Parks and Recreation

August 20, 2018

Town Hall

Present: Bob O”Shea, Wyona Lynch-McWhite, Joe Reynolds, Steve Victorson

Call to order 7:40PM

Bob motioned to approve 7/16/18 minutes with corrections. Joe seconded, passed 4-0.

**Field operations**

Amy Brais Nutt- Harvard Family association.

 Halloween Parade - 9 - set up. 2 - Cleanup. Event 10 - 12

 Proposed dates October 27th. Rain date October 28th.

 Wants sign to advertise on the common.

 Would like a vendor truck.

 Easter egg Hunt - April 13, April 14th Rain Date 9 - 2.

 Wyona - Talk to DPW regarding trash barrels. Follow the sign requirements on the parks and rec. website and fill out the request forms.

 Wyona - Make sure that vendor truck is parked properly. Let’s touch base just ahead of the dates to ensure all is going smoothly.

 Amy - What about Lovers lane for parking?

 Bob - If the grass is wet use Elm Street.

 Motion to approve HFA request for Halloween Parade and Easter egg Hunt, with the event forms filled out properly on the website.

 Motion to approve. Joe. Seconded Joe Reynolds. Vote 4 - 0.

**Website Transition updates**

 *UniPay Admin Training*

 Wyona - Noted longer using league athletics. Will make sure that Harvard Athletics knows that we are no longer using their system to avoid being charged.

 Bob - Website Training for the board

 Discussed Registration Particulars - Type 1 and Type 2. Type 2 requires board approval.

 Harvard Lions Volksfest - Sept. 9, 2018. Rain Date 9/15/2018

 Joe motioned to approve Volksfest.

 Steve seconded

 Passed 3-0.

 Bob abstained as he is on the Lion’s Club

**Beach Operations**

 **Day pass policy for beach** - Should they be allowed or should we make an official category on the the new payment system?

 Wyona - No cash accepted. Must go online.

 Bob - Motioned to eliminate all day passes. Wyona seconded.

 Vote - 4 - 0 passed.

 If there are any issues regarding the day pass, we will revisit next Spring/2019.

 **Electrical repair** at the beach house.

 Bob - Let’s make the fix.

 DPW(Tim) - Estimate for the repair (faulty wiring, switches, inoperative lighting). 1556.00.

 Wyona - If we vote to repair, a board member must oversee the project. Do we vote on the estimate or vote for a limit or ask for a detailed work order?

 Let’s wait for a detailed work order prior to voting.

 **Field operations continued**

 Have not received any info from the BOS on the lease agreement for the general store desire to use the common.

 Movie use of the common between the General and Church - how do we want it left once the movie is complete? If the company makes an offer to do the work, what do we want done?

 Bob - Grass will always be destroyed by the plows. A nice patio would serve as an outdoor space in the Summer and snow storage in the winter.

 Wyona feels that the field liaison should be working with the movie people on this project.

 Discussed signage on the common. Who should move these signs? The DPW should be called for removal.

 Memorial bench request - Bob: That land is owned by the town. Can we vote?

 Steve - What kind of bench? Will it have a back?

 Joe - We need a town wide memorial bench policy. There is already a bench in that area.

 Bob - Do we work with the open space group and let benches be put in places where the town wants or could use a bench? That is not our land and we shouldn’t be placing a bench on public land that is not ours. What is our role under the new town charter? The select board owns the land. We need an official delegation of rights/ownership from the select board/town.

 Wyona sending an email to Tim expressing our concerns.

 We would like to meet with the family. The family should contact the field liaison.

**Budget Updates** - Wyona

No news on the audit.

 Wyona has receipts from the beach. Joe is reviewing.

 Skateboard check arrived. Wyona deposited. Event form went in just prior to the new system.

 Bob - We voted to not take any money unless it went through the new system. Also, someone left cash for using the fields.

 Wyona - Should we look at a PO System to manage beach spending?

 Beach Labor - Bob: Remember, we raised payroll by 10%, but did not raise fees.

 Discussed July Status Report from Dave. Three problems.

1. Swept accounts - limits our ability to save over the years.
2. Increase payroll - every year it adds up. This will take a town meeting vote. Must work with finance committee.
3. Beach sticker sales down.

With the new UniPay system, in place income will now have accurate reporting.

Bob - The town will now process all utility bills(electric, cable, phone) and the pumping of the septic tank.

UniPay - 3 charge backs. Bob followed up. One person responded. Two did not. Discussed how to monitor those who do not respond. Should the treasurer be the one making these calls?

Discussed Beach Closing and Harvard Next Door

Beach Liaison will respond.

For next year, we should set official dates.

Should we keep a sticker checker through Columbus Day?

**Events Requests and New Business**

 Healing Garden Ride to Thrive, Oct. 14

**Election of new officers**

Doug not present.

 All positions are open

 Wyona - Does anyone want to volunteer?

 In the past Doug was willing to be the chair.

 Bob involved with the beach as the harbor master and willing to be beach liaison.

 Steve will continue as secretary.

 Joe will take fields

 Doug will become chair, per previous conversations.

 Wyona will be submitting her resignation.

Will table the vote until Doug is present. The next meeting is Sept 17, 2018.

Joe - What does park and rec look like now with the new town charter? What is our responsibility? Can we raise our fees or is that now the select board’s responsibility?

Bob - We should not be transacting bills. The town should be presenting us with monthly statements/reports under which we should function. The town should be opening the checks, presenting us with statements to then approve, but paid by the town. Discussed beach staff scheduling, using an App versus a paper time sheet.

Meeting adjourned - 1038 PM.