

**Meeting Minutes: Draft**

- 1. Call to Order and Roll Call:** Ted Tocci called the meeting to order at 7:00 p.m. Present were Ted Tocci (Acting Chair), Pam Fitzgerald, Peter Robart, Larry Smith, and Roger Venden (Treasurer); Lyn Stan (Vice Chair) was absent. Non Commission members were also present: Marietta Garavaglia (volunteer secretary), and Scott Gormer from the public.
  - 2. Seniors Card Group:** L. Smith and M. Garavaglia (on behalf of T. Tocci) attended the session on June 21<sup>st</sup>. Larry indicated to the group that the Parks & Rec Commission would no longer support this activity, but noted that little involvement was required from the P&RC anyway. Subsequent to the visit, T. Tocci contacted the group organizer—Jim Vincent—to confirm that the P& RC would not sponsor this program. Ted confirmed with Jay Lord that the card group could continue to operate out of the Safety Complex and they will continue their card games as they have in the past.
  - 3. Scott Gormer:** Scott said he felt the fixed rates for Weare Field would favor larger groups and that smaller groups would have to find other venues. Discussion ensued as to whether the Town should consider a part-time employee to help manage use of the field and tally participants for smaller group use. T. Tocci volunteered to research similar towns (suggested candidates were Kensington, Newfield, Sandown, Newcastle, East Kingston) and propose a list of duties. S. Gormer left information with the Commissioners covering Hampton's Parks & Recs programs.
  - 4. Results of Workshops (6/23 & 7/1):** kudos were extended to P. Robart for his fine work on pulling all of the Rules & Regulations together for Weare Field. T. Tocci presented the document to the Select Board, and it will now go forward to the lawyers for their review. Pending legal approval, the proposed Rules & Regulations will serve as the applicable document. Other comments: the "official document" (on Town letterhead) should have "Rates are subject to change at any time. Checks are the accepted form of payment made payable to the Town of Hampton Falls" added to it. Also, more room should be provided on the application form (perhaps using the back) for names of coaches, volunteers etc.
- Some changes to the 6/23/14 minutes are in order relating to the seasons for Soccer and Lacrosse and T. Tocci will make these changes. L. Smith made a motion to accept as amended and Peter Robart seconded. The motion carried. R. Venden moved to accept the 7/1 minutes as written and P. Fitzgerald seconded; all were in favor.
- 5. Financial Report:** R. Venden reported that the current balance in the P & R Budget Account is \$21,690 as of 6/27, with \$20,007.57 in the Rec Summer Camp Sub Fund (as of 7/3--employees have yet to be paid so this balance will be reduced). Suggestion was made that perhaps some of this money could be used to purchase a tent for the summer programs, but the issue of where to store it will have to be resolved. Roger said that there are several invoices from Triangle Portable Services that need to be paid. Discussion ensued as to whether these units could be rented for the "season" rather than weekly and P. Fitzgerald noted that the Commission needs to pay on monthly statements rather than by individual invoices. P. Robart made a motion for Roger to authorize payment of all outstanding TPS statements and L. Smith seconded; the motion carried.
  - 6. Summer Camp:** T. Tocci reported that he paid a visit to the Summer Camp program and all looked good. He reviewed the Certificate of Insurance and P. Fitzgerald noted that the Town of HF should be named as an additional insurer. The Certification of Background Checks requires further research as to what it entails,

particularly as it applies to summer camps. L. Smith to explore with the LGC when time permits. Enrollment is strong, and three aides have been hired.

**7. Town Common:** Pam Fitzgerald mentioned prior events in which political candidates had utilized the Town Common (TC) without prior approval, citing that we need a policy for this usage. Candidate M. Zaino would like access to the TC on 8/12 from 6:30 to 7:30 (or 7:00 to 8:00) and no formal request has been submitted to L. Ruest (it would currently require a Selectmen's Permit). Peter Robart made a motion to approve this request (with no "Town advertising") and Larry Smith seconded. The motion carried. Pam questioned what can be posted on the TC board; Larry said that only Grange, Town and School activities can be broadcast. T. Tocci asked Larry to draft a statement regarding use of the board for the next meeting.

Pam commented on the difficulties regarding upkeep of the TC: issues with theft, dumping and maintenance requirements such as weeding and planting. Peter suggested hiring someone to help with this upkeep and Pam commented that she had tried to solicit volunteers in the past. Marietta Garavaglia suggested that the Commission publish a "call to arms" in the new Hampton Falls Living publication and offered to write the article; Pam to coordinate with Marietta if she wishes to pursue this option, recognizing that the cut-off date for the October issue would be September 10<sup>th</sup> and the magazine would appear in our mailboxes the first or second week of October. Two weeks would be required prior to the 9/10 date to allow Marietta sufficient time to write the article. If Pam wishes to promote in the September issue, the time line would be moved backward by one month.

**8. Weare Field Signage:** R. Venden and Ted Tocci checked out the signage on Weare Field and distributed a recap of their findings. Several action items were identified, some of which would be appropriate for a part-time P & R employee to address. Sponsorship signs were discussed, with some members in favor and some opposed. P. Robart suggested that Paul Vogel of Hampton Attack review his thoughts with the Commission at an upcoming meeting. Ted suggested that a sign such as "Use of the Facility is Not Permitted Without Prior Approval" be posted on Weare Field, with a similar one on the TC.

**9. Concert Updates:** Ted Tocci has asked Lyn Stan to bring a sample contract to one of the meetings. Pam Fitzgerald reported that the rained-out Merrimack Valley concert is rescheduled for 8/24 so there will be no financial loss to the Town. Ted asked that the four tickets he has for the Sea Dogs game on 8/14 be raffled off at no charge to concert attendees. Pam to advise Lyn that she's in charge of the event, with the raffle scheduled for 7/31 at the Joffe Band concert.

**10. CIP Requests:** T. Tocci stated that any CIP requests will need to be submitted to the Town in August (he will handle the process/paperwork). Suggestion was made that P&R asked for a Capital Reserve Fund of \$5,000 annually, and discussion ensued as to whether this was the appropriate amount. This will need to be finalized at the August meeting.

**11. Motion to Adjourn:** P. Robart made a motion to adjourn at 8:55p.m. and R. Venden seconded; unanimous.

**Next Regularly Scheduled Meeting:** Monday, August 18<sup>st</sup> at 7:00 p.m.

Respectfully submitted,  
Marietta Garavaglia  
Volunteer Interim Secretary