

**Center Harbor Park Committee Minutes**  
**01/27/13**

**CALL TO ORDER:** The meeting was called to order at 10:00 AM by Chair, Liz Aquilla. Those attending included David Hughes (selectmen rep), Liz Aquilla (chair), Christa Clapp (secretary) and Jeff Haines (town rep).

Swearing in of Secretary, Christa Clapp: Dave Hughes, (selectmen rep) did the honors as witnessed by Jeff Haines (town rep).

**APPROVAL OF MINUTES: 11/10/12:** Dave motioned to accept the minutes as submitted based upon the changes he made previously, with unanimous agreement.

**II. UNFINISHED BUSINESS**

1. Report for Newsletter: Christa said she would help write up our **annual Town** report summarizing where we are at with the project and the anticipated Earth Day activities, including the return of the Boy scouts and Girl Scouts. Liz said she would help with this. Liz suggested that, since the report was not **able** to be included in the Town Newsletter due to time and size constraints, that the Committee include the report with the letter of support to be circulated in the community. Dave recommended that the letter go out sufficiently prior to the Earth Day activities.
2. Discuss budget submission request of \$1000.00 from 2013 town budget: Dave clarified for Liz that the previous year's allowance was **not spent and therefore** not used within the allotted year it lapses back to the General Fund. Liz questioned if this was what the Committee wanted, and Dave noted that, as has Duke previously, we wish to do this project without the use of any town funds. It is there if we need it, but we don't want to have to use it. Our goal is to seek funding through personal donations of money, labor and materials, as well as grants. Christa said she would write and submit the request based upon the wording of last years request, with Dave noting the article needed to be submitted by the 28<sup>th</sup>.
3. Discuss parking area off of Chase Circle; include outline of costs, and Jeff Haines' input: Jeff started by saying that he will be grinding the remaining tree stumps **in the park**. **Jeff said** he has the fill for the handicap parking lot **depending on what the final desing ends up being with concerns for the water runoff from Chase Circle**. Jeff said that he would remove the bad base and replace it with "parking base" **which** he already has. Dave reminded Jeff to note the height and angle of the lot to allow for proper drainage. Jeff noted that the lot also needed to allow for a 10 foot easement from the adjoining property **lines**. **Jeff** suggested that the cars could park at an angle if necessary to allow for the 10 ft easement. Dave also stated that he was able to speak personally to

the **adjacent** property owner and was able to obtain permission for the Committee to trim the underbrush and any trees that the Committee felt were necessary.

4. "Floral Park" designation covenant change request- revisit or hold? : Dave suggested that this might be too much to take on right now, if at all, and that we postpone discussion until the project is closer to completion. **The committee** agreed.
5. Review of park map, review of upcoming construction, make adjustments to map as dictated by construction: note new tree location, parking changes, possibility of path placement leading to beach.: Jeff submitted to the Committee copies of a project grant for which he has taken the liberty of submitting a preliminary request for consideration from The Land and Water Conservation Fund Program, Grant Round Twenty Six. Jeff showed us the "TAC" review, for which Center Harbor has now been preliminarily approved, looking at some hypothetical diagrams showing the possibility of a pedestrian/bicycle connectivity system linking Dr. Morrill park with the village, town, beach and dock resources, and also allowing for designated walkways, handicap access/parking, exercise/bike paths and a safer pedestrian flow through the busiest part of village traffic. Jeff then showed us a copy of the application that needs to be submitted, noting that the intent for application needed to be submitted by Feb.1, and that the actual grant application was very "cumbersome" and would be a challenge to complete. Dave recommended that we contact Mike Izard, **of Lakes Region Planning Commission**, to help us out with the grant application. Liz said she would fill out the Application Intent Form and submit that ahead of the deadline. Dave wrote a brief description of what to say, adding that the Committee also needs to formally request approval from the Board of Selectmen to apply for "any and all grants". Liz stated that she would take care of that.

#### **IV. NEW BUSINESS**

1. Discuss potential of having an architect help with park design: Liz referred to Duke's e-mail communication stating that he was against any activity that would incur consultation fees. Dave seconded this view. Dave also noted an earlier suggestion made by Duke that we look into the "Adopt-A-Spot" program, which is run by DOT. Christa also suggested tapping into the UNH Gardening program through Extension Services, stating that a contest challenge offered to the Master Gardener Program might be a terrific resource for expertise.
2. Discuss adding and design newsletter for inclusion in community outreach mailing including current town budget for Park & Beach, plans and progress:

Dave outlined what needed to go into the town report concerning our progress:

- Phase I developed a park layout and development plan approved by the Board of Selectmen.
- Phase II entails preparation of the park site for the walkways and parking, currently being addressed in the Committee's Earth Day plans and including but not limited to: raking, weeding, tree/branch trimming and sod removal in walkway areas.

Phase II also entails construction of walkways and handicap parking. This activity is on hold until the construction of the Town building is completed and supporting donations are received.

Dave asked Jeff if he knew of the location of a materials list for a 6 foot picnic table, noting that Dennis Schofield was willing to donate the materials for possible 2 tables and that he knew of someone who might do the assembly.

Dave also noted that for the next meeting we need to create a "chore list" for Earth Day.

Dave motioned to adjourn the meeting at 10:50am, Liz seconded the motion.

Notes:

1. Request to Selectmen for permission to apply for grants submitted 01/29/13. Approval received 01/31/13 (see attached copy of communication).
2. Application Intent Form –Grant Round Twenty-Six sent 01/29/13 (see inclusion)