

First Draft of Harvard Parks and Recreation Commission Meeting

Monday March 6, 2017 @ 7:30 PM

Location: Volunteer Room/ Town Hall

The meeting was called to order at 7:35 pm. The previously distributed meeting minutes from 2/13 were distributed and five minor corrections were required. Doug made a motion to approve the minutes as corrected, the motion was seconded by Ed and the vote was unanimous with all members (Steve, Doug, Frank, Wyona and Ed) voting in the affirmative.

Selectmen Ken Swanton and Stu Sklar were visitors to this meeting. Both came to apologize for the misinformation shared with the commission concerning the funding of a Parks & Rec administration position with school committee funds. Stu Sklar also provided additional information about the War Memorial Restoration Committee (WMRC) to compliment Doug's field updates.

Field updates -

Replacing flag on the common – A second flag has been ordered. Several estimates have been secured to fix and redo the flag pole. Questions about how and who previously repaired were asked. A polymer coating will be required and the base must be redone before doing the flag pole. Sklar, representing the WMRC, told the commission that decisions regarding replacement vs. restoration still needed to be considered. The cost difference between a regular granite base (\$35,000) vs. Vermont granite (\$50,000) and finding a bronze plaque replacement are just some of those considerations. WMRC committee members John Lee and Jon Schoenberg are spearheading fund raising efforts and project would like to have a completion in 2018 to commemorate the 100th Anniversary to the end of WWI.

Scout project on lighting flag – Doug / Scout will be working with DPW for appropriate clamps for solar charged lighting.

Doug also reported:

- 1). Another town asked if we had a metal detector policy? Doug responded that we don't and then the commission had a short discussion about should we have one?
- 2). The question of who has responsibility / authority for field bleacher acquisition(s) / placement was posed and no definitive was known. Ed will research for future meeting.
- 3). Building at McCurdy track has three seniors working on project (names unknown) The Lee's are overseeing project. Doug will invite seniors to a future commission meeting.

Beach updates

2017 Boat Lottery updates – Wyona reported that she has posted the P&R web site for this year's boat lottery.

2/27 - Lottery Opens on Park and Rec Website and parking Stickers also available for purchase

3/28 - Lottery Closes

4/3 - Live Drawing at combined **Parks and Rec/Harbormaster's Night** – Winners to be posted on this night and the Harbormaster will then make the boat assignments.

4/17 - Deadline for all spots to be paid

2016 Fees

Canoe/Kayak - \$30 for first boat, \$10 for additional, Inner Cove - \$40, Outer Cove - \$125, Dock - \$400, Parking - \$50 and Senior Parking - \$25

2017 Operations planning – Steve gave an update from an e-mail report received from Allie that needs clarification and a decision for our preseason boat repair tasks. He will ask Allie to secure a third repair quote with written estimates so we can vote on a vendor next meeting. Need to have Allie come to the next meeting so all can agree to a timeline for task completion before our beach opening.

Staffing & Lesson Scheduling - Wyona asked for each committee member to comment on the job posting and recruitment of new and replacement beach personnel. We all agreed that a job posting was necessary and that Frank can advise Allie that she is the #1 candidate and applications will be received thru 3/31/17. A final decision will be made in mid to late April. The commission also asked Steve to tell Allie that she needed to submit her hours because it was noted that no hours have been received since September.

The Harvard Town Beach Application for new and returning applicants and the Job Posting Summary were reviewed. Posting will be coordinated with Marie in HR.

Returning guard applicants will have training the weeks starting June 5th and June 12th.
Swim lessons to start June 26th.

Budget updates – Frank reported that he met with new finance department contact and needed to create and set up new account for a vendor expense payment as a shared with expense with an HAA Baseball contribution. He will continue to work to correctly reclassified expenses. Example given was a community education charge of \$756.00 that was put into P&R revenue. Frank cited timing and unclear postings on the muni report vs. actual ski club revenues has a several hundred dollar deficit.

Budget Balances as of 3-6-17

Allie has exhausted 58.8% of her budget line and has \$5,453.00 left.

Beach account is at 18% and a balance of \$15,044 left.

Commons & School account has spent \$4,332 with an approximate balance remaining of \$27,028.00.

The revolving account has a current balance of -\$22,075. Reclassifications according to Frank may total approximately \$10,000 that will reduce the revolving account from the general funds account.

New Business:

New event requests: Approved the Harvard Family Association request to conduct an Easter Egg Hunt on the Common on Saturday, April 8, 2017. Doug will add event to the P&R calendar.

Next Meeting(s): March 20, 2017

Adjournment: The meeting was officially adjourned at 9:47 pm.