



TOWN COUNCIL – AGENDA REQUEST FORM

THIS FORM WILL BECOME PART OF THE BACKGROUND INFORMATION USED BY THE COUNCIL AND PUBLIC

Please submit Agenda Request Form, including back up information, 8 days prior to the requested meeting date. **Public Hearing requests must be submitted 20 days prior to requested meeting date to meet publication deadlines** (exceptions may be authorized by the Town Manager, Chairman/Vice Chair).

MEETING INFORMATION

Date Submitted: November 14, 2019
Submitted by: Parks and Recreation Director Matthew Casparius
Department: Parks and Recreation
Speakers: Matthew Casparius

Date of Meeting: November 21, 2019
Time Required: 15 minutes
Background Info. Supplied: Yes: No:

CATEGORY OF BUSINESS (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Appointment:	<input type="checkbox"/>	Recognition/Resignation/Retirement:	<input type="checkbox"/>
<i>Public Hearing:</i>	<input type="checkbox"/>	Old Business:	<input checked="" type="checkbox"/>
New Business:	<input type="checkbox"/>	Consent Agenda:	<input type="checkbox"/>
Nonpublic:	<input type="checkbox"/>	Other:	<input type="checkbox"/>

TITLE OF ITEM

Wasserman Park Facilities Update

DESCRIPTION OF ITEM

Town Council to be presented with an update on the facilities at Wasserman Park.

REFERENCE (IF KNOWN)

RSA:	Warrant Article:	
Charter Article:	Town Meeting:	
Other:	N/A	

EQUIPMENT REQUIRED (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Projector:	<input type="checkbox"/>	Grant Requirements:	<input type="checkbox"/>
Easel:	<input type="checkbox"/>	Joint Meeting:	<input type="checkbox"/>
Special Seating:	<input type="checkbox"/>	Other:	<input type="checkbox"/>
Laptop:	<input type="checkbox"/>	None:	<input type="checkbox"/>

CONTACT INFORMATION

Name:	<u>Matthew Casparius</u>	Address:	<u>116 Naticook Road</u>
Phone Number:	<u>882-1046</u>	Email Address:	<u>mcasparius@merrimacknh.gov</u>

APPROVAL

Town Manager:	Yes <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Chair/Vice Chair:	Yes <input type="checkbox"/> No: <input type="checkbox"/>
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Hold for Meeting Date: _____



TOWN OF MERRIMACK

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MEMO

TO: Eileen Cabanel, Town Manager

CC: Paul Micali, Assistant Town Manager/Finance Director

FROM: Matt Casparius, Director of Parks & Recreation

DATE: June 26, 2019

SUBJECT: Vision for Wasserman Park Buildings

Hi Eileen & Paul,

Per your request, I am submitting my vision for the buildings at Wasserman Park. In the memo I wrote you in preparation for the Town Council's retreat, I talked about the current conditions of the 19 buildings at Wasserman Park so I won't reiterate all that information again.

What I will say though is that collectively the 19 buildings in Wasserman Park are in fair condition, but realistically the items that these buildings need to improve their condition are all bigger ticket items and things that need to be contracted out (roofs, electrical, plumbing, etc.) With our limited maintenance staff and budget we do our best to maintain them but mostly we're holding them at bay without making any real improvements to them.

We have a couple of buildings that are absolutely essential to both Department operations and also for year round places to hold recreation programs. Without them it would be extremely difficult to do what we do without having to cut back on programs and services.

Parks & Recreation Office:

The Parks & Recreation office is in pretty good shape overall and serves its intended purpose; however we have two current issues we are looking at. The first issue that we have is that the building is not handicap accessible. The last time we looked at it, the cost was about \$7,000 to install a ramp on the building.

The second issue that needs to be addressed is that in approximately two years, the building will need a new roof. I have an estimate from a roofing contractor for \$4,500 to replace the roof.

Aside from these two issues, it works great as office space for the Parks & Recreation Dept. since we are visible in the park so people can find us. Our location also makes it easier to keep an eye on park visitors here. Aside from the Function Hall, it is the only building in the park that is useable on a year round basis.

Day Camp Office/Camp Health Center:

The Day Camp Office/Camp Health Center is a critical building that is actively used by the Summer Camp. The building is fair shape and serves its intended purpose but it is only a seasonal building and cannot be winterized. The only major issue we have with this building currently is that it is not currently ADA Accessible which was about \$6,000 the last time I had it priced out. There is not enough room in any of our other buildings that could replace this space.

Function Hall:

The Function Hall is probably the most important building for the Parks & Recreation Department which provides the Department with our primary space to offer year round recreation programs for the community. We are currently offering more than 250 programs a year and a significant majority of those programs are held in the Function Hall.

Seasonal Cabins

Right now, on any given day, we have approximately 160 campers and staff here at the park, but the Camp program has been growing steadily in enrollment numbers every year since I started working here. We can't put 160 people in the Function Hall and still be able to run activities as their just isn't enough space indoors to hold for that number of people and so this is where the other buildings in the park come in.

In terms of important buildings to serve our mission, the most important ones to the operations of the camp are the Arts & Crafts building, Theater and Boathouse. These three buildings are the ones that are used every day from June to August for the operation of our Summer Camp.

The remainders of the seasonal cabins collectively serve as a sort of home base for each of the age groups in the Day Camp program for the 9 weeks of the summer that camp is open. It is a place for campers to dump their backpacks, use the restroom, change for swimming and lastly serve as additional activity space on rainy days.

Due to the seasonal nature, the functionality of the seasonal cabins is limited to the summer months with the Day Camp and maybe the occasional use in late spring or early fall. Due to the way they are constructed, none of the buildings could ever be winterized.

RECOMMENDATIONS:

This morning I met with my Camp Directors to talk about how we are currently using the buildings in the park, which ones are essential and which ones, while nice to have, aren't essential. As a result of that conversation we have come up with the following recommendations.

The critical buildings that we need to fulfill our mission are:

- Function Hall
- Parks & Recreation Office
- Day Camp Office
- Arts & Crafts
- Theater
- Boathouse
- Lifeguard Shack
- Maintenance Shed
- Cabins 3 / 4 – Buffalo Valley, 11 – Doe Glenn, 12 – Lions Den, 14 – Junior Camp

Function Hall Wish List:

The basement of the Function Hall represents the biggest potential for expansion of programs and services as it has approximately 3,000 square feet of unfinished space. In an ideal world, I would like to turn this space into 5 meeting rooms / program activity rooms. Since the entire building is already heated and has sprinklers, it would give us additional areas to rent out or to create and run additional programs in on a year round basis.

Right now, when someone rents the Function Hall; they get to use the entire main floor as there is no way to separate out the front room from the main hall since the bathrooms are in the back room.. If the basement was completed, we could create 5 large meeting/activity rooms and have multiple events and programs going on in the building at the same time which would generate additional revenues.

I mentioned above that cabins 3/4, 11, 12 and 14 were critically important to our current summer camp program. If we were able to renovate the basement space of the Function Hall, then these four cabins would be much less important and we could eliminate those four cabins. I don't have a hard estimate at this time on what it would cost to finish the basement, but I am guessing \$100,000 at this point.

The buildings in the park that are nice to have, but aren't all that important to our mission are:

- Cabin 1/2 – Heron Cove
- Cabin 5/6 – Snake Pit
- Cabin 9/10 – Fox Den
- Nature Hut

These four buildings are in the worst shape of the 19 buildings in the park, and it is my recommendation that they be taken down. All of them need new roofs but also have additional issues inside and I think we are just throwing money trying to continuously repair them.

Please let me know if you have any questions.