Parks and Recreation Commission Meeting Minutes

Town of Littleton, NH
Parks and Recreation Department
Tuesday, August 20, 2026 | 5:30PM
Lakeway Elementary School | Cafe
Union Street, Littleton, NH 03561

Attendance: Danielle Cook, Heidi Hurley, Courtney Bowler, Rilee Clark, December Rust, Connie Ward, John Ward, Brennan Ward, Ron Lahout, Denise Lafitte, Hannah Bowne, Kate Paradise, Katelyn Head Carpenter, Gail Perkins, Dave Harkless, Al Smith, Casey Hadlock, Erica Antonucci, Korrine Towle, Kristi Driscoll, Scott Powers, Jim McMahon, Mr. Driscoll, Greg Cook,

Call to Order:

Meeting called to order by motion at 5:32 pm. Danielle made the motion. Heidi seconded. Motion carried unanimously.

Public Hearing(s): None

Presentation(s): None

Approval of Minutes:

I. 7/16/2026

Rilee requested amendments on page 3.
Amendments:
Amend 600 GPM to 420 GPM
Amend 200,000 gallons to 160,000 gallons

Courtney made the motion to accept the minutes as amended. Heidi seconded the motion. No further discussion. Motion carried unanimously.

Revenue/Expense Reports:

I. July Expense
II. June Revenue

Danielle made the motion to go out of agenda order and move onto new business item number 1, Establish new Pool Subcommittee. Heidi seconded it. Motion carried 2-0, Heidi and Danille voted yes. Courtney voted no.

New Business:

I. Establish Pool Sub-Committee

A. Members

1. Heidi Hurley, Commissioner – stated that her personal mission is to get the pool operational by June 1, 2027.

John Ward asked if the position of the Commission is aligned with Heidi's personal mission to open the pool by June 1, 2027. Danielle made a statement and Courtney made a statement, generally conveying that the Subcommittee's job is to gather and present the information so the Commission can make an informed decision.

2. Members of the Public: December Rust, Ron Lahout, Denise Lafitte, Hannah Bowne, Kate Paradise, John Ward, Kristi Driscoll, Kelly Hadlock, Steve Kelley

Danielle made the motion to appoint the slate of subcommittee members presented above including Commissioner Hurley. Courtney seconded the motion. Motion carried unanimously.

B. Mission: suggested from John Ward "Goal of the subcommittee is to develop a plan to get the pool open and operating by June 1, 2027 while developing and executing on a long-term plan to address deferred maintenance on the pool. Furthermore the committee will work on developing operating procedures to ensure the long-term health of this community asset."

Heidi made the motion to adopt the mission of the subcommittee as drafted presented by John Ward. Danielle seconded. Motion carried unanimously.

C. **Requirements: Must follow RSA 91-A requirements as a public body under a commission.**

1. **Who will be in charge of doing this? Heidi will be the temporary liaison with Rilee to get subcommittee information posted to the town website. At the first meeting of the Subcommittee a Chair and Secretary will be determined.**

Heidi asked that the members appointed share their email with her. She would like to start phase 1 (getting the pool open by June 1, 2027) to have a meeting date over the next two weeks so that there is something to report at the next regular Commission meeting on September 17th. The proposed date is September 2nd at 5:30 pm, with a tentative location Lakeway Café. Rilee would submit a facility request to Lakeway for that day. Hannah Bowne requested a zoom option for those who cannot attend in person.

John Ward asked Rilee if the issue with the filter and Mike's assistance in getting it done was still an option. Rilee responded that she was waiting until the Subcommittee was fully established until she reached back out to Mike regarding the filter replacement work and the timeline that he would need of that was to move forward.

Heidi stated that if the subcommittee's recommendation to the Commission is for the Commission to engage Mike and Country Pool & Spas that would have to wait until the next Commission meeting or an emergency meeting could be called. Rilee confirmed that would be the process.

John asked about the Insurance Claim. Rilee responded that Primex did just get back to her, but her first look at the response was that due to the age of the equipment that a claim would not be approved. More information is pending when Rilee has had time to review the response in full. There was further speculative discussion regarding the insurance claim process between Casey Hadlock and Heidi Hurley, despite Rilee stating that she would be following up with more questions and request an adjuster visit if the situation is appropriate.

Danielle made a motion to amend the appointment slate to include Al Smith. Heidi seconded the motion. Motion carries 2-1, Danielle and Heidi voted yes. Courtney voted no

II. Expend Funds – Assessment (vote)
Assessment $10,000
Dye Testing $2,500
Total Assessment $12,500

Rilee recommended the motion to authorize the expenditure for the cost of the services provided by Weston & Sampson for the Pool Assessment with $5,000 professional services budget line and the remaining $7,500 pool capital reserve fund.

Danielle made the motion to authorize the expenditure for the cost of services rendered by Weston & Sampson for the Pool Assessment with %$5,000 to come from professional services budget line item and the remaining $7,500 to come from the Pool Capital Reserve Fund. Heidi seconded the motion. No further discussion. Motion carried unanimously

III. Ice Rink
Rilee explained that water source for the ice rink is no longer in a heated structure, so it's currently capped. She has inquired about a dry hydrant at Apthorp so that the Ice Rink could be set up on the Ely Street side of the Common. The benefit is that there are lights at Apthorp, the lights at Remich were conduit connected in the Green building that was demolished so they no longer operate. There is a scheduling conflict that would require prepping the rink till late October when field rentals have concluded. Estimated cost to install dry hydrant pit would cost $10,000-15,000.

Cons about this plan means there is a lack of bathrooms and warming hut.

Greg Cook pointed out that Whitefield and Colebrook has skating rinks that exist without lights, bathrooms, and warming huts.

Korrine pointed out that Mount Eustis does not have bathrooms or warming hut either.

Courtney asked if and where the budget could support the expenditure of $15,000 for the dry hydrant installation. Other comments/questions were made, and Rilee wasn't given an opportunity to respond to this question.

Heidi recommended talking to the Fire Department to ask about a cooperative partnership that would support a community ice skating rink, whether that be using the tanker or nearby Apthorp fire hydrants to flood the rink.

Rilee inquired of Water and Light if a fire hydrant can be used, but the response was no due to the need to have a deduct meter versus running flow direct to sewer lines, it wouldn't be possible, and also that the hydrants are winterized as well. Rilee will get this information confirmed and in writing for further Commissioner review.

How does Whitefield flood its rink? How does Franconia flood its rink?
Rilee may research lighting and water at Stoddard field.

Options:

- Heat and insulate Apthorp building for a heated water source.
- Cost of dry hydrant and pit installation without having bathrooms or warming hut at Apthorp Common field.
- Set up a minimal warming hut that will allow use of the water access in a heated building at Remich, also ask about light install by LWL.

IV. 2027 Budget Preparation

A. Draft documents due September 1, 2026
B. Meeting with finance September 15, 2026
C. Work session date? September 8th, 2026 at 5:30 PM

V. Proposed Bylaws and Rules of Procedure

Danielle made the motion to accept the proposed Bylaws and Rules of Procedure. Heidi seconded the motion. There was no further discussion. Motion carried unanimously.

Commissioner's Topics:

1. Heidi: Youth Basketball

Many people have inquired how the program will be run this year and if it will be different from last year. Concerns about in-house versus travel weeks. Rilee responded that when scheduling for tournaments, the major problem that experience every year but despite asking for gym availability earlier they are unable to schedule due to not having a response from the facility partners. They do their best with building the game schedule based on facility availability information they have at the time of the scheduling meeting with other recreation basketball programs.

2. Heidi: Adult Leagues

Bathroom situation, background is that the bathrooms have not been fully shut and left open/unlocked. Rilee is working on mitigating the issue. Heidi brough up the issue of leaving lights on as well.

3. Heidi: Signs regarding policies at all rec facilities

Heidi would like to have a Facebook post, renters communicated with, and the school communicated with regarding facility policies and expectations.

4. Heidi Attendance Rates for ASP & Summer Rec
    a. Average Summer Rec 50-60 per week
    b. Summer Rec 481 for entire summer

5. Danielle: Remich Park Fields Bathrooms

Porta potties are needed at the soccer field area. Rilee explained that last year, School Athletic Director, Brock, assisted with the portables last year. The porta potty in the Pines is from Concert in the Parks. The School has not communicated what their plan is for the fall school sports season. Rilee has sent a follow up email but will do it again if necessary.

Old Business:

I. Commissioner Bowler's statement regarding July 16th Meeting

7:09 pm

Courtney stated that the purpose of reading the statement was for the benefit of the public which the majority had since left the meeting. Courtney asked the remaining public member, December Rust, if he would like the statement read, he stated it wasn't necessary if they were attached to the minutes.

Heidi made a motion to attach the statement to the minutes. Danielle seconded the motion. There was no further discussion. Motion carried unanimously.

II. Historic Photos of the pool over last 3 years

Rilee presented photographs of the pool that were taken in 2024, 2025, and 2026 (prior to the filter problems). All photographs show a very nice blue looking pool. She apologized she forgot to present these during the Pool Subcommittee portion of the meeting, but this was an example of the efforts and labor that went into getting the pool ready for operations over the past 3 years.

III. Budget Committee Meetings

Danielle reminded the Commissioners that it’s important to be at the Budget Committee meeting when the Rec budget is scheduled for review. She requested that Rilee find out when the Rec budget will be scheduled, so that the Commissioners can plan to attend and have it on their schedule sooner than later.

<u>Next Meetings:</u>

I. Pool Subcommittee: Wednesday, September 2nd, at 5:30 PM
II. Work Session: Tuesday, September 8th, 2026 at 5:30 PM
III. Regular Meeting: Thursday, September 17, 2026 at 5:30PM
IV. Regular Meeting: Thursday, October 15, 2026 at 5:30PM

Heidi made a motion to open up discussion about Commissioner Bowler’s statement. Danielle seconded the motion. Courtney stated that it felt unnecessary to open discussion when that could have happened before. Motion carried 2-1, Heidi and Danielle voted yes, Courtney voted no.

Heidi asked Courtney what the point of the statement was. Courtney replied that the purpose was to be accountable for her tone that was borne out of frustration due to how the last meeting was conducted and order not being maintained. Heidi and Danielle felt that the statement was an attack and they both did not agree with the statement. Courtney responded that that was fine because the statement was her opinion and they were entitled to their own opinions. Courtney reiterated that every commissioner, including herself, demonstrated conduct that was unbecoming and that during high stress meetings it’s important for the chair to do their duty to maintain order during the meeting. Danielle and Heidi disagreed with this opinion. Discussions were no longer constructive at this point.

Heidi made the motion to remove the statement from the record of the minutes. Danielle seconded. Courtney stated that the statement is a public record that can be requested via any 91-A request. There was no call for a vote on this motion.

<u>Adjournment:</u>

Heidi made the motion to adjourn the meeting at 7:16 pm. Danielle seconded. Motion carried with 2 votes, Heidi and Danielle voted yes, there was no call for any opposed.

Respectfully Submitted,

Courtney Bowler
Parks & Recreation Commission Secretary

Outlook

Reflection after July 16 meeting

From Courtney Bowler <cbowler@littletonnh.gov>
Date Fri 7/17/2026 5:06 PM
To Heidi Hurley <hhurley@littletonnh.gov>; Danielle Cook <dcook@littletonnh.gov>
Cc Rilee Clark <rclark@littletonnh.gov>; Korrine Towle <ktowle@littletonnh.gov>

Dear fellow Commissioners,

Please do not respond to this email. Save your thoughts to share at the next meeting if necessary. Rilee, please add "Commissioner Bowler statement regarding July 16 meeting" to the next agenda under old business as I would like time to read my statement into the record during the meeting. I'm sending it now, so everyone has time to process prior to the meeting.

After taking some time to reflect on our July 16 meeting, I wanted to share a few thoughts. My intent is not to revisit the substance of the pool discussion but rather reflect on how we conducted ourselves as a Commission. I believe it is important that we continually strive to improve how we carry out our responsibilities to the public and one another.

First, I want to acknowledge my own role. During portions of the meeting, my tone may have reflected my frustration with the circumstances and the conduct occurring in the room. If my delivery came across more sharply than intended, I take responsibility for that. My comments, however, were intended to reinforce the Commission's role, the need for orderly meetings, and our obligation to exercise due diligence before making significant decisions involving public funds.

As I reflected on the meeting, several observations stood out to me.

The Chair has the responsibility to preside over meetings and maintain order. Public participation is an important part of our process, but it works best when speakers are recognized by the Chair, address their comments to the Commission, and refrain from interrupting Commissioners or one another. When meetings become conversational rather than orderly, it becomes difficult for the Commission to effectively conduct its business.

The public has every right to express opinions, ask questions, and provide recommendations. Those perspectives are valuable and should inform our decisions. At the same time, the Commission is ultimately responsible for making decisions through properly noticed meetings, motions, discussions, and majority vote. Our responsibility is to weigh all available information, not only the views expressed by those present in the room, but also our fiduciary obligations to the entire community.

I also felt that the meeting allowed for extensive public comment but comparatively little opportunity for commissioner deliberation afterward. Public input is essential, but so is thoughtful discussion among commissioners before decisions are made.

Finally, I think we should all remain mindful of how we use our meeting time. There have previously been expressed concerns about lengthy meetings, yet we sometimes spend significant portions of our business meetings discussing matters outside the agenda or outside the Commission's authority. Being disciplined with our agenda will allow us more time for meaningful discussion on the issues before us.

Despite the challenges of the evening, I am grateful that the Commission ultimately chose to pursue additional estimates and information before making any major financial commitment regarding the pool. Given the magnitude of the project and the unanswered questions surrounding both the immediate repairs and the long-term future of the facility, I believe that was a prudent course of action.

Going forward, I hope we can recommit ourselves to conducting meetings that are orderly, respectful, and focused. We owe that not only to one another and the department's staff, but also to the public we serve. Healthy disagreement is part of public service, but it should always occur within a framework of mutual respect and adherence to our roles and responsibilities.

Thank you for your willingness to serve our community. I remain committed to working collaboratively with of you all as we navigate these important decisions together.

Respectfully,

Courtney Bowler
Park and Recreation Commissioner
Term Ends March 2027

Note: My email has changed, it is no longer cbowler@townoflittleton.org. As of January 2026 it is now cbowler**@littletonnh.gov.** Please update your record of my contact information.