

Parks and Recreation
Meeting Minutes
May 24th, 2021

Call to order 7:31 PM

Members Present: Keith Bilafer, Mark Morin, Bob O'Shea, Michelle Lauria, Doug Thornton

Audience: Jim Oleary, Harvard Press

Minutes Approval for 5/10/21 – Keith motioned, Mark seconded, vote **5-0**

Public Communications

○ Sub-committee Chair(s)

None

○ Liaison Communication (SB, Schools, PB, Finance)

None

○ General Public

None

Director of Community Recreation and Education

Commission reviewed role, job description, org chart

Keith motioned to approve the job description, Mark seconded, vote **5-0**

Selection committee will include Bob, Keith as his schedule allows, Michelle will abstain, Mark will review resumes as well

Program Updates

Fields (28:10)

Keith gave update. Town meeting approved budget increase, DPW reports John Deere tractor is broken, Ryan was not mowed on schedule. Bob discussed hiring mowers from the outside, is meeting with town administration tomorrow to get overtime turned on. Bob discussed 2013 budget. Bob asked Mark to get quotes for landscape company 3-year contracts.

James spoke as the representative for baseball and softball – he is taking over for Larry Feinberg. Mentioned that trash bins are full, porta potties are on full side. Bob will call Ratta tomorrow. James mentioned electric not working for pitching machines. Bob will call vendor.

○ Field use/permit status – Division of Labor (DPW & HAA)

Discussion of diamond raking and HAA painting. Keith discussed lacrosse issues. Keith will write job sharing proposal.

Track and Commons (1:08:50)

- Apron crack status

Mark worked with US Pavement – cracks might be going under surface of track; temporary fix might get us 2 to 3 years but need to be redon from scratch long term. Company thinks original substrate underneath not packed properly.

- Plan to use up Depot/Lancaster County Trail Grant

Mark working with stone companies on cost of materials.

Harvard Ultimate club plans to run summer camp 6/21 – 6/25.

Beach Operations (1:18:00)

- BHRA Agreement

Michelle reports contract is signed by Linda and her and will be dropped off to Pam tomorrow, three originals will be distributed and we are done.

- Beach Program Plans/Status

Michelle reports that we have an awesome staff, schedule on google calendar. Put poles in, down next day, put back up, short one pole; Thursday putting rafts in; asked DPW for trash cans; sent Holly email; uniforms ordered; still need some staff shirts. Should have key to the boat lanyard, complete 1st aid kit, ice packs, etc. Lots of WSA requests, meeting 6/5 8am.

Bob discussed fishing tournament parking and traffic issues.

Bob replaced Kiosk touch screen, sailboats due June 1st, pickup in Connecticut.

Budget discussion. Doug asked if we could pay for boats out of beach expenses rather than revolving.

Event Requests and New Business

- None

Adjourn 9:33 – Keith motioned / Mark seconded vote **5-0**; Next Meeting: June 7th

Director of Community Recreation and Education

Reports to: Harvard Public School Superintendent and the Parks and Recreation Commission

Requirements:

- Leadership Experience
- Communication skills; including collaboration, problem resolution, technology use, training, and presentation skills
- Fiscal ability to develop, recommend, and manage budgets

Responsibilities:

- Performs work which includes planning, organizing, coordination and management functions of community recreational and education programs requiring the exercise of a high degree of judgment and initiative as well as the ability to anticipate and to react positively to technical and administrative problems in the area of responsibility.
- Responsible for program planning and implementation; develops and plans services to meet the recreational and educational needs of the community; develops and directs the implementation of goals and objectives. Recommends policies, and procedures.
- Recommends the Community Recreation and Educational budget to the Parks and Recreation Commission and School Superintendent. Monitors expenditures and prepares financial reports.
- Supervises the office activities of the Community Recreation and Education staff including bookkeeping, accounting, communications, records maintenance and report preparation functions.
- Manages all transactions in the town's Activities software (currently CivicREC) and school district system. Works with the public to answer questions. Current activities include:
 - Before and after school Childcare
 - Summer Camps
 - Swim and boat lessons
 - Track clinic and ski program
 - Boat Lottery / Storage
 - Boat Rental kiosk
 - BHP Events (Fishing Tournaments, Regattas, Triathlon, etc.)
 - Park and Recreation field/facility rentals

- In conjunction with the School Superintendent, Parks and Recreation Commission and the town's HR departments, oversees the employees and volunteers of programs such as the beach program, before and after school care, summer camps, and all other offerings. Responsibilities include advertising positions, interviewing, recommending new hires and compensation, training, scheduling, and payroll.
- Conducts an active public relations program, including speaking engagements, news releases, preparation and distribution of brochures, posters, etc.
- Coordinates with Town Officials, including the Director of Public Works, The Town Administer, The Land Use Administrator, Adult/Youth Sport Leaders and the School Athletic Director on scheduling of programs, construction, maintenance and rental of recreation facilities.
- With the Parks and Recreation Commission, inspects work done on recreation fields and the beach for compliance with contractual requirements and federal/state code standards, etc.
- Coordinates with the Parks and Recreation Commission's Field Liaison and the School's Athletic Director to close fields due to inclement weather and to support a rotation schedule.