

Parks and Recreation Advisory Board

Minutes of Meeting

May 19, 2009

7:00 p.m. at Hooksett Library

1. The meeting was called to order at 7:00 PM. Present were Board Chairman Mike Horne, Dave Elliott and Corri Wilson (non-voting until sworn in). Excused Jim Molony (new board member). Absent: Roger Hebert and Joanne Burwell.

2. Minutes from the April 21, 2009 meeting were reviewed and approved as written.

3. Mike passed out a copy of the May 9 letter to the Town Council notifying them that the recreation deficit is gone and recommending impact fees begin to be expended (this letter is at the end of these minutes).

4. OLD BUSINESS:

A. Recreation Department Report: No formal report from Dale or Jodi. Mike reported that the use of the gym in the Town Hall was discussed at the May 13<sup>th</sup> Town Council meeting (TC minute excerpts inserted here):

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Gym Use Policy

C. Granfield: We had been discussing to develop a policy for use of the gym. There wasn't a consistent procedure prior to that. We have provided a policy whereby there is a fee schedule for opening and closing. \$25 for non-profit users and \$45 for profitable organizations. There is also a \$60 refundable janitorial fee. They would have to provide a check for \$60, which would be returned if the place is in good shape and didn't need to be cleaned up after the event. The nominal fee is to cover the cost for having an employee come in to open and close the gym. The actual overhead cost would be evaluated but at this point we only have these fees in place. The policy will be implemented starting this month.

M. Pischetola suggested requiring users to provide insurance that covers the Town from any liability.

Dale Hemeon, Parks & Recreation Department Superintendent stated they had planned on asking for insurance waivers but he could add the insurance requirements to the application process.

D. Ross: I think the policy should be reviewed by the Legal Counsel.

C. Granfield: Once things are finalized, we'll send the policy to our attorney for review. It is a good idea to have insurance. We'll follow through with that.

P. Loiselle: The original intent when the school was deeded to the Town was to be used as a Town Hall and a community center. I think that needs to be satisfied.

Discussion on the matter ensued.

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Corri suggested some programs that could be held at the gym: CPR and/or First Aid classes, Babysitting, Vacation Week Camp (like Fun in the Sun), cooking classes (using the kitchen). These ideas will be passed to Dale and Jodi (through these minutes).

Mike suggested making the use of the Gym much like the after hours use of the Library (ability to lock off areas and electronic alarms and lock-up). Discussion ensued about a budget item for Recreation Department Planner. Corri volunteered to research what neighboring towns do and bring to a future meeting.

B. Signs on Trails: Mike stated signs for the Rail Trail was also discussed at the May 13<sup>th</sup> Town Council meeting (TC minute excerpts inserted here):

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Recreation Trail Signs

*D. Hemeon: There is no signage currently posted on the trails. We need to get signs posted to inform people on what they are allowed and not allowed to do on the trail. To get a good reflective sign will cost about \$50 per sign. These costs could be absorbed by Parks & Recreation Department. The Kiwanis Club also offered to help pay for the signs. One problem is the hunting issue. No one hunts on the trails but south and north of the trail are known hunting areas. It has slowed down because there are no vehicles allowed. Local sportsmen are urging the Town not to put up the hunting sign.*

*D. Ross: I think hunting would be a huge conflicting use of the intended purpose of these trails. They are walking trails for families and kids. I think hunting on these trails or within a certain distance is a terrible idea. We should consider this carefully.*

*D. Hemeon: I don't think they are hunting on the trails. I'm referring to the easement Manchester Sand & Gravel are going to donate to the Town. You're taking recreation away from a lot of people. There are a lot more people besides people that walk and hike. In recreation, we have to think of everybody including the sportsmen.*

*Discussion on the matter ensued.*

*W. Gahara suggested adding a "Caution" sign during hunting season.*

*D. Hemeon: I'm not worried about the trail. I'm worried about off the trail. I have no problem posting a sign, "No hunting within 300 feet of the trail." I just want to make sure that the sportsmen are not forgotten.*

*Michael Horne, Kiwanis Club & Parks & Recreation Advisory Board Chair: A lot of the suggested prohibited uses, like "No Fires", "No Hunting" came from Manchester Sand & Gravel, the land owner around the trail. The Town only has so many feet of easement that we can regulate. We don't have ordinances. The main concern is to place the signs timely especially, "No Motorized Vehicles".*

*Harold Murray, Forrest Fire Marshall suggested making the trail wide enough for the fire trucks and emergency vehicles to go through. He also stated that in the State of NH anyone with a license could hunt on anyone's property unless it is posted. You have to be at least 300 feet away from an occupied dwelling to discharge a firearm.*

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Mike stated he believes Dale will be ordering the signs soon.

C. Additional Land at Peter Brook: Some members of P&R Advisory Board need to attend a Conservation Commission meeting to see how they can help in this effort. The Commission meets the first Wednesday of the month at 7PM at the Town Hall.

D. Dog Park and Use of Impact Fees: Excerpts from the May 13<sup>th</sup> Town Council on this follow:

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**Parks & Recreation Impact Fee**

C. Granfield: The committee has advised the Council that the deficit has been met. The Council needs a letter from Parks & Recreation Advisory Board that the deficit has been met to be able to expend funds from impact fees collected. Currently, there is \$159,406 in impact fees available. Now that the deficit has been met, the committee could move forth with expending these fees. The Council will have to authorize to expend the funds.

M. Horne presented a letter to the Council which states that the Parks & Recreation Advisory Board had voted unanimously in agreement on February 17<sup>th</sup>, 2009 that the recreation deficit has been met and can start expending funds.

C. Granfield: There was discussion about possibly expending funds towards a Dog Park. The Council will have to authorize to move forth.

D. Hemeon presented a fenced-in 200 X 100 (under a half acre) area for the proposed Dog Park. There is room for an acre park. With the Council's approval, a public hearing will be scheduled. Plans and actual costs will be presented to the Council for approval.

***P. Loielle motioned to move forward with the Dog Park pending the public hearing. Motion seconded by G. Longfellow.***

Discussion on maintenance ensued.

**Motion carried unanimously.**

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**5. NEW BUSINESS:**

A. Appointment of new P&R Advisory Board member: from TC May 13<sup>th</sup> minutes:

Appointment

***W. Gahara moved to appoint Corri L. Wilson to Parks & Recreation Advisory Board as a fill-in, alternate member, exp. 6/2010. Motion seconded by G. Longfellow. Motion carried unanimously.***

B. Corri Wilson shared that she is working on the Old Home Day committee. Mike Horne suggested there be a Run/Walk that morning, perhaps held on the Rail Trail by Heads Pond. A great recreation event and help more people experience the trail.

C. Jim Molony sent Mike Horne a recommendation to be presented to the Board. Jim witnessed small children at Donati fields going down the slopes or walking thru brush towards the railroad tracks. He suggested signs be installed to warn children and parents to stay on the fields and don't go past the signs. Mike said he checked it out prior to the meeting and he saw where there are paths leading down slopes towards tracks. The Board recommends the Recreation Dept. investigate and install signs as needed.

E. Mike Horne mentioned in reviewing minutes from the Conservation Commission included notes on the pond behind Walgreens. That in the past P&R had shown some interest in developing a park or improved it for the public to use. All P&R Board members were asked to stop by and investigate the pond and area around it.

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F. There being no further meeting adjourned at 7:58 pm.

Minutes by Mike Horne

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**Parks and Recreation Advisory Board**  
Town of Hooksett  
Hooksett, New Hampshire

May 9, 2009

David Dickson, Chair  
Town Council  
16 Main Street  
Hooksett, NH 03106

Dear Chairman Dickson and Council:

The Parks and Recreation Advisory Board reviewed the current recreation infrastructure at their February 17, 2009 meeting. They considered the following documents as they evaluated the current recreation needs of Hooksett's citizens and if the current infrastructure was sufficient:

- 1) Proposed updated Table 1 (original Table 1 was in Impact Fee Methodology for Public Recreation Facilities report dated August 20, 2002 by Bruce Mayberry)
- 2) Hooksett Parks and Recreation 5-Year Plan, proposed updates for 2008-2012
- 3) Letter from Hooksett Youth Athletic Association (HYAA) letter dated Jan 18, 2009
- 4) Town of Hooksett 2004 Master Plan

The 5-Year Plan listed the following Inventory Deficit notes. deficit of recreation infrastructure identified in the Mayberry report as \$213,000; listed the recreation facilities added since 2004 (or not identified in that report) which included: additional ball field and new playground at Memorial School, new 2.3+ mile hiking/biking recreation trail (Pleasant St. east to Town Pond), Hackett Hill playground – land only; improved (paved) boat ramp north of the dam, and skateboard park. Estimated value of these recreation assets exceeded the estimated \$213,000 deficit.

At the February 17<sup>th</sup> meeting, the P&R Advisory Board formally approved the updated documents (updated Table 1 and Parks and Recreation 5-Year Plan). The Board then voted unanimously in agreement that the current recreation infrastructure meets 100% of the Hooksett recreation needs and there currently is no deficit.

Therefore, this Board recommends the Town Council that collected impact fees begin to be expended to construct or provide additional capacity to existing recreation facilities.

Please contact any of the undersigned should you have any questions.

Board Members:

Joanne Burwell   David Elliot   Roger Hebert   Mike Horne, Chair   Jim Maloney

Cc: Acting Town Administrator, Recreation Dept

Attachments:

Parks and Recreation 5-Year Plan, 2008-2012 dated Feb 17, 2009  
Updated Table 1 listing recreation facilities, dated Feb 17, 2009