

Board members present: Chairman David Cedarholm, Selectwoman Dennis and Selectman Scott Bugbee.

Others present: Joe Hannon, Mike Gamache, Nicholas Scuderi, Larry Kindberg, Ben Genes, Paul Gasowski, Cynthia Nizzari-McClain, Randy Stevens, Vidya Sundar, Town Administrator Julie Glover and Town Secretary Denise Duval.

1. Chairman Cedarholm calls the meeting to order at 6:00 pm.
2. Chairman Cedarholm reads the first item on the agenda – Establish clear lines of authority and responsibilities of the commission.

Selectwoman Dennis asks if they can start with introductions first. They go around the room starting with David Cedarholm as Chairman then Carole Dennis, Scott Bugbee, Randy Stevens, Vidya Sundar, Mark Kustra, Larry Kindberg, Ben Genes, Nick Scuderi, Mike Gamache, Joe Hannon, Denise Duval and Julie Glover.

Chairman Cedarholm refers to the RSA 35-B which governs Public Recreation and Parks. The Rec Commission circulation a document that summarizes the NH RSA 35-B. Chairman Cedarholm asks Larry to run down these eight bullet points.

Mr. Kindberg first states that TA Glover provided him with some history on the Rec Commission that he would like to mention. The Rec Commission was established on 7/5/68 as a joint venture with the Towns of Madbury and Durham. TA Glover points out that it was for the specific purpose of starting a ski resort in Madbury called Beech Hill. It ended up being too expensive to continue.

Mr. Kindberg reads the first paragraph associated with RSA 35-B:3 Officials and Powers. “The power conferred by RSA 35-B:1 may be exercised by a recreation or park commission or any other board or commission as authorized by the governing body of the political subdivision and charged with the responsibility of providing leisure-time services within the political subdivisions’ jurisdiction. These powers may be divided as directed by the governing body. The commission shall have powers as are necessary to carry out the purpose for which it was created. These powers may include but not restricted to the power:

- I. To acquire, hold and dispose of real and personal property; provided, however, the disposal of any real property shall have prior approval of the appropriate legislative body.
i.e. slides, swings, park benches, etc.
- II. To make contracts;
i.e. contracts for banner advertising, maintenance contracts, hire music/entertainment, etc.
- III. To operate concessions.
- IV. To make charges for the use of facilities or for participation;
i.e. set recreation facility use fees, set fees for special activities sponsored by the Recreation Commission, etc.

- V. To make and enforce rules and regulations governing the use of property, facilities or equipment and the conduct of persons thereon;
i.e. set park hours and operating rules, signs for usage of park features, set rules for conduct of users, etc.

- VI. To contract with any municipal corporation, governmental or private agencies for the conduct of park and recreation programs;
i.e. to be able to contract for events such as bike safety day or ORYA

- VII. To operate jointly with other governmental units any facilities or property including participation in the acquisition; and
i.e. to cooperate with other Town entities if recreation is a planned use such as if another property is purchased.

- VIII. To hold trust or manage public property useful to the accomplishment of its objectives;
i.e. management and stewardship of town owned properties designated for recreation

Mr. Kindberg points out that when he came into the Commission they only had authority to run two programs due to past history. They are now finding that they are not doing much. The Commission wants to know what the Board wants them to do and how they want them to run things. Mr. Scuderi adds that quite a few of the items listed are now covered in the MOU (*ed. Memorandum of Understanding for Field Management between Lee and ORYA.*) Selectwoman Dennis asks if they can take a step back and look at the Mission Statement at the top of the document that they are referencing. She asks was this Mission Statement ever presented and/or accepted by a previous Board. TA Glover does not know. Mr. Kindberg states that this Mission Statement was part of the Master Plan developed by Dawn Genes and the Commission just incorporated it into their daily functions; however it is important to note that the Master Plan was never voted on and accepted by the Board. Selectwoman Dennis reads the Mission Statement into the record.

“The mission of the Lee Recreation Commission is to provide indoor and outdoor programs, activities and facilities to improve the physical and mental health of Lee residents and to act as stewards in maintenance of town recreational facilities.

- Plan and conduct recreational programs for all age groups in Lee
- Make a budget and be accountable for the expenditure of operation budget
- Be responsible for the design, location and uses for park and recreational facility structures, components and operations
- Coordinate maintenance requests with the Lee Highway Department”

TA Glover states that the only history that the Town Hall has regarding this matter is a document dated 3/17/1998 titled “Rules and Procedures”. It includes “Purposes of the Organization”. Chairman Cedarholm reads this section into the record.

“The purposes of this organization are:

- A. To formulate policies, advise, recommend, promote and maintain public park and recreation in the Town of Lee in accordance with the laws governance public recreation in the State of New Hampshire.
- B. To build the public recreation and parks program consisting of public parks. Schools, grounds and facilities.
- C. To conduct a public recreation program utilizing the physical properties available in the Town of Lee.

- D. To provide leadership in coordinating all activities of a recreational nature in the community and to obtain a maximum benefit for the citizens.
- E. To provide an adequate and balanced recreational program which meets the various needs and interests of every citizen.
- F. To solicit the aid of existing organizations to accomplish these purposes.
- G. Other purposes consistent with RSA 35-B.

Chairman Cedarholm wants to find out if the Town ever voted on this document dated March 1, 1998. Selectwoman Dennis believes that the Commission probably adopted it themselves.

Chairman Cedarholm suggests changing the existing Mission Statement by adding the following language to the 3rd bullet item as follows: Be responsible for **developing and recommending** the design....

Selectwoman Dennis wants to add that she sees the 4th bullet item belonging with a full-time recreation position. She does not believe that maintenance requests should come from a volunteer to an employee. She wants the public to understand how important this commission is and how many good things it can add to the community. Chairman Cedarholm agrees with having a rec director at some point.

Selectman Bugbee mentions what Barrington has to offer for programs and thinks we should keep that in mind and shoot for a program such as that. It is pointed out that Barrington has a full-time recreation director and an assistant.

Mr. Hannon adds that the Town should be coordinating with other agencies within the Town but does not think that the Commission should be the one responsible for this. Selectwoman Dennis points out that a full-time person would work under the direction of the Board and not the Commission. Selectman Bugbee is in favor of part-time rec director and thinks that more should be offered as far as programs.

Mr. Kindberg states that they should start building up to that and the Commission did hold a public information session to get feedback as to what people were looking for in the community and put together a bullet list of activities. He thinks that the Commission should be directly involved in usage policies of the facilities. Selectwoman Dennis asks Mr. Kindberg if he means in an advisory capacity. He indicates yes. Collaboration is huge in lieu of a rec director.

The Board decides to go through each of the 8 items to direct how each responsibility is carried out by the Recreation Commission. Chairman Cedarholm indicates that for number I. he does not see the commission doing much with real property. Mr. Kindberg sees the commission making suggestions to purchase personal property. The Board decides to add the language "made recommendations to" number I. Eliminate the reference to real property all together. The Board would like to see the language "help prepare" contracts in number II. The Board needs to approve advertising before it is implemented. TA Glover clarifies that number III refers to concession stands. OYRA use a concession stand and it generates very good revenue. Ben Genes thinks that as time goes on people will start to ask for it. The Board wishes to change the language in number III to "operate" concessions.

Paul Gasowski asks if we are permitted to take the language in the RSA and modify it for our purposes. The previous tension was over who had the power. The answer is no to modifying the RSA. The Board simply wants to define the powers that the commission has in each instance. The Board sees number IV as allowing the commission “to propose” charges to the Select Board for the use of facilities or for participation. Number V shall give the commission the power to “advise” the Board on what rules and regulations should be created to govern the use of property, etc. Number VI shall give the commission the power to “advise” the Board on developing contracts.

Joe Hannon asks if the commission has the latitude to start the process on some enterprises otherwise the Board is going to be the recreation commission and the commission members are only going to be telling the Board what they have for good ideas. Chairman Cedarholm suggests that the Town prepare a template contract to use for simple things. Selectwoman Dennis thinks that coming to the Board with events is a great source of marketing and as a Board member she would like to know what they are doing.

Revenue from the fishing derby goes through the recreation revolving fund.

Number VII would mean to collaborate with other governmental units and VIII shall allow the commission to advise on the management of public property.

The Board asks the TA to prepare a document outlining RSA 35-B:3 to include the comments made today.

3. Mr. Kindberg indicates that they have a list already to hit off. Chairman Cedarholm suggests that it may be helpful to have more on the recreation webpage as Barrington does. Joe Hannon states that they provide a calendar with everything that is going on. TA Glover and Town Secretary Duval simultaneously state that if there was more information or ‘things’ to put on the calendar or website regarding the rec commission then it would be there.

Randy Stevens, Highway Supervisor reviews the list of outstanding items at Little River Park. Need as-built plan showing the electrical conduit locations. The Board directs Mr. Stevens to get a proposal and estimate from Tobin Farwell in addition to two other estimates for the drainage and detention pond. Paul Gasowski thinks that the Conservation Commission would be interested in this plan and asks if they could be consulted as well. Chairman Cedarholm agrees.

Mr. Kindberg suggests that the meeting get back to the Recreation issues. This discussion with Randy seems to be regarding maintenance for highway department and this is supposed to be a workshop with the rec commission. Chairman Cedarholm agrees.

Mr. Kindberg indicates that they need to get playground signs made up and installed. There is a letter from the PLT with recommendations for signage. Randy asks who is going to do the signage. Selectwoman Dennis says that they discussed the highway department doing it. Mr. Kindberg mentions getting together with Randy to discuss and then bringing to Board for approval. The PLT had asked for a weekly playground check completed by someone from the Town. Randy says they need a form to record it on. There are 6 small slides that still need to be installed according to Mr. Kindberg. He would like to see a center structure built and have the slides come off this center piece. There are funds to cover the cost to build this. Chairman Cedarholm moves to authorizes Randy Stevens to dispose of the “bumpy slide” (*ed: slide that*

had been installed in the hillside and was removed last year.) Selectman Bugbee, seconds. All in favor. **Motion Carries.**

Selectwoman Dennis asks about plantings. The Rec Commission's elaborate landscaping plan was never approved of by the Board.

Mr. Kindberg will be at the meeting on Monday to discuss Randy's LRP items.

There was discussion surrounding when OYRA was supposed to get on the field at LRP this spring. The bottom line was they used their discretion and used the field when it was ready to go. TA Glover points out that there was plenty of opportunity to discuss a beginning date or any such restriction when they all were reviewing the MOU with ORYA. Lacrosse is finished and is off the field by June 1st.

Mr. Kindberg states that he received a complaint from the Fire Chief about parking. More specifically, people were parking in front of the emergency entrance this past weekend. A sign will need to go up on the gate. Mr. Kindberg then states that according to the MOU, equipment cannot be left out on the field after games and the lacrosse goals are being left out.

The Board asks Randy to remove the junk car part from Steven's Field.

4. Mr. Kindberg indicates that they have covered this item.
5. Mr. Kindberg indicates that they received their budget for this year so we can table this item.
6. Randy Stevens states that Gary will air rate and seed each field for \$200 each. Town pays for the seed. Chairman Cedarholm moves to authorize the Road Agent to authorize Hillside Landscaping to do work on Stevens Field not to exceed \$800. Selectman Bugbee, seconds. All in favor. **Motion Carries.**
7. Chairman Cedarholm motions to adjourn at 7:50 pm. Selectman Bugbee, seconds. All in favor. **Motion Carries.**

Minutes transcribed by:

Denise Duval, Town Secretary

Minutes accepted by The Lee Select Board:



David Cedarholm, Chairman

Carole Dennis



Scott Bugbee

7/7/14