

Parks and Recreation
June 15, 2020
Zoom Meeting - Everyone home

Present: Bob O'Shea, Darren Magen, Michelle Lauria, Doug Thornton, Steve Victorson.

Meeting Minutes approval - June 1, 2020. Doug motioned to approve the minutes with the Tree Warden changes. Passed 5-0.

Program Updates

Beach Operations - Discussed problems with people not wanting to purchase parking stickers. Will record problem offenders license plates and sticker number. Proposed that second offenders will have parking stickers removed and privileges taken away for one additional year.

Discussed how to work with the abusive adults and teenage kids along with adding a new video camera to be aimed towards the sticker checker chair.

Michelle motioned that a second camera is purchased to help the sticker checkers. Darren seconded. Passed 5-0.

Michelle and Allie are working together on putting together all beach policies.
Kiosk - Bob noted, that 111 families serviced through the lottery and that 91 have signed up for a season pass through the Kiosk. Noted the many small nuances of how the general public operates.

Fields and Commons

Darren - Put together a 1 page draft maintenance structure. Tim K. Will review and return to Darren by the end of the week.

Reviewed this years maintenance up to now.

Discussed irrigation problems. Waite and Harvard Park have systems that are under repair.

Upper and lower depot are now getting water, but had two zones out and one sprinkler head out, but are now fixed. Harvard Park irrigation system requires a back flow valve that has been ordered.

Fertilizer feeder does not seem to have operated properly on upper and lower depot.

Darren suggested that with all we have done, the fields are still in tough condition. Steve asked what is the biggest issue that needs to now be solved.

Darren responded that there is an overall soil problem with the fields.

Ken Hoggins ask about Harvard Park Drainage. Bob answered that there is not a drainage issue, but that the problem has been that DPW was not using the long enough aeration equipment and that they have been made aware of this issue.

Public Comment

Discussed field issues relating to equipment short falls, regular mowing and long term issues with the fields. Bob asked whether or not we should outsource fields maintenance. Darren discussed the outsourcing of baseball fields with DPW still doing the mowing and general maintenance. Darren supports the concept of outsourcing fields maintenance.

Doug commented that we used to get outside help with the soccer fields. Doug mentioned that the town would have to undo the 2014 vote that took the Parks and Rec. grounds keeping budget (25k) from parks and rec and gave it to DPW. This money along with money from the schools 28k were lost in the DPW

budget. Darren noted that the outsourcing should be total. Dan Daley commented that we should be charging as other parks and rec departments charge for fields usage.

Ken Hoggins brought up weed problems.

Action Item - Darren will talk to Tim K about weed control

Action Item - Darren will talk to DPW about leaving clippings and keeping the goals off the fields.

Action Item - Bob will remind the town to post minutes.

Dan Daley questioned what the commission had to say about field usage and scheduling. Bob responded that this is a challenge as we do not have total jurisdiction. Bob asked that Darren be brought up to speed on the fields sub-committee study. Dan asked about repair and maintenance prioritization. Bob addressed Dan's question on prioritization by stating that he is working on a plan and that Michell will address this later in the meeting. Dan asked which fields are open. Dan asked about fields being open due to COVID 19. Bob posted signs today for current state guidelines stating that fields are open and that the town closed signs will be removed. All of this information is on the parks and recreation website.

Budget Updates

Doug discussed all bills.

Electrician, McCurdy Track back flow valve and the 4 sprinkler heads invoices have not yet arrived.

Bob had questions on balance sheet income. Discussed 8k turnover from May.

Bob asked Jennifer Finch about this issue with the town and the town's slow system in getting us our information. Civic Rec. can connect directly to the town system, but the town will not allow for this to happen.

Michelle reviewed the idea for a prioritization list on how to take care of the fields. Proposed a 5 point plan. Michelle will send this draft proposal to the board. Bob wants to turn this into a weighted matrix approach to help make the decision process as objective as possible.

Doug had questions on how this would work if we needed to wait until people gave us requests for field work.

Dan reminded us that we needed this to be fair to all interested parties.

Action for the entire board: Review Michele's process and dates prior to July 1st meeting.

Bob asked that we consider joining a state wide parks and recreation association. Michelle motioned that we spend 350.00 to join Mass. Parks and Rec assoc. Darren seconded, but wants to have 6 month check in to see if we are using this state association. Is this a website or just access to other towns information? Bob answered that there is a website with information as well as access to other towns. There are also subject matter experts. The board discussed this expenditure. Passed: 5-0.

Bob mentioned the possibility that with the retirement of Judy Cavanugh that community education may disappear. Bob asked the board to consider this issue. Darren asked for more details. Doug gave some additional background as to what was happening in the school with people retiring and no one being rehired. Bob suggested that this might be an opportunity to bring on an employee to bring community education into parks and recreation.

Meeting adjourned at 2150.

Harvard, MA Athletic Field Yearly Maintenance Program

Action Item	Responsibility
<u>Spring</u>	<i>P&R and DPW will perform a pre-season assessment to prioritize</i>
Supply game schedules for all athletic events	P&R will supply game schedules that were received from youth organizations (through CivicRec). Bromfield will supply schedule directly to DPW or via CivicRec.
Ensure all irrigation systems are operational / performing needed tasks	P&R provides material costs. DPW provides labor, sets irrigation timers.
Apply fertilizer to all athletics fields (except Pond Rd.) designated by P&R	P&R provides payment for materials. DPW provides sourcing of materials, labor and machinery.
Apply grass seed to all athletics fields designated by P&R	P&R provides payment for materials. DPW provides sourcing of materials, labor and machinery.
Mow all athletic fields at least once a week	DPW provides labor and machinery.
Weed wack all athletic fields every other week	DPW provides labor and machinery.
Simple loam repairs (trouble spot) based on priority and time	P&R provides material costs. DPW provides labor
<u>Summer</u>	
Mow all athletic fields as needed.	DPW provides labor and machinery. Raise blade.
Supply game schedules for all events	P&R will supply schedules received through CivicRec, including summer camps.
Weed wack all athletic fields every other week	DPW provides labor and machinery.
<u>Fall</u>	<i>P&R and DPW will perform a pre-season assessment to prioritize</i>
Ensure all irrigation systems are operational / performing needed tasks and shut down at end of season	P&R provides material costs. DPW provides labor, sets irrigation timers.
Supply game schedules for all athletic events	P&R will supply game schedules that were received from youth organizations (through CivicRec). Bromfield will supply schedule directly to DPW.
Apply fertilizer to all athletics fields (except Pond Rd.) designated by P&R	P&R provides payment for materials. DPW provides sourcing of materials, labor and machinery.
Apply lime to all athletics fields designated by P&R	P&R provides payment for materials. DPW provides sourcing of materials, labor and machinery.
Mow all athletic fields at least once a week	DPW provides labor and machinery.
Weed wack all athletic fields every other week	DPW provides labor and machinery.
Simple loam repairs (trouble spot) based on priority and time	P&R provides material costs. DPW provides labor
All athletic fields designated by P&R will be aerated at end of season	DPW provides labor and machinery.

- Mowing priority will be based on seasonal use for each field
- Grass clippings either removed or mulched (not visible). Tractor w/bagger will be used on playing fields when mowed (to the best of DPW's ability)
- Fields are to be lined for all soccer and lacrosse game events based on CivicRec schedule
- Portable fencing erected and taken down for baseball/softball (Spring Bromfield schedule)
- Soccer/lacrosse nets/sandbags moved to mow and then returned after mowing to the best of the crew's ability
- Irrigation starts early in the morning
- The agreed upon work is based on a dedicated DPW field crew of at least 2 people (total staff of 10+ for DPW)