

**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 (Chair), Kristin Augusta, Pam Fitzgerald, Don Janik, Gary Martin, Todd Santora, Larry Smith, Lyn Stan (Vice Chair) and Roger Venden (Treasurer); Mark Lane arrived at 7:20. Peter Robart was absent. Non Commission members were also present: Marietta Garavaglia (volunteer secretary), Beth Forgione and David Witham, Certified Risk Manager from Primex, the insurance agent for both the Town and LAS.

**2. Recreation Risk management:** T. Tocci introduced David Witham to the Commissioners; D. Witham distributed copies of "Risk Management for the Recreation Professional" and spoke on areas relative to the Commissioners. Some of the questions/topics he covered were:

- Q: What about soccer nets tipping over? A: Whoever owns the nets is responsible for their condition. T. Tocci advised the group that the nets are covered in the GWP regulations.
- Q: Regarding background checks, how does the Town manage any exposure? A: Make sure whoever uses our fields/facilities has their own background checks.
- Q: What about a closing date for GWP, particularly since kids still use the field? A: Never post an absolute rule (such as "No Use of the Fields after November 1<sup>st</sup>") that you can't enforce, and never string a chain across the entrance.
- Q: What about our boat/water craft landing? Do we need signage? A: Most likely only if we advertise this facility (D. Witham did offer to review the site, however, if we felt it necessary).

**Other comments included:**

- Most injuries are not related to the field itself, but to activity on the field. The Town is only responsible for the field and must make sure that whomever is conducting the activity has his/her own insurance (the Town requires certificate of insurance as a policy).
- Liability exists in the area of improper fencing (exposed wire ends, loose or improperly set posts) or in playing surfaces (poorly drained areas, exposed sprinkler heads).
- For activities requiring transportation, the best solution is to contract this service with an insured provider (in NH, the insurance follows the vehicle). If the Town implies that we're going to get someone to an event location, then we have the liability.
- TULIPs ("Tenant Users Liability Insurance Policy") or SELIPs ("Single Event Liability Insurance Policy") cover use of the Town's facilities for certain one-day events.
- For Town sponsored pond skating, make sure there is no conflict of use, such as hockey versus casual skaters; do not state "Ice is Safe" (NH Fish & Game posts ice depth information).
- Primex excludes very little from the Town's coverage with the exception of rebounding devices; D. Witham said Primex will review third-party contracts at no charge to the Town.

**Raspberry Farm Event:** Todd Santora introduced Beth Forgione who created and organized this event in January, 2014. Beth distributed copies of last year's flyer, a post-evaluation of the activity, and a detailed breakdown of the tasks required to repeat the Christmas Tree Bonfire in 2015. Last year's expenses were approximately \$140 (porta potty rental and refreshments) and the same financial requirements are projected for 2015, with the possible inclusion of snow removal costs if there are no volunteers to perform this function (a P&R Commissioner will contact Dick Robinson to see if he will donate his services). Beth indicated that funding is a concern, and looks for support in this area. Approximately 60-70 residents attended the event, and a consideration about expanding it too much would be the availability of parking. Todd will work with Beth on behalf of the Parks & Rec Commission to assist wherever possible.

**Snowman Contest:** M. Garavaglia provided an overview of the guidelines she put together covering this proposed event. Comment/suggestions included:

- Add a People's Choice category to increase Town involvement
- Rather than the suggested prizes, M. Lane will provide customized T-shirts to the winning participants
- Include businesses in Town
- Conduct the Awards Ceremony/refreshments on the bandstand
- Parks & Rec Commissioners create a "snowman" of their own

M. Garavaglia and M. Lane will meet with M. Deblois as soon as possible to make sure LAS is willing to support/participate in this event. M. Garavaglia will submit a write-up to *Hampton Falls Living* by November 26<sup>th</sup> to make the January issue.

**Treasurer's Report:** Roger Venden reported on the balances in the P&R accounts as of Nov. 7<sup>th</sup>. They are: Summer Camp Program--\$12,919; Rec Fund--\$13,707; GWP--\$3,695; Bandstand Concert Fund--\$4,914; and Town Bandstand Fund--\$1,965. Roger also noted that there are two invoices which require payment: \$2,500 for aerating and seeding of the GWP field and \$1,000 for turf fertilization. R. Venden made a motion to approve payment of these expenses and L. Smith seconded. The motion carried.

**GWP Update:** L. Smith recommended that the Commission obtain quotes for maintenance of the field (Jim Ziolkowski's quote is \$8,700), and it was suggested that Peter Robart might assist in this endeavor. If J. Ziolkowski is retained for field maintenance, it was agreed that P & R's monitor a schedule for turf applications. With regard to signage, T. Tocci proposed that NE Signage provide a quote for updating the signs: review the verbiage etc.

**Committee Assignments:**

- LAS Events: M. Lane to coordinate with M. Deblois, perhaps designating a night per week for activities such as Yoga, with possibly mornings designated for walking.
- Golf Events: T. Tocci, R. Venden and T. Santora to coordinate, with R. Venden as Chair.
- Weare Park/Town Common: L. Smith & P. Robart to address.
- Concerts: L. Stan and K. Augusta to coordinate.
- Summer Camp: T. Tocci responsible.

T. Tocci suggested that small groups could address these tasks independently of the monthly meetings so that the Commission could make meaningful progress. R. Venden also volunteered to chair a Softball committee with M. Lane lending support. K. Augusta offered to provide publicity for the Commission's various endeavors.

**Other:** K. Augusta asked that any future P & R updates for the Town Newsletter reference our Facebook page. L. Stan asked that Sue Veilleux be included on the next agenda.

**Prior Meeting Minutes:** R. Venden made a motion to accept the October 20<sup>th</sup> minutes as written; K. Augusta seconded and the minutes were approved.

**Motion to Adjourn:** L. Smith made a motion to adjourn at 9:35 p.m.; T. Santora seconded and the motion carried.

Respectfully submitted,  
Marietta Garavaglia  
Volunteer Interim Secretary

**Next Meeting: Monday, December 15<sup>th</sup>, 7:00 p.m. in the Town Hall**

