

FINAL



WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
April 12, 2006

Joint Meeting/Work Session of  
Weare Board of Selectmen and Park and Recreation Commission  
Meeting Minutes  
Wednesday, April 12, 2006

Present: Selectmen: Heleen Kurk, Vice Chair; Joe Fiala; Thomas Clow, Donna Osborne  
Commissioners: Tom Reynolds, Chairman; Chuck Metcalf Co-Vice Chair; Valerie King, Co-Vice  
Chair; Gene Propper; John Nikias; PARC director, Jim Blouin

Guest: Lady who will be giving swim lessons.

**Vice Chairman Kurk called the work session to order at 7:05pm. She stated that the purpose of the work session was to go over the rough draft of the Weare Parks & Recreation Commission policies which the two groups had worked on about a half year ago. Several changes were made. Commissioner Chuck Metcalf and Selectman Joe Fiala will be working on wording for several sections. The sections for the Hood Memorial Tennis Courts and the skateboard park were put on hold for a later meeting. The following rough draft reflects the changes:**

Weare Parks & Recreation Commission  
General Policies  
Amended \_\_\_\_\_

Weare's Park and Recreation Commission's  
Mission Statement 2005

Weare's Park & Recreation Commission develops its program with the Town of Weare's diverse population in mind and as a result offers recreational activities for residents of all ages. The Weare Parks & Recreation Commission presently maintains five ball fields, a gazebo, tennis courts, a skateboard park, playground and Chase Recreational Park.

The Park & Recreation Commission will continue to plan for future growth which will include the development of facilities and activities.

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### General Policies:

1. All bills submitted for payment shall contain a receipt and be coded with the correct account number and with the appropriate commissioner's signature.
2. The following is the user fee policy:
  - a. Persons, groups or organizations using any Parks and Recreation facility for the purpose of monetary gain or profit shall pay a minimum user fee of \$5 a day. All users must be approved by the Commission 45 days in advance of the activity. Contracts and payments are to be made to the Selectmen's office the Friday prior to the event. Fees for facilities are subject to change. A minimum amount of Town liability insurance is required.
  - b. Weare taxpayers, groups or organizations using Parks & Recreation facilities for the purpose of recreation or other non-profit activity shall be exempt from the user fee.
3. Parks and Recreation Commission equipment loaned to other parties must be signed out and accounted for in a loose leaf book maintained by?
4. The Commission shall recognize the need to provide recreational opportunities for senior citizens.

### Chase Park

Chase Recreational Park provides an opportunity for enjoyment of sunbathing, picnicking, swimming, swimming lessons, lake fishing, ice fishing and launching of boats.

1. The Park will be open on a schedule to be determined annually by the Commission. Daily and seasonal passes will be sold daily at the gatehouse during hours of operation. No one is allowed on the grounds at any other time without special permission from the Parks & Recreation Commission.
2. The Weare Police Department will take notice of these hours and patrol the park from time to time to ensure compliance and to discourage vandalism. The police shall enforce the rules and regulations of the park and support the gatekeepers and attendants at the park in the performance of their duties.
3. There will be a lifeguard in the designated area, daily, based on availability.
4. A first aid kit will be located in the gatehouse for use in emergencies. All injuries, major or minor, shall be recorded and put on written record with name, address and telephone number of the injured party, as well as time, date, and nature of injury. There will be a copy of this record at the gatehouse and a copy sent to the Selectmen's office and kept in a binder.

(Chuck will work on # 6 and 7)

5. Out-of-town participants in swimming lessons will purchase a special ticket that will cover entry fee into the park for the duration of the lessons, and for that period of time only.

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6. Those participating in swimming lessons funded by the Town of Weare may enter the park for the duration of the swimming lesson free of charge. Cost recovery policy, with a minimum annual fee per person taking the lessons. (what are we trying to say here?)
7. An hourly work schedule shall be arranged and assigned by the head gatekeeper.
8. No alcoholic beverages or illegal substances shall be allowed on park grounds. No glass containers shall be brought into the park grounds.
9. No animals are allowed on the park grounds.
10. Boating, fishing, water skiing and jet skiing are not permitted in the swimming area.
11. Bicycles, skateboards and motorcycles are not allowed beyond a specific area by the gatehouse.
12. Persons, groups, or organizations using the park facilities for the purpose of monetary gain or profit must follow the user fee policy in the General Section of this policy. This includes but is not limited to private swimming lessons and private activities requiring a fee. Swimming instructors shall be Red Cross certified. The minimum amount of town liability insurance is required.
13. The head gatekeeper or assistant gatekeeper shall record and collect all monies and turn the money over to the town bookkeeper at least once a week. The town bookkeeper will receive the money with a breakdown of what the money was collected for. A running record of the above will be kept by the Commission. All income and expenses will be reported to the Commission at their monthly meeting.
14. The Commission is authorized to permit and include non-resident property taxpayers to purchase season stickers for the same admission fee and privilege as a resident. (adopted at the March 1994 Town Meeting, Art 31: Shall remain in effect until rescinded by a vote at a subsequent Annual Town Meeting.)
15. Swim lines will be put out prior to Chase Park being opened for the season.

### Hood Memorial Tennis Courts (hold)

The Hood Memorial Tennis Courts provide an opportunity for Weare residents to enjoy the sport of tennis

1. Any person using the tennis courts for monetary gain or profit, for the purpose of instruction, must follow the user fee policy in the General Section of this policy.
2. Rules and regulations for court use shall be posted.
3. Courts shall be locked during off-season.

### Gazebo and Center Park

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The Weare community provides this facility, located in the center of Weare, for relaxation and enjoyment.

1. Except during scheduled events or uses approved by the Parks and Recreation Commission residents and their guests may use this area throughout the year.
2. Persons, groups or organizations using the Gazebo or open space of the Center Park for the purpose of monetary gain or profit must follow the user fee policy in the General Section of this policy. Town or non-profit organization scheduled events are exempt.
3. (Joe to check#3)  
Persons, groups or organizations with large gatherings in attendance as to cite a traffic and parking problem shall be required to obtain an Assembly Permit from the Selectmen's Office 30 days prior to the actual date and time. (how big? Police awareness?)

Skateboard Park (hold)

Ball Fields (Purington Field, Ineson Field, Francis Arthur Bolton Sr. Memorial Field)

The Town of Weare provides these ball fields for athletic practices and games.

1. No charge will be assigned for resident groups using the ball fields.
2. Non-resident groups or for profit groups using the ball fields must allow the user fee policy in the General Section of this policy. A contract including the scheduled time and date must accompany the payment of each game or practice 45 days in advance of the use.
3. (Joe will work on what activities shouldn't happen at the ballfields)

**The next order of business was to work on the PARC Director's job description. All present decided it was too close to adjournment to engage in this topic. The next joint meeting was set for Thursday, April 20 from 7pm – 9:00pm.**

**The meeting adjourned at 8:55 pm**

**Respectfully submitted,**

**Heleen Kurk**

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