

**LACONIA PARKS AND RECREATION COMMISSION MEETING**  
**Monday, September 18, 2023**  
**Laconia Community Center**  
**6:00 P.M.**

**CALL TO ORDER:** Commission 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 and Laura Ringer. Absent- Arthur Kirk.

**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 July 17, 2023

Commissioner Roy moved to adopt the minutes from July 17, 2023, meeting. Seconded by Commissioner Guyer. All were in favor.

**I. FACILITY USE REQUEST FORM:**

- A. Weirs Action Committee- Endicott Rock Park parking lot- June 8 through June 16, 2024, from 8:00am to 8:00pm for Laconia Motorcycle Week parking lot. Commissioner Roy motioned to accept the request with all the requirements listed in the application. Director Lovisek asked that they pick up the area on a regular basis. Commissioner Ringer seconded the motion. All were in favor.
- B. Rock Steady Boxing Lakes Region- Wow Trail- Saturday, September 23, 2023, from 9:00am to 1:00pm for Rock Steady Boxing 5K run and walk. Commissioner Roy motioned to accept the request with all the requirements listed in the application. Commissioner Guyer seconded the motion. All were in favor.
- C. Terri Folsom- Robbie Mills Complex- Saturday and Sunday, September 21 & 22, 2023 for a wedding reception. Commissioner Roy motioned to deny the request due to this not being a proper use of this facility. Commissioner Guyer seconded the motion. All were in favor.
- D. Laconia Adult Coed Softball (LACS)- Memorial Park Softball field- Monday through Friday from 5:30pm~11:0pm and Saturday & Friday from 8:00am to 11:00pm (revised from previous request dated November 2022, adding Fridays) for Laconia Adult Coed Softball. Commissioner Roy motioned to amend the original request and added the Fridays listed in the application. Commissioner Guyer seconded the motion. All were in favor. Director Lovisek again mentioned that the bathrooms will be winterized in mid-October. The league will provide their own porta potties if desired.

- E. Laconia Adult Coed Softball- Memorial Park Softball field- Tuesday, October 31, 2023, from 3:00pm to 10:00pm for Trunk or Treat event. Commissioner Guyer motioned to accept the request listed in the application. Commissioner Ringer seconded the motion. All were in favor.
- F. Laconia Adult Coed Softball- April 2024 through November 2024, Monday through Friday from 4:30pm to 11:00pm, Saturday and Sunday from 7:30am to 11:00pm for Laconia Adult Coed Softball 2024 season. Commissioner Ringer motioned to accept the request and amended the time to 4:00pm in the application and to remove the storage. Commissioner Roy seconded the motion. All were in favor.
- G. Bumblebees Softball Club- Opechee Field D and bathrooms- July 20 to 22, 2024 Friday 6:00 to 8:00pm, Saturday & Sunday 8:00am to 8:00pm for the Bumblebees softball 14 U summer swarm. Commissioner Roy motioned to accept the request pending upon the schedule of Lakes Region Girls Softball and Nor'easter. Commissioner Guyer seconded the motion. All were in favor.

II. **OLD BUSINESS:**

- A. Robbie Mills Fencing- no update.

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

- A. Wild Card Ultimate Frisbee Team- Opechee Smith Field- Saturday August 5, 2023, from 9:00am to 1:00pm and Sunday August 6, 2023, from 10:30am to 12:00pm for Wild Card Practice.
- B. Lakes Region Wavemakers- Bond Beach- Tuesday, August 15, 2023 (August 17<sup>th</sup> rain date) from 6:00pm to 8:00pm for end of season banquet.
- C. Sarah Coyle & Casey Leroux- Rotary Park Gazebo- Saturday, September 16, 2023, from 10:00am to 3:00pm for a wedding ceremony.
- D. Leavitt Park Community Center-Leavitt Park outside of the Parkhouse- Friday, August 25, 2023, 5pm for set up and Saturday, August 26, 2023, all day for 100<sup>th</sup> annual Leavitt Park carnival.
- E. Nikkita Lingard- Weirs Beach Pavilion- Sunday, September 24, 2023, from 12:00pm for a kid birthday party.
- F. Childrens Business Fair, Acton Academy NH- City Hall parking lot- Saturday, August 5, 2023, from 8:00am to 2:00pm for NH Children's Business Fair.
- G. Katelyn Doherty- Weirs Community Pavilion and bathroom- Saturday, September 30, 2023, from 12:00pm to 3:00pm for a birthday party.

IV. **NEW BUSINESS:**

- A. Propose new rule for facility users
  - 5. Any damage repair or extra maintenance required after the use of the facility will be charged to the user (\$amount to be determined by the Parks & Rec. Dept. \$100.00 minimum)

Commissioner Roy motioned to accept the changes in rules and regulations for facility use. 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- August 2, 2023, and September 6, 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**

As we didn't have a meeting last month due to a lack of a quorum this report will be appropriately longer! Fall is right around the corner according to the calendar, but for my department it is here. The summer/beach season is behind us and we made it through.

The City Manager and Council decided to give Laconia Youth Soccer \$5,000 towards replacing their gear/equipment that they lost in their storage shed at Leavitt Park.

The Gale Ave. Park design is coming along. They are still working on some items and then we will meet with NHDES to determine all we can do. The hope is to complete this project this fall, if possible.

The Memorial Tennis/Pickleball Courts have been completed. There are 5 tennis and 5 pickleball courts in total and only one of the courts is a shared use court. We have provided 4 portable nets in a lock box at the park for anyone to use. If you would like the combination, please just ask.

The NH Pumpkin Festival is coming up at the end of October. Our department will be doing a couple of programs to promote and enhance this event. The Thursday before the event the Community Center will be open to the public during the day and night to carve pumpkins. The pumpkins and carving tools will be donated by Meredith Village Savings Bank. Our department will then deliver the carved pumpkins to the event. We will also be hosting a short scavenger hunt during the daylight hours on Saturday at the event itself. This hunt will take the players throughout the encompassed area.

We had some homeless camps located on Bond Beach property. They were asked to leave the facility, however they left 800 lbs. of trash. This took 3 members of our crew 4 hours to clean up.

We are currently hosting interviews for the Parks Tech I position that is available. We have interviewed 4 people so far. We have the new position coming online next month that Dane and I are working with our HR Department to finalize. We have a new job description, and we are just awaiting HR's go ahead to post. We are all looking forward to the position being filled.

Speaking of interviews, I assisted the City Manager in his hiring process for the new Planning Director. As a member of the planning board and a city employee I was asked to help with the 1<sup>st</sup> panel to interview the candidates. This was an interesting experience, and I took a lot away from it.

The city has officially signed off that we are receiving the grant money for Leavitt Park. This is \$462,000 of which 15% will be city money, but will come from the Leavitt Park Trust, Leavitt Park Group Volunteers, and our User Fees. This grant will get us a new playground, refurbish the walking trail, new gazebo off the park house, new energy efficient lights, new flooring, and AV equipment for inside and out. This is quite the project and I look forward to its completion.

We have 3 rules in our Rules and Regulations that are going to a public hearing at the next city council meeting to become ordinances. This is to provide the police department with the ability to enforce our rules without someone from this department initiating it.

I was so kindly asked to be in the dunk tank at the Leavitt Park Carnival a couple weeks ago. I had such a good time with this and yes Councilor Tony Felch was the first to dunk me!!

Each year the Trustees of the Trust go on a cemetery tour with me as part of their duties. We now have one less cemetery to maintain as it was not ours to begin with. I have sent the owners of the property a letter stating that the city will no longer maintain the area. I don't know how we came about maintaining it to begin with.

The City Manager and I met with State Parks to discuss the transfer of property from the Spruce Street Park to Davis Place property. After the meeting and looking into the property we are unable to use that area. There are too many easements on it to be allowed by the federal government. We are back to square one on this project.

We have some projects out to bid at this time. Bond Beach Bath House construction and septic replacement, along with the playground for Leavitt Park. We have a sole source given to Cape & Island Track for the Smith Track refurbishment. We are waiting to hear when they will start this project.

The Weirs Action Committee is donating up to \$5,000 to install lighting for the new gazebo at Weirs Beach as well as a permanent light fixture for the flagpole. This will go to the City Council for approval of receiving funds.

The CIP for the next 5 years has been submitted. It was due September 14<sup>th</sup>. I have attached a copy of our requests to this document.

## B. Assistant Director's Report submitted by Matt Mansur

### Beaches

I would say this has been the most successful beach summer I've had here at Laconia P+R. We received many compliments on the beach's cleanliness. Carry-In/Carry-Out can be considered a success. Our facilities' team did a tremendous job raking the beach weekly and landscaping. We still had issues with patrons, but not nearly as much as we have seen in the past. Still some people sneaking alcohol, cooking, and booze, but it was much fewer than in years past. We had a couple of issues where police had to be called out to help, but they did always come.

Our biggest *threat* (for lack of a better word) we're seeing at beaches right now are involving boats. At Weirs it is Jet Ski's that have been rented nearby. At our in-town beaches its boats coming right up to the beach and disregarding staff. There is some confusion as to who has the authority to do anything about it. Police say marine patrol, but marine patrol doesn't always have a boat in Winnisquam or Opechee.

### Opechee Day Camp

Another good year at ODC. I do believe that there is still some "low-hanging fruit" that we can fix up over at ODC. I am hoping that we can retain some staff and bring them in with more experience having had a year under their belt. Looking forward to having field trips back to ODC in '24.

### Community Center Programs

Pickleball, Pickleball, Pickleball. Our "Winter" Schedule will begin here at the Community Center pretty soon and we will implement a few "Laconia Resident's Only" pickleball sessions. I am hoping that this helps and is met with good feedback from our residents.

beginning 9/25/22	Monday	Tuesday	Wednesday	Thursday	Friday	SAT	SUN
7:00am							
8:00am	Pickleball (8:00a - 10:00a)	LACONIA RESIDENT ONLY	Pickleball (8:00a - 10:00a)	LACONIA RESIDENT ONLY	Pickleball (8:00a - 11:45a)		
9:00am	\$4	PICKLEBALL	\$4	PICKLEBALL	Non Res - \$7		
10:00am							
10:15am	Line Dancing	8am - 11:45	Line Dancing	8am - 11:45	Res - \$5		
11:00am	\$3	\$5	\$3	\$5			
11:45am							
12:00pm	Adult Lunch Bball - \$3			Adult Lunch Bball - \$3			
1:00pm							
2:00pm							
2:15pm	LMS Open Gym	LMS Open Gym		LHS Open Gym	LHS Open Gym		ArtsFest
3:00pm			Elem Open				
4:00pm							
5:00pm							
6:00pm	Pickleball (6:00p-9:00p)	18+	LACONIA RESIDENT ONLY		Pickleball (6:00p-9:00p)		
7:00pm	\$5	pickup	Pickleball (6pm - 9pm)		\$5		
8:00pm		bball \$5	\$4				
9:00pm							

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

COMPLETED		
Location	Project	Additional Notes
Robbie Mills	Sports- ALB game preps and Tournament	
Opechee	Day camp- restroom floor water damage repairs	
Leavitt	Concession Building Restrooms- Painting	
ERP	Plumbing- Bathhouse- Damaged toilet replacement.	Additional Leaking toilet repaired
LFD Central	Server Room- New A/C unit installed	
Robbie Mills	Electrical- Transient surge protector damaged. Replaced by Hutchins Elec.	Complete Power Phase from pole to meter missing as well, causing additional electrical problems to facility. Utility Company contacted and completed repair
Gale Memorial Library	Electrical- Lighting- Moved and updated occupancy sensor system in Family restroom.	
Weirs CP	Electrical- Control of pavilion power outlets and lights separated and removed from park pathway lighting system. Completed by Hutchins Elec.	Was wired so that power and light to pavilion was only supplied when photo cell turned pathway lights on at night.
LCC	Gym- Floor resurfacing project- Gym floor cleared	
LCC	Electrical- Gym Lights - Bulb/Ballasts replacements	Gym closure and Scaffolding set up required.
LCC	Ceiling Fan replacements (x2) and control switch	Gym closure and Scaffolding set up required.
Sports Fields	Fall Sports Field Set Ups: Layouts, measurements, lining and painting	
Memorial	Softball Field- 50tons of infield mix spread and graded.	
Opechee	Softball fields- infield conditioner spread on all 4 fields	
Sports Fields	Nor'easter Softball Tournament	
Sports Fields	LRGS Softball Tournament	
WCP	Vandalism- Graffiti Removal from Pavilion	
Gale Memorial Library	Electrical- Lighting failed fixture replacements	
Equipment	CIP Sports Field Equipment Received	
Wyatt	Basketball- Net replacements	
LCC	Basketball- Net replacements	
Leavitt	Basketball- Net replacements	
Memorial	Tennis/Pickleball- Job Box installation and lock modifications. Damaged tennis post replacements.	Completed after resurfacing project.
Equipment	Sports Field Groundsmaster- alternator and relay replacements.	
Rotary	Forestry- Downed Limb Removal (x2 separate events)	
Bond	Homeless- Abandoned encampment removal	800lbs
Water Dept.	Plumbing- Quarterly Meter Readings	
Gale Memorial Library	HVAC/Plumbing- Leaking heating cooling unit and improper repair located.	

Training	Mound and batter circle construction and repairs	one team member attended.
Bartlett	Forestry- Pruning to improve sight lines.	
Bartlett	Door handle installation on Womens room door.	
Bartlett	Video Surveillance signs installed	
Bartlett	Plumbing- Toilet repairs.	
Bartlett	Vandalism- Repaired removed damaged picnic tables, relocation for safer sight lines.	
Gale Memorial Library	Carpentry- Restroom door closer repairs	
Gale Memorial Library	Electrical- Replacement TV installed.	
Gale Memorial Library	Vandalism- Graffiti removal	
Gale Memorial Library	Grounds- Pruning	
Gale Memorial Library	Furniture- Assembly of multiple new shelving units	
Gale Memorial Library	Furniture- Bookshelf caster wheel replacements	
Gale Memorial Library	New People counter installation	
Gale Memorial Library	New exterior Trash can installation	
Gale Memorial Library	Plumbing- Flushometer rebuilds in Family restroom and public men's room.	
Gale Memorial Library	Electrical- Light bulb replacements	
Fire Safety	Fire extinguisher servicing.	
Parking Lots	Parking bumper inventory and repositioning.	
ERP	Broken curbing repair/patching	
Bartlett	Forestry- downed tree removal	
Opechee	Gaga Ball Pit- padding installed on corner brackets	
Staffing	Summer Seasonal Departures and Appreciation Event	

Memorial	Plumbing- SB Women's room faucet repair.
LFD Central	Plumbing- Multiple faucet repairs.
Wyatt	Carpentry- Picnic Table repairs, board replacements and painting
Opechee	Carpentry-Picnic Table repairs, board replacements and painting

City Hall	Electrical- Light bulb replacements
Weirs Comm Park	TP dispenser replacements (x2)
Leavitt	Events- 100th Carnival set up and tear down
Risley Field	Sports- Cross County Track set up
Equipment	Demo
Leavitt	Pruning/brush pile removal
Bobotas	Cut back of field surrounds and suckers encroaching on sports field
Equipment	Pallet jack repairs
Opechee	Events- City Employee Picnic set up and tear down
LPD	Grounds- Pruning
LFD Weirs	Plumbing- Toilet removal and reinstallation for waste line camera work.
Robbie Mills	Painting- Picnic tables
Weir Comm Park	Painting- Pavilion picnic tables
City Hall	Furniture- Picture hanging

**IN PROGRESS**

Location	Project	Additional Notes
Mowing	Seasonal mowing operations of Parks, Sports Fields, Cemetery's, Facilities, Rights of Way	
Sports Fields	Fall Sports- Field painting and chalking, skin grooming, net repairs	
Horticulture	Monitor new tree and plant watering needs.	
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.	



ERP	Parking Lot- Entry gate modifications to allow ease of operation.
Rotory	Botanicals- Centennial Bed- Removal of summer planting and conversion to fall/winter plantings. Sports-LACS game prep
Memorial	
Rotory	Events- Clean up and prep work
Irrigation	Repairs and continued maintenance needs
Facilities	Electrical- Lighting timers' adjustments as needed
Vandalism	Graffiti- continual monitoring and removal throughout parks and facilities.
Leavitt	Storm Water mitigation along Elm, planning and troubleshooting with DPW
Memorial	Electrical- Baseball scoreboard repairs.
LCC	Plumbing- Faucet replacements
City Hall	Plumbing Faucet replacements
Sports Fields	Fall Overseeding and Fertilization
Parks	Fall Overseeding and Fertilization
Vets Sq Gordon Lawrence Cemetery	Power to Irrigation/Fountains and Lights shut off due to misuse. Forestry- Down limb removal
Tardiff	Forestry- Dead/Hazardous tree removal. Trees to be removed marked and pictures taken.
Equipment	CIP Commercial Landscape Mower Replacement RFP Development

**XII. PRESENTATIONS**

**XIII. ADJOURNMENT:**

Commissioner Roy motioned to adjourn at 7:10pm. Seconded by Commissioner Guyer. All were in favor.

Respectfully submitted,

Liza Kelleher  
Secretary

Mitch Hamel  
Chair Commissioner