

First Draft of Harvard Parks and Recreation Commission Meeting

Monday March 27, 2017 @ 7:30 PM

Location: Volunteer Room/ Town Hall

The meeting was called to order at 7:36 pm. The previously distributed meeting minutes from 3/6 were reviewed and no corrections were required. Doug made a motion to approve the minutes as corrected, the motion was seconded by Frank and the vote was unanimous (4-0) with all members (Doug, Frank, Wyona and Ed) in attendance voting for approval except Steve who arrived shortly after the vote was recorded. Harbor Master- Bob O'Shea, Beach Director - Ali Luck and Judy Cavanaugh- Community Education were also in attendance.

Field updates -

Proposed sculpture – Wyona resurrected the sculpture discussion. She would like to know if a sculpture placement location has been authorized and who has the final approval word. It appears that the suggested spot is the responsibility of the Library Trust. Wyona will write Stu Sklar and ask the selectmen to finalize a decision.

Solar Panel Update – James Barrett and William Day (Bromfield Seniors & project managers) were recognized guests and gave an update on the solar panel installation schedule. Last year inside walls were finished, painted and some trim installed. Now working with Jim Lee and Solar Design to get solar panels installed before the end of the school term. Question now is how to get the panels on roof. Project will need professional help for wiring and completion. Doug made a motion, seconded by Steve to approve the project as discussed. Commission voted to approve project completion as discussed with a 5-0 vote.

Scout project on lighting flag – Wyona indicated the new flag is now flying and excess flags are held by Stu Sklar.

Beach updates

A sailboat repair discussion was led by Ali. Four estimates were distributed and reviewed. The Board narrowed down the vendors from four to two with American Boat Restoration (ABR) beating out 2<sup>nd</sup> choice East Coast Fiberglass (ECF). Steve made a motion that was seconded by Doug to allow the Beach Director to perfect the estimate with ABR and for the Board to authorize the funding of the necessary repairs per the estimate discussed. The vote to approve was unanimous 5-0.

The commission members then discussed the acquisition of a replacement motor boat and Ali shared documentation from 4 vendors. Her choice and recommendation was to purchase the Lund Model 1648MT: 16 foot boat with 20 hp. Mercury 4 stroke and trailer with power rim package for \$8,960. Steve motioned that was seconded by Doug, to authorize the Beach Director to purchase the 16 foot boat and trailer as described from Merrimack Marine, Methuen, MA for an amount no greater than the estimated cost of \$8,960. A vote was taken and the commission unanimously (5-0) approved funding the boat purchase.

**Beach Director Presentation** – After considerable discussion it was agreed these are the important confirmed dates:

Bromfield School last day > June 19<sup>th</sup>  
Beach Opens and Life Guards start > June 23<sup>rd</sup>  
Triathlon > Sunday, June 25<sup>th</sup>  
Judy Cavanaugh's "Summer Adventure Program" will begin at 9:00 am on Friday, June 30<sup>th</sup>  
Swim lessons start > June 30<sup>th</sup>  
1<sup>st</sup> Session > Friday, June 30<sup>th</sup> – Friday, July 14<sup>th</sup> (no lesson on 7/4)  
2<sup>nd</sup> Session > Monday, July 17<sup>th</sup> – Friday, July 28<sup>th</sup>  
3<sup>rd</sup> Session > Monday, July 31<sup>st</sup> – Friday, Aug 11<sup>th</sup>  
Fee for swimming lessons was set for \$40.00 per registrant for each session. (same as 2016)

**Director Hours worked Oct - March** – Ali has submitted her long overdue payroll request for hours worked since Oct 2016 and Steve is ready to approve. Wyona and the Board strongly told Ali that time cards needed to be submitted in a timely manner to satisfy Town of Harvard policy. Ali asked about when the Beach Director position will be announced and what role the Beach Director would have in the hiring process for life guards? Applications for the position will be accepted through 4/1/17 and a decision will be made by the Board as soon as practical after the applications are reviewed.

**Boat Lottery updates** – Lottery administration set for 4/3/17. Lottery registration period extended through 4/1/17.

**Budget updates** – Frank reported that accounting errors have been rectified.

**Budget Balances as of 3-6-17**

**Revolving:**

Revenue: \$33,420.47

Expense: \$49,114.11

Total Revolving: -\$15,693.64

**General Fund:**

Percent Used: Beach Director \$5,453 (58.8%)

Beach Expense \$10,516 (42.7%)

Commons \$15,392 (51.4%)

**New Business:**

**Approval of Commission Rep to CPC** – Wyona told the commission that she will be the interim representative to the CPC until such time as a new replacement can be identified.

Wyona asked who might be available to make the motion for Article 16 and the Annual Town Meeting and Doug volunteered to be the representative.

Steve indicated that parking stickers will be green and boat stickers are orange for the season.

Before adjournment Bob O'Shea told the commission that the pond water level was extremely low for this time of season and he would like to get approval to purchase buoys for safety measures to mark several of the larger rock formations just below the water level. He asked for a line item on a future Board Agenda.

Next Meeting(s): Harbor Master's Night 4/3/17

Adjournment: The meeting was officially adjourned at 10:16pm.