

LACONIA PARKS AND RECREATION COMMISSION MEETING
Monday, October 16, 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 and Arthur Kirk. Absent Deanna Guyer 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 Lovisek.

ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

1. Regular meeting minutes of September 18, 2023

Commissioner Rodney Roy moved to adopt the minutes from September 18, 2023, meeting. Seconded by Commissioner Arthur Kirk. All were in favor.

I. FACILITY USE REQUEST FORM:

- A. WOW Trail- Opechee Parkhouse, WOW trail and Smith Track parking lot- October 27 & 28, 2023 for the runaway pumpkin 10K & 5K Run/walk. Commissioner Roy motioned to accept the request with all the requirements listed in the application. Commissioner Kirk seconded the motion. All were in favor.
- B. Celebrate Laconia- Stewart and Rotary Park- November 25th from 9:00am to 7:00pm for the Festival and Parade and November 18th through January 7, 2024, to celebrate Laconia Lights Festival. Commissioner Kirk motioned to accept the request with all the requirements listed in the application. Commissioner Roy seconded the motion. All were in favor.
- C. Lou Athanas Youth Basketball- Laconia Community Center- Saturday from 8:00am to 4:00pm and Sundays from 8:00am to 12:00pm from December 16 through March 16, 2024, for LAYBL season. Commissioner Roy motioned to accept the request with all the requirements listed in the application. Commissioner Kirk seconded the motion. All were in favor.
- D. Lou Athanas Youth Basketball- Laconia Community Center- February 21 through February 25, 2024, Wednesday, Thursday, and Friday 5:00pm to 9:00pm, Saturday and Sunday 7:00am to 7:00pm for LAYBL tournament. Commissioner Kirk motioned to accept the request with all the requirements listed in the application. Commissioner Roy seconded the motion. All were in favor.

II. OLD BUSINESS:

A. Robbie Mills Fencing- This item has been placed in the CIP for next year. Director Lovisek does not think it will score well.

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

IV. **NEW BUSINESS:**

A. Lezama Family Happy Tails Dog Park update presented to the Commissioner. Larissa Lezama Salcedo is the new president for Happy Tails Dog Park of Lakes Region.

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. **Director's Report submitted by Amy Lovisek**

Happy Fall Y'all! It's the most wonderful time of the year!! The air is finally crisp, and the trees are starting to turn. It is absolutely beautiful outside. Go out and enjoy it in the parks.

We have hired a new employee as of a couple of weeks ago. His name is Michael Trent and he worked with us during the summer season of '22. We have high expectations that he will do very well here at Parks & Recreation.

The applications are due as of today for the Facility Maintenance Tech position. We are hoping for a good number of applications.

The Bond Beach Bath House and septic system bid came back, and we have chosen CK Landscape company to do the project. This will be completed no later than May 17, 2024.

The Leavitt Park playground is also set with the contractor. We have chosen Burke Playgrounds as the manufacturer and installer. We are in the process of choosing colors at this time.

We had our CIP presentation last night at the City Council Chambers. For the most part we were met with high praise for all we are looking for. There was some opposition from some regarding the keys and vehicles. I will discuss all of this with the City Manager and work out what we will get this year.

Dane Anderson and I met with members of the Laconia Little League BOD. They are looking for some help with Colby field. You may or may not know that in the past we have been asked to stay off of Colby as the LLL wanted sole control over that field. The department never had any issues with this and have had to help the league when poor management practices occur for the field. The league has asked for assistance with their irrigation system, grub problem, berms in the infield and their bullpens. We are going to collaborate with them, and we will take control of the irrigation system once it is up and running for the season. We will manage the water flow so that we are comfortable knowing it is being done correctly. We will also be adding them to our turf program. This means we will aerate, slice seed, over seed, fertilize and add any amendment that is required for that field. The league will have Gilford Well do the start up as well as look into the zones on the irrigation. Some areas are missed completely in the watering cycle. They will also hire a company to fix the berms in the infield. It was a great informative meeting, and we are bridging the gap that seemed to have been there.

Our department along with DPW met to discuss winter snow removals for this coming season. It was a great meeting and we are now all on the same page.

I did a presentation of the department at Pleasant Street School for the 3rd graders. They are learning about government and asked me to come in to explain our role. They were a nice group of kids and asked a number of good questions.

B. Assistant Director's Report submitted by Matt Mansur

Greetings!

I hope everyone's fall is going well! Besides a heartbreaking loss to Rod and his Sachems, I am doing well.

Beaches

We have removed all of the swim lines and have cleaned up the Lifeguard rooms. We have seen some very cool post-season interactions between our summer staff. Grey has come back from college a few times and grabbed dinner with Carson, Reid, and JP. Grey and Skip both went to their soccer game last week.

When looking for more benefits to working for Parks and Rec for the season, I am hoping that we have hit on a little bit of comradarie.

Community Center Programs

We have yet to be bombarded with pickleballers, but the slow drip has begun. We had one non-resident express their displeasure with the new "Resident Only" days. I think this will be a bit of a shocker at the start of the season. There will be some growing pains.

Basketball has been going really well. We are actually seeing more than 10 people show up for adult lunchtime basketball – which is great, but it means that some people are sitting out during the hour-long period. I hope that won't turn into a problem.

I have purchased some curtains and some tension rods to put in our gym windows as a temporary solution until we can find the new solution.... Which has been difficult to find.

We are also receiving reports of the water fountain not working. I will try to get that working before we need to buy a new one. I am hoping to save our money from basketball and pickleball so that we can buy a new set of bleachers.

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 Groundsmanager- alternator and relay replacements.
Rotory	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
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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	Power to Irrigation/Fountains and Lights shut off due to misuse.	
Gordon Lawrence Cemetery	Forestry- Down limb removal	
Tardiff	Forestry- Dead/Hazardous tree removal.	Trees to be removed marked and pictures taken.

XII. **PRESENTATIONS**

XIII. **ADJOURNMENT:**

Commissioner Roy motioned to adjourn at 6:43pm. Seconded by Commissioner Kirk. All were in favor.

Respectfully submitted,

Liza Kelleher
Secretary

Mitch Hamel
Chair Commissioner