

Parks and Recreation  
Hildreth House  
January 22, 2018

Present: Wyona Lynch McWhite, Doug Thornton, Joe Reynolds, Frank Culmone, Steve Victorson  
Also present: Bob O'Shea

Call to order 7:40

**Meeting minutes approval - 1/9/18**

Joe motioned to approve January 9th minutes with corrections to budget numbers. Doug seconded. Passed 5-0

**Budget updates**

Discussed Tim Bragan's request to inform him of what we would need to cut due to the budget reduction.

Discussed difficulty in doing maintenance on the fields as the fields are always in use.

***Frank***

Beach account has 12,120.00 remaining.  
Field and Commons account has 12,864.00  
Revolving - Negative 16,572.00

Ski Club money will not be released until February 8th (1.5 months late based on last year). Doug said that last year the invoice was paid per the invoice requirement. Net 15.

Doug will talk to the vendor and assure him that the money is forthcoming.

Discussed Beach Sticker income

According to the munis 15,650.00 worth of beach stickers were sold.  
Once the beach log is analyzed, will make a comparison to the town numbers.

Discussed revolving

No money was swept from revolving July 1, 2017 as the amount in the account was under 10k.

Discussed beach sticker sales put into revolving from May to June.

Doug and Wyona asked Frank for the June 30th, revolving account number for the past 5 years. Second, ending numbers for the other accounts.

***Bob***

Discussed the UniPay system. It has forms that can be designed specifically for our needs.

One option is to put payments directly through the UniPay system and the town would give the board monthly reports.

League Athletics can also go through UniPay. It is called easy plus. All monies could then be specifically tracked into the town accounts. 3.29% + .30 fee for each batch of transactions.

Not sure what UniPay is charging.

How to determine whether or not the purchaser is a Harvard Resident?

Wyona - We need to vote on this change.

Doug asked that for the next meeting, we should have a written document to this change for review and then a vote. Switch from Sage for transactions to Easy Plus, which still talks to Sage and keeps our records.

Bob - Installed markers on all of the biggest rocks and submitted a receipt for equipment.

Safety Boat

Discussed pontoon boat with Bob. Bob thinks that the boat will be too large. Doug will bring the latest quotes. Center console with flat bottom.

Will also get sunfish quotes

Will move remaining items to the next meeting.

Event Requests and New Business

When do we turn off the Christmas tree? Doug will unplug in the morning.

Reminder to turn in campaign forms.

Ski Club - Parent withdrawing and wants a refund. Wants 2/3rds of their money returned. The sign up form states no refunds.

Event request forms received for September and approved by BOS are missing the specifics. Wyona has written back for more information and has asked the BOS to resubmit the forms. Doug noted that this is our jurisdiction and that we should have received these requests directly.

Reminded the board of approved events.

Next meeting February 5th. Will be joined by Bare Hill rowing.

Meeting adjourned 9:25PM