

Recreation Commission Meeting Minutes

Date: July 13, 2026

Location: Moose Hill (per discussion regarding upcoming CIP meeting)

Time Called to Order: 7:37 PM

Time Adjourned: 8:00 PM

Attendance: Bob Corning, Mike Bartlett, Mike Campo, Kevin Foley, Bill Manning, Deb Paul, Doug Cole

1. Call to Order

A motion was made to open the meeting at 7:37 PM. Motion carried unanimously.

2. Approval of Minutes

Commission members reviewed the previous meeting minutes.

- It was noted that no June minutes were available because there was no quorum at the June meeting.
 - Motion to approve the May meeting minutes was made and seconded.
 - Motion carried unanimously.
-

3. Public Comment

No members of the public were present to provide comments. Public comment was bypassed.

4. FY28 Budget Planning

The Recreation Director reported that the first FY28 budget planning meeting with Finance was scheduled for the following day.

Update

- Initial budget discussions will begin with Finance.
- Additional budget information will be provided as the planning process progresses.

5. Capital Improvement Program (CIP) Updates

The Recreation Director reported on the upcoming CIP presentation scheduled for July 21 at 6:00 PM.

CIP Projects Submitted

Seven projects were submitted for consideration:

1. Tennis court reconstruction
2. Laffa field lighting upgrades
3. Laffa dugout improvements
4. Pickleball court development
5. Restoration of the existing skate park
6. Development of a smaller replacement skate park at a new location
7. Conversion of a Forest Field facility to synthetic turf

Discussion

- The commission discussed the potential long-term maintenance savings associated with synthetic turf, including reductions in irrigation, mowing, and fertilization.
- Turf field life-cycle costs and break-even timelines were discussed, with estimates generally falling within a 10 to 15-year period.
- Members discussed various turf configurations, including full-field turf and infield-only installations.

No action was taken.

6. Old Home Day Activities

The Recreation Department provided an update on Old Home Day programming.

Color Run

- Scheduled for Thursday, August 13.

- Event time: 5:30 PM to 6:30 PM.
- Participants may begin arriving at 5:00 PM.
- Additional family activities are anticipated nearby, including Touch-a-Truck and a Londonderry Police Association movie night.

Police vs. Fire Softball Game

- Returning for 2026.
- One game will be held at Matthew Thornton.
- Additional activities under consideration include:
 - o Home Run Derby
 - o Children's games
 - o Food trucks
 - o Fireworks activities

Additional event details will be released by the Old Home Day Committee.

7. Summer Program Updates

Summer Playground Program

- Approximately 350 participants.
- 20 staff members.
- Current theme: Animal Week.
- A reptile show is scheduled.
- Police, Fire, and DPW departments participated in a successful educational visit.

Adventure Camp Program

- Entering Week Four.
- Approximately 100 participants.
- Field Day addition has been highly successful.
- Upcoming trips include:

- o Mount Major
- o Weirs Beach
- o Canobie Lake Park
- o Outdoor laser tag

Commission members commended staff for their work, particularly during recent periods of extreme heat.

Tennis Programs

- Youth tennis lessons began with 20 participants.
- Adult beginner tennis lessons are scheduled to begin Wednesday with 8 participants.
- The Grades 1 to 2 tennis program was unable to proceed due to insufficient enrollment and instructor availability.

Flag Football Clinic

- Five-week clinic begins Wednesday.
- Enrollment reached capacity with 30 participants.

8. Recreation Fee Schedule Public Hearing

The Recreation Director reported on a Town Council public hearing scheduled for July 20 regarding the proposed fee schedule.

Key Components

- Certificate of Insurance requirements for facility users.
- Program and camp fee structure.
- Field and facility rental fees.
- Security deposits.
- Damage assessment fees.
- Field lighting usage fees.

Purpose

The proposed fees are intended to:

- Offset operational expenses.
- Support facility maintenance.
- Generate dedicated maintenance funding.
- Reduce future budget pressures on taxpayers.
- Recover costs associated with staffing, trash collection, portable toilets, and facility upkeep.

No action was taken.

9. Staffing Update

Senior Maintenance Laborer Position

- The full-time Senior Maintenance Laborer position remains vacant.
- No additional applicants have applied.
- The department continues recruiting while evaluating alternative staffing solutions.

The Recreation Director noted maintenance staff remain heavily engaged with field maintenance and facility issues.

10. Grant Opportunities

The Recreation Director announced several grant opportunities available through state and federal funding sources.

Opportunities Discussed

- Land and Water Conservation Fund (LWCF)
- Other recreation-related grant opportunities available to boards and commissions

Purpose

Potential grant funding may assist with implementation of CIP projects and facility improvements.

Commission members may be asked for assistance with:

- Historical information
 - Supporting documentation
 - Project background and community input
-

11. Facilities and Maintenance Update

West Road Irrigation System

Underground Pipe Leak

- A leak developed in the underground discharge line from the pump system.
- Temporary repairs were completed using a clamp.
- RH White will provide a repair estimate.

Foot Valve Failure

- A recently installed foot valve failed.
- Staff discussed challenges associated with accessing and servicing the intake structure in the pond.
- Potential improvements include installation of flanges and access modifications to simplify future repairs.

Field Two Irrigation Leak

- A separate irrigation leak developed on Field Two.
 - TLC Irrigation was contacted and scheduled to evaluate repairs.
-

12. Soccer Club Donation Discussion

A commission member reported receiving preliminary approval from the Soccer Club to provide a donation toward irrigation-related repair costs.

Discussion

- Members discussed opportunities for recreation user groups and leagues to contribute toward facility maintenance expenditures.

- Future Memorandums of Agreement (MOAs) and facility-use agreements may define maintenance responsibilities and expectations.
 - Recreation leadership intends to continue working with leagues, schools, and user groups to improve coordination and long-term planning.
-

13. Other Business

Community Feedback

A commission member shared positive feedback received from a new resident who expressed appreciation for:

- The variety of recreation programs offered.
- Affordable family participation opportunities.
- Youth programming options for young families.

The commission recognized recreation staff and instructors for their efforts and commitment to program quality.

Old Home Day Volunteers

Discussion occurred regarding volunteer support needs for Old Home Day events.

Recreation Commission Development

The Recreation Director stated that future efforts will focus on:

- Establishing commission bylaws.
 - Clarifying the commission's purpose and responsibilities.
 - Leveraging member expertise to support department initiatives.
 - Encouraging collaboration on future projects and grant opportunities.
-

14. Adjournment

A motion to adjourn was made and seconded.

Motion carried unanimously.

Meeting adjourned at 8:00 PM.

