitorial/Maintenance- Routine checks for cleanliness and repairs

Department Wide	Dog Bags- Checking and filling dog bag dispensers	
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.
City Hall	Botanicals- City Council Chambers- Plant replacements requested	
Memorial	Sports Fields- Infield mix project, addition of 150 tons of infield mix. Grade and level.	
Opechee	Sports Fields- Infield mix project, addition of 100 tons of infield mix. Grade and level.	
Robbie Mills	Sports- ALB game preps	
Memorial	Sports-LACS game prep	
Rotary	Events- Clean up and prep work	
Irrigation	System charge ups, repairs and continued maintenance needs	
Facilities	Electrical- Lighting timer adjustments as needed	
Vandalism	Graffiti- continual monitoring and removal throughout parks and facilities.	
Opechee	Daycamp- restroom floor water damage repairs	
Leavitt	Concession Building Restrooms- Painting	
Leavitt	Concession Building - Flood Mitigation	
ERP	Plumbing- Bathhouse- Damaged toilet replacement.	
LFD Central	Server Room- Temp alerts- a/c possibly too small for newly installed server	

### UPCOMING/TBD

Location	Project	Additional Notes
Leavitt	Playground- Damaged place piece	
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.	
City Hall	Janitor closet- 1st floor slop sink drain repairs	
ERP	Parking Lot- Entry gate modifications to allow ease of operation.	
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.	
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.	
Robbie Mills	Paint- Complete repainting of restrooms, including drywall repairs and cove basin replacement	
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- Windows- Foreman Office window into gym broken.	
Gale Memorial Library	Electrical- Lighting- Move and update occupancy sensor in Family restroom.	
Gale Memorial Library	Electrical- Lighting failed fixture replacements	
Wyatt	Plumbing/Irr- Failed backflow. Repair/replacement needed.	
Weirs CC	Door repair projects and ADA compliance updates	
Robbie Mills	Electrical- Transient surge protector damaged. Replacement needed	

XII. **PRESENTATIONS**

XIII. **ADJOURNMENT:**

Commissioner Guyer motioned to adjourn at 6:58pm. Seconded by Commissioner Ringer. All were in favor.

Respectfully submitted,

Liza Kelleher  
Secretary

Mitch Hamel  
Chair Commissioner