



**Town of Weare
Parks and Recreation Commission
Meeting Minutes
February 20, 2024**

MEETING CALLED TO ORDER: 7:02 pm

MEMBERS IN ATTENDANCE: Chair, Pam Moul; Vice Chair, David Lundeen; Denise Purington; Director, Lisa Grolljahn, Salim Blume Ex-Officio.

EXCUSED: N/A

NOT PRESENT: N/A

Pledge of Allegiance

AMENDMENTS TO AGENDA: Email and deliberative session

PUBLIC COMMENT: Tara Mann spoke regarding to her conversation with Society for the Protection of New Hampshire Forest. She provided an overview of her discussion with Mr. Holtz who provided some background information from his involvement when the parcel was first purchased.

APPROVAL OF MINUTES: Ms. Grolljahn made a motion to accept the minutes of January 16, 2024 and Ms. Purington seconded the motion. All present were in favor and the motion was approved.

Agenda Topics

Topic: New Members

Two individuals were present and expressed their interest in joining the Parks and Recreation Commission. Matt Bieler, currently Cub Master Pack 24. Has been a resident for 3-4 years. Participated in a project at Bolton Field. He was concerned about the condition of the facility and wanted to get more involved.

Shelby O'Donnell, resident of Weare for more than 20 years. Involved in coaching when her daughter was younger and now is involved with coaching soccer and basketball. She enjoys Chase park and is at a time in her life when she feels she has the time and capability to give back.

Ms. Moul asked if there were any questions. Ms. Purington asked if both individual understood time commitment and Ms. Grolljahn provided an update on responsibilities at Chase Park for Commission members. Both indicated they understood. Ms. Moul asked Mr. Blume when the next BOS meeting would be able to confirm new applicants. He indicated the March 4th meeting would be the earliest. Mr. Blume indicated that the Town Administrator would confirm time with them. Mr. Blume asked if there

was only one vacancy. Ms. Purington indicated there were two, the one that had been listed some time and the one vacated by Ms. Lentsch. Mr. Blume indicated website only listed one. Mr. Lundeen stated he believed there were two and at one points Parks and Rec had 6 members. The two new members remained for the meeting.

Action Items: Salim Blume will take the names of the two applicants to the BOS and have them placed on the BOS agenda for approval. Goal is to have the new Commission members in place for the March 5th meetings. Ms. Purington to confirm with Ms. Rouse why Ms. Lentsch's position was not listed on website.

Topic: Chase Park

Discussion took place regarding starting the process for hiring staff for the 2024 summer season. There will be two types of positions posted, gate assistant and assistant supervisor. A discussion regarding the hiring of a lifeguard took place. Past years we have had difficulty hiring lifeguards and have had difficulty with scheduling them. A discussion took place as to whether they were required verses posting swim at your own risk signs. Ms. Purington and Mr. Blume both brought up the requirements of the lease indicating the need for a lifeguard on duty during vacation and weekends. It is unclear whether this is contained in the actual lease.

Commission members agree that fees should remain the same as should the hours. If issues arise with the budget during the season the hours can be revisited.

Overtime approval for Chase Park employees was discussed. Ms. Purington suggested we have a policy drafted and that all overtime be approved by the Director.

Discussion regarding the fixing of the boat ramp came up. It is unclear if DPW will be able to get to it this year due to current staffing issues.

Action Items: Ms. Purington to speak with Ms. Rouse about having a legal review of contract and also PrimeX, the town liability insurer. Ms. Moul to request posting be put on website. March 19th will be the due date for all applications to be in. Ms. Grolljahn to speak with Park Supervisor regarding color of car stickers for the 2024 season. Ms. Grolljahn will send emails to last years employees letting them know the application process has begun. Application will be reviewed at the March 20th meeting. Ms. Purington to follow up with Town Administrator and DWP Director regarding status of this project for the spring.

Topic: Skate Park Fence

The Skate Park fence was damaged again by winter plowing. Ms. Purington asked if we were ever reimbursed for the damage from last winter. No one was sure we received reimbursement.

Action Items: Ms. Grolljahn to follow up with the Weare Middle School Principal. Ms. Moul will go and take photos of the damage. Ms. Purington to speak with Ms. Rouse regarding reimbursement for last winter's damages.

Topic: Field Usage

Discussion occurred around holding the field usage meeting to look at 2024 scheduling. Group agreed to schedule meeting for March 5th if room is available.

Ms. Purington requested that the Parks and Recreation Commission do a walkthrough with WAC and Jr. Football to assess the fields and set date for when they are ready to be used.

Action Items: Ms. Grolljahn to contact WAC and Jr. Generals to let them know about the meeting.

Topic: Tennis Courts

New locks have been purchased. Current lock will not open. It was agreed that current lock will remain in place until spring opening and then new locks will be put in place.

Action Items: None

Topic: Ineson Field Well Pump

The well pump is still not functioning, and we had difficulties getting anyone to look at it before winter. A motion to spend up to \$2,000 on repairs was made in 2023. Since we are now under the 2024 budget a new motion was deemed necessary. Ms. Purington made a motion to authorize the Director to spend up to two thousand dollars (\$2,000) to hire someone to diagnosis and potentially repair the Ineson field pump to be taken from the repair line item 596. It was seconded by Mr. Lundeen. Ms. Grolljahn abstained, all other members were in favor and the motion passed.

Action Items: Ms. Grolljahn will reach out to the Contoocook Well Company to see if they can come out and service the pump before spring.

Topic: Financials

Ms. Grolljahn reported that we currently have expended \$248.18 with Country Three Corners. \$14.24 for a cable and \$233.94 for the new locks. There were not billed before January 2024 so these items will come out of the 2024 budget.

There is a bill from Granite State Telephone with a credit balance of 188.09. The bill is a bit confusing because there was a \$521.76 credit balance and it appears two payment were made in January.

Action Items: Ms. Purington to follow up with Ms. Rouse regarding payments and current balance and report back at the March meeting.

Topic: Role of Ex-Officio and development of a Charter

A conversation took place around the role of the Ex-Officio including are they are voting member. As part of this conversation, it was identified that Parks and Recreation doesn't have an official document to governed the Commission. The members agreed that developing a charter for this Commission would be helpful and necessary to avoid operational confusions in the future.

Ms. Moul has looked back to 1940 when Chase Park was established and could trace back a Commission that started out as Chase Park Commission then around 1985 became know as Parks and Recreation. There is no document that can be found currently where Parks and Recreation was voted into place either by the BOS or Town Vote.

Action Items: To look at the NH RSA for Parks and Recreation and to develop a Charter for Parks and Recreation and bring it to BOS for approval.

Topic: Deliberative Session

Ms. Purington raised concerns that Parks and Recreation needs representation at the Deliberative Session when there are warrant articles pertaining to or related to Parks and Recreation needs or business. A brief discussion took place. Ms. Moul clarified that she had not indicated that members could not speak but that we should not speak. All agreed in the future someone from Parks and Recreation would be present to represent the Commission and Communities needs.

Action Items: None

Additional Business

Next Meeting: March 5, 2024 at 7:00 PM

MEETING ADJOURNED: A motion was made by Ms. Moul to adjourn the meeting, it was seconded by Ms. Grolljahn, all were in favor. Motion passed and meeting was adjourned at 9:07 pm.

Minutes Recorded by Denise Purington

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