

**Town of Chester
Recreation Commission Meeting
Monday, September 9, 2019
Municipal Complex
Approved Minutes**

I. Preliminaries

1.1 *Call to Order*

Vice-Chair Kistler called the meeting to order for the Town of Chester Recreation Commission (RC) at 7:59 PM.

1.2 *Roll Call*

RC members present:

Kevin Kistler, Vice Chairperson
Leslie Hammond
Melinda Mafera
Maria Oakley

RC members absent:

Michelle Trask, Chair
Kendra Kearney
Jeremy Owens, BOS Liaison

Staff present:

Recreation Director Corinna Reishus

Guests:

II. Review and Approve Minutes from August 19, 2019 meeting

The Commission reviewed the minutes from August 19, 2019.

Ms. Mafera motioned to accept the August 19, 2019 minutes as amended. Ms. Hammond seconded the motion, with all in favor, the motion was approved 4-0-0.

III. Reports

3.1 *Spring Hill Farm*

Ms. Oakley indicated the Spring Hill Farm Advisory Committee is working on the Fall Festival to be held at Spring Hill Farm on Saturday, October 5th from 11-3 with a rain date of Sunday, October 6, 2019.

The Committee requested information on who to rent a handicapped accessible port-a-john from. Ms. Reishus noted they should contact Triangle who provides that service.

Ms. Oakley noted the Committee is looking for volunteers to assist with kid's games.

Mr. Fournier, who rents the Farm for cattle grazing, will be doing the barbeque food with his meats as well as hotdogs. There will be vendors there selling soaps, wooden signs, ceramics, baked goods and tie-dye. They are still looking for a maple syrup and honey demonstrator. Kendall Kunelius will be doing a lumber-Jill demonstration and has reached out to Blue Seal. Mr. Fournier recommended an antique tractor show.

Ms. Reishus noted the Technical Review Committee (TRC) met and did not feel the public could access the house at Spring Hill Farm, or Stevens Hall, for public events because they are not ADA compliant. This issue arose last year but they were able to proceed, and it is Ms. Oakley's understanding waivers are available for historic buildings. The elevator at Steven's Hall does not provide access to the upper floor. Ms. Reishus indicated it is being reviewed by the TRC with the Governor's Council of Disability regarding historical buildings being exempt and she will update the Board as soon as she hears anything.

3.2 Wason Pond Conservation and Recreation Commission (WPC&RC)

Ms. Hammond noted the WPC&RC met last Tuesday; however she was unable to attend and has not received the minutes yet.

IV. Old Business

4.1 Recreation Impact Fees – Wason Pond Pavilion Project

Mrs. Reishus noted a letter sent to the Planning Board on August 22, 2019 advising RC voted to release funds from Impact Fees to cover the cost of engineering in the amount of \$4,150 in addition to approximately \$1,000 for geotechnical samples and requests Planning Board submit letter to BOS confirming request qualifies as a CIP expenditure.

Mrs. Reishus indicated Planning Board submitted a letter to the BOS dated August 22, 2019 confirming proposed expenditure meets the intent of the project but have not received confirmation and approval from the BOS yet.

Ms. Reishus advised Mr. Hadik reported \$35,676 in impact fees after subtracting the \$5,150 for the pavilion engineering and design. The Commission questioned there was previously reported \$90,000. Ms. Reishus went over the fees that were already earmarked and their timetables and process for requesting them through Planning Board with approval by BOS.

4.2 Annual Capital Improvements Program (CIP) Update

Ms. Reishus recommended focusing on the next five years and would like to provide the CIP information to Mr. Hadik tomorrow.

The Commission removed the completed items 1-3 and discussed concerns over the process of ensuring items that were approved but pending payment such as the Water Bottle Station did not get dropped by the Planning Board as with the Fitness Trail. Ms. Reishus reviewed the approval process. The

Commission removed additional items, the ball field scoreboard, dog park, refurbishing basketball and the skating rink.

The Commission agreed the Fitness trail should be first, then the Pavilion and Picnic Tables.

Fitness Trails \$20,000

Pavilion (RC contribution) \$40,000

Picnic tables \$5,000

The mobile concession stand would be listed for 2021-2022 at \$25,000. Ballfields, and Irrigation would be listed for 2021-2022 as well as ballfield equipment sheds. Lane Road Parking was originally scheduled for 2025-6 and the Commission recommended moving up to 2021-2022 with a \$10,000 line-item in the CIP.

Refurbishing the Wason Pond Playground would cost \$50,000 just for equipment and will be listed for 2022-2023. Refurbishing the skateboard park was also discussed.

The tennis court would be listed for 2023-2024. Ms. Hammond noted the shed at Wason Pond would be refurbished, at a cost of \$10,000 and U-8 Soccer is the only league without goals. U-8 Soccer netting was listed for 2023-2024.

The second bathroom facility would be funded for \$50,000 for 2024-2025.

Further CIP amounts can include funding a new second playground location in 2025-2026 listed for \$100,000 total or moved out to 2030. As additional funding could come from grants and other fundraising the cost to RC could potentially be lowered to \$75,000.

The Commission asked to reuse the evaluation sheets previously filled out for these items.

Ms. Hammond motioned to approve the CIP amendments discussed and provide them to the Planning Board. Ms. Mafera seconded the motion, with all in favor, so moved.

V. New Business

5.1 Chester Town Fair

Mrs. Reishus noted the Town Fair was an overall success. Ms. Reishus noted a wrap-up meeting would be next month. Fire would like to see the entire event held at Wason Pond with possible parking at Spring Hill Farm as parking at Chester Academy is becoming an issue and parking there may be outgrown. No one is monitoring when the lot is full or when cars have left. Ms. Mafera found the parking lot dangerous to cross. Shuttling from another location may be recommended for next year. Ms. Reishus noted many vendors required electric service on the field especially at night for lighting. Ms. Reishus indicated more volunteers are needed.

5.2 Chester Baseball and Softball Program Dugout Project/WP Field Work

Rob Brown, on behalf of Chester Baseball and Softball, has begun work on the dugouts utilizing the 2017 plan that was approved. Ms. Reishus provided a copy to the Board. It will be a three-sided wooden structure at field level.

Materials have settled which could create a tripping hazard when the fields settle more over time. Mr. Dalrymple recommends refurbishing the field in late Fall so they will have a chance to settle over the Winter. Mrs. Reishus will reach out to Chester Baseball and Softball to request an update on fields and other pending items.

A temporary barrier to corral the kids was requested, and the movable white barriers could be utilized for that.

5.3 2019-2020 Chester Recreation Basketball Program

Vice-Chair Kistler noted there were two options, staying with the Lamprey River Basketball League or going over to the Rim Sports League which would require a 40-minute drive as all the games would be at Hampton. The cost is much higher and the participants would not get much for the fee. It is important to keep the girls' league active. Manchester has a suburban league which is competitive, not recreational.

The Commission was in agreement it would prefer to stay with the Lamprey River league. Coaches could also referee games and the program would remain instructionally focused. A meeting was held earlier, and only Raymond and Nottingham attended.

Ms. Reishus noted she received an email relative to renting a time slot at the MPR for a basketball group through November and will obtain certificate of insurance, deposit and the \$60/hr. fee. The Commission was in agreement that renting the MPR until it was needed for their program would be better than having it empty.

5.4 MPR Water Fountain

Ms. Reishus will follow-up with the plumber to get a revised itemized estimate for the refillable water bottle station to have cold filtered water. The Commission noted funds for maintenance of filters should be included in their budget which is due in two weeks. Ms. Hammond would like to see the station installed before Basketball starts. Vice-Chair Kistler discussed concerns which were raised by the Commission about damage to the unit if it is hit by a ball. Two units could be installed in each of the men's and ladies' rooms. The unit is not flush with the wall but recessed somewhat. Ms. Hammond recommended a plexi-glass cover. Vice-Chair Kistler noted the existing unit has never been damaged and they are pretty sturdy. Ms. Reishus noted it would not have to go out to bid if the cost was under \$5,000.

Ms. Mafera motioned to spend up to \$5,000 from impact fees for cost of the refillable water station, and labor and installation at the Multi-Purpose Room. Ms. Hammond seconded the motion, with all in favor, so moved.

5.5 Community Center Technology Center

Ms. Reishus noted the Seniors were comfortable with the computer refurbishment by Block 5.

5.6 Spring Hill Farm Lane Road Parking

Ms. Mafera questioned whether the Road Agent could assist with creation of parking for the Spring Hill fields on Lane Road. Ms. Reishus noted even with his assistance with labor there would still be construction costs and annual plowing expenses.

5.7 Online Registration Report Access

The software may need updating. The Commission would like to easily access information from registrations, especially uniform sizes. Finance indicated in its memo that it would not be the best management practice to allow other than Finance, Treasurer and Recreation Director to access Blue Sombrero.

5.8 Soccer

Ms. Hammond noted there would be one change this year with soccer balls being issued rather than participation trophies. The balls will have the Chester Soccer Club logo but no dates.

5.9 Conferences

09/12 – Update on New Employment Law

09/19 – NHRPA State Conference

5.10 Member Terms

Mr. Reishus noted Ms. Hammond and Mr. Kistler's terms both expire in 2020 and Ms. Mafera and Ms. Oakley in December of 2019.

VI. Adjournment

Vice-Chair Kistler adjourned the meeting at 9:35 PM.

Respectfully submitted

Daniel Hoijer,
Recording Secretary
Via PACT