

**TOWN OF LITTLETON  
PARKS COMMISSION  
Thursday April 18th, 2024**

**5:30 PM**

**Littleton Community House – Tea Room- Littleton, NH  
Minutes**

**Present** – Luke Driscoll, Kerri Herrington, Amelia Clause, Paul Smith, Danielle Cook, Heidi Hurley, Courtney Bowler, Blake Roberts, Andy Kilmer, Ben Fregeau

Motion to start meeting by Danielle Cook at 5:30, Luke Driscoll second

**Approval of Meeting Minutes:** 3/21/24, Danielle approved minutes, Luke second

**Parks & Recreation Commission items:**

Vote regarding appointment for vacant seat from Andy Kilmer Resignation. Two people of interest, Courtney Bowler and Blake Roberts to fill open positions. Luke Driscoll motion to appoint Blake Roberts, Danielle Second. Discussion. Vote 2-0.

**Role duty Review for new member.** Danielle Cook Chair, Luke Driscoll Secretary. Amelia will have information updated for the office adding Blake.

Amelia handed out Conflict of Interest statement. All 3 members reviewed and signed.

**Grant information (Field/Financials)** – Paul working with Grant writer to review funds remaining from previous grant received several years ago (Drainage for large field and building for small field). Paul and Amelia will report back financial update on this and status of expiration date at next meeting. Grant writer has been busy working on riverfront grant, which will move under parks when completed. Discussion around parks taking responsibility around this property when finalized and how will handle. Amelia and Paul will work on formalizing process. 2025 anticipated completion date.

**Park & Rec Director:**

Ameila Clause has accepted position of Parks and Recreation director as of 4/8.

**Program Coordinator Position update** – Posted internally. Now posted external, applicants starting to come in, open until May 1<sup>st</sup>. Rilee has offered to step in and help for interim until position is filled. She will be interim program coordinator and will be aquatics director this summer. She will split duties between opera house and parks. Amelia has moved into Opera house for office. They have worked out agreement with Interim town manager on how this will work internally.

**Tree Planting - Inquiry** – Residents from class of 1974 looking to plant tree in memory of past classmates. Wants to plant at Remick, will help for first year. Discussed and Director will review and approve of location with grounds crew.

Bench donation for Remich Park also. Director ability to decide placement with grounds.

**Community Cleanup day (May 11th) Remich Park** – Trout unlimited, Cardinal consulting, Partnering with Friends of Remich Park. Remich Park updates and cleanup of facilities, add benches and tables.

**After School Program update** – has suffered because of staff. Rilee Clark to help interim.

### **Summer Program update**

**Summer hires** – This week has just started contacting staff from last year. Posting next week for additional positions.

**Pool Update** – Rilee Clark appointed Aquatics Director for summer. Reviewing staffing and posting new positions next week.

**Water fountain Daisey Bronson building update** – Taken out by contractor, waiting for School Custodian to install new one.

### **OTHER:**

Pool Employee Contract for training payments – Danielle motion to accept contract, Blake second. Vote 3-0.

Discussion around CPR certified being required for all counselors. Next meeting Amelia will review and come back with plan.

Field/Path Clean up- Weather has changed and allowed grounds to start cleaning this week. Water will be turned on next week for all buildings.

Update of Athletic fields – all fields appear to be in good standing and ready for play.

Field usage requests – No update from last meeting on field request. Several pending review.

Softball – Mountain Sports League would like to take on organizing and running program as Parks and Recreation ran last summer. With staffing shortage, Danielle motion for MSL run adult softball program this summer, Blake second. Vote 3-0.

MSL discussed one day basketball tourney request at Aphorp basketball courts 7/13. Have processed usage request, pending approval.

### **Public Comment:**

Heidi Hurley mentioned gate going into pool needs to be fixed, hit by plow. Also mentioned area above tennis courts grass/brush is getting long, needs to be cut for visibility to courts and fields. Benches at Stoddard need to be replaced. Discussion around replacing and who is responsible for

replacing (school/parks). Blake asked if we could take inventory of benches in town to see what we have.

Heidi Hurley asked about Committees previously and status of these.

Amelia encouraged Parks and Rec Commission and Friends of Remich Park to try to work together more.

Building at Aphthorp needs to be organized. Youth Soccer and LFFL. High School Softball no longer using per Andy Kilmer.

Ben Fregeau asked about long term agreement for MSL. No other leagues currently have this past one year. Currently season to season for all organizations. Committee would like to hold off on this until all positions are filled and then will discuss this further at a later date.

Danielle Cook motion to end meeting at 6:43PM , Blake Roberts Second.

**Note: The board may go into a nonpublic session per the following RSA's:**

**RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.**

**RSA 91-A: 3, II (b) the hiring of any person as a public employee.**

**RSA 91-A:3, II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.**

**RSA 91-A:3, II(d) Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.**

**RSA 91-A:3, II(e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against this board or any subdivision thereof, or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled.**

**RSA 91-A: 3, II (i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate**