

**DRAFT** Harvard Parks and Recreation Commission Meeting Minutes

Feb 26, 2018 @ 7:30 PM

Location: Hildreth House

Members Present: Wyona Lynch-McWhite, Douglas Thornton, Joseph Reynolds and Frank Culmone. Also Present: Harbor Master, Bob O'Shea. Absent: Steve Victorson.

Called to order at 7:30, joined Planning Commission Meeting to discuss Ground Water Protection Overlay District and the potential impact on P&R lands/beach. Questions around snow removal restrictions, porta john, parking, the impact on future expansion of the beach house. For Pond Rd field, what about use of fertilizer and herbicides? Comments are still being taken and a revised version of the bylaw will be shared with Parks and Recreation.

Adjourned to leave. Regular meeting resumed at 8:04

Reviewed 2/5 Meeting Minutes. Motion to approve with three corrections. Doug/Joe 3-0-1

**Program updates**

Beach Operations: reviewed dates for 2018 Lottery. Town hall may not be able to sell stickers this year. Online purchases are the preferred method and it may be better to do town hall purchases. Discussed switch to UniPay for online transactions. Frank sent out the schedule of fees prior to the meeting.

Motion to approve the switch from Sage to UniPay: Doug/Joe 4-0. Frank will work to get this set up with town hall.

Beach Staffing: Beach Director applications due soon. Will review at next meeting for decision. Wyona shared that town hall description does not match Park and Rec description. Need to resolve with Marie – There are budget implications around changes in the requirements. Joe will post on indeed and will coordinate interviews.

**Fields and Commons**

David Bell is ready for track clinic. Doug to bring dates to review at next meeting. Request for baseball field usage, same requester as last year. Doug to contact Bromfield AD for their agreement before we review.

**IT/web updates**

Connecting to town web services – first step has been done with UniPay. Joe will investigate online scheduling tools to help with beach labor planning.

**Budget updates**

Reviewed budget summary spreadsheet that Frank send out. Revenues are done and Beach expenses are up. Discussed variances and issues matching munis across fiscal years to show the full beach season. Concerns about labor at start of FY'19. Discussed how best to plan for the upcoming season. Beach sticker sales discussed and plan for this year, perhaps no sales at beach? Discussed

staffing hours, when are guards really needed? Frank will revise the report to show unclassified revenue. Wyona to share beach labor worksheets from 2015 with Joe/

**Event Requests and New Business:**

Next meeting is March 5 at 7:30 and All board meeting March 6 at 7PM

Are we closing field for town meeting on May 5<sup>th</sup>? No fields will be closed, individual teams can decide their schedules. HCT Tree for All Event, April 28-29 on Common, BraveHeart Event 7/14 – not on Park and Rec lands, Apple Blossom Festival, 5/12 - already on calendar. April 28 Fishing Tournament Request – approved.

Meeting adjourned at 10:16