

## **March 2, 2015**

Meeting called to order - 7:39pm – Bromfield High Cafeteria (Harvard, MA)

Attendees – Steve Gordon, Steve Victorson, Doug Thornton, Bob O’Shea, Wyona Lynch-McWhite, Elizabeth McGrath

2/17 minutes approved 4:0 as corrected. With Steve G. abstaining as he was not present.

### **Ultimate Frisbee Discussion –**

- Calendar of upcoming events passed out to the committee; needs a determination as to where our practices are. Doug mentioned Upper Depot and Charlie Waite
- Doug will contact their POC and confirm dates/times of field needs, games, etc.
- Two home games dates are needed; Thursday, April 30<sup>th</sup> and Thursday, May 7<sup>th</sup> field is needed.
- The dimensions required for the Ultimate Frisbee were discussed along with all the updated timeslots, etc. Doug will follow up with them directly.

### **Beach Operations –**

- 2 new fishing requests:
  - o 8 boat tourney on 4/25 and a 10 boat tourney on 5/17: same as the learn to row regatta – will need to cancel/reschedule the May date with them.
- Boat lottery update is not able to be up and running at the moment – Wyona stated that the website will be up and running later in the week.

### **Eagle Scout – Project Presentation (Peter Donaldson)**

- Presentation on a handicap assessable walkway from the parking lot to the beach house (making the beach house and the area around it handicap accessible.)
- Concrete pad that is there now would be removed by DPW; the water fountain will be removed.
- A Trex based plank walkway over pressure treated planks will be placed down. Peter will inform the DPW a month before to level, remove concrete pad, prepare the area, “hard pack” down, etc.
- Steve G. inquired about funding on the project. Peter stated that the Harvard Women’s Club and Lions club have expressed interest. Also, he will be fundraising and speaking with Moore’s lumber.
  - o Steve Gordon asked if it will be 100% funded. Peter stated that Yes, it will be. He did mention that, for the parking space and the water fountain, there will be a need for funding.
  - o It was discussed where the new parking spaces will be and that there will not be any loss of handicapped parking spaces.
  - o Steve G. asked if they will apply for permit. Peter stated that yes; he will need to apply for a permit soon.
  - o It was discussed that the “backpack shacks” along the back wall of the building there are will need to be moved while the construction is taking place and that they be notified prior to any heavy equipment moving in.
  - o Peter mentioned in terms of timeline, the project will start in late April.

- In terms of water fountain, this was discussed in further detail in terms of Parks & Rec funding or partially funding. Steve G. requested that there be additional research completed and that he will contact Rick West and get a few options. Wyona mentioned that we should discuss this issue with the Beach Director.

**Voting to approve the Project:**

- Motion: Steve G motion, Doug seconded. Approve 5:0.
- Wyona mentioned that Peter will be back on the agenda, in May timeframe for update on status of the project.
- Request for a memorial bench at the beach – in memory of Jeff Ritter (The Pond Committee)
  - The bench will be placed near the handicapped parking at the beach; the material is recycled plastic and is the project is fully funded – requires zero maintenance

**Voting to approve the Bench:**

- Motion: Steve V. motion, Doug seconded. Approve 4:0.  
*Steve G. abstaining due to his appt. on the Pond Committee.*

**Bare Hill Rowing – (Pam Erdos and Holly Hatton)**

- **Harvard Henley –**
  - It was presented that in terms of budget planning, additional information is needed in regards to the safety issues (fire boats, safety vehicles, etc.)
  - Bob O’Shea mentioned that for most regattas, there have been rescue boats.
  - It was discussed that there will be an EMT on the beach, CPR at the launch/boat and that they would like to close the issue of the safety planning as soon as possible.
  - Steve G. asked what is required and that perhaps insurance will cover the Henley? He also mentioned that perhaps an e-mail to Steve Bragan (Town of Harvard) would suffice.
  - Bob O’Shea was given the request form (fire and police signature included.) It was then mentioned that there’s a separate form that the BHRA will need to fill out and send to Bob (ability to use a powered megaphone, markers, etc.)
  - It was reiterated that the upcoming date of the Harvard Henley is 4/19.

**Proposal for Summer Rowing:**

- Proposal material (agreement and map sent prior to P&R committee) was presented.
- The meeting with Pond residents last Wednesday was briefly discussed. The presentation by the association was given to review all details of the new program. This proposal is for a recommendation from the Parks & Rec committee to the Board of Selectman.
  - The following items were mentioned:
    - There will be a limit to the number of boats which will be noted in their permits
    - The Pond Committee is advisory and Parks & Rec and Town Council are signatories
    - One launch is available after 10am. The harbormaster is okay with this however, one of the open spaces (Boat Lottery) will be given up.

- Steve G. mentioned this is worthwhile to the beach for safety reasons. This is significantly better for rescue, stability, etc.
- The harbormaster stated that we need to place in the agreement any liability for using this boat, access, etc.
- The Rowing Association discussed that this will need to be determined by the beach director and that this will have to be in the agreement stating who's responsible for this.
- Steve G. mentioned that, per their agreement, Parks & Rec will ensure they receive their beach stickers.
- Regarding the specific presentation materials, the following items were discussed:
  - Change Harvard residents wording from “require” to “request”
  - Learn to Row is 4 days/week, Competitive is Monday – Friday and there are no scheduled rain dates at the time.
  - The harbormaster mentions that we should remain aware of additional activities planned at the beach during these same hours.
  - The Rowing Association mentioned that, In the event that equipment needs to be picked up during the summer, they will notify the Beach Director and be moving said equipment starting at 6am.
- Steve G. mentions trimming of bushes that are present in order to get a better view of the docks. Bob O’Shea stated that you can trim anything, just cannot cut down completely.
- A plan to discuss the layout of the Beach and space in further detail was briefly discussed. This will be done at a later date/time.

**Motion:** Vote to approve the Harvard Rowing provisions that were presented(see attached materials.) Vote on the changes as a whole. This will go forward at the Board of Selectmen at the April 7<sup>th</sup> meeting.

- Steve G. Motions, Doug Seconded. Voted 5:0 approved.

#### **Beach Issues –**

- The new moorings were discussed. Steve G. mentioned that he has been working on ordering the new moorings and that he has also sent e-mails requesting that the Beach Parking lots been plowed.
- For the Town Meeting, the Dock update request has come up. Bob O’Shea will present on this matter. The meeting is on March 28<sup>th</sup>.

#### **Field updates –**

- Baseball (AAU – Dan McGrath) wrote a check for fields – because there is no fee system in place, we need to discuss some sort of usage ratio for the field usage. The use of the fields/fee were further discussed.
- Finance Committee has approved 10k for field improvements however, the Parks & Rec committee needs to establish a plan to incorporate the schools, HAA, etc. for this requested money. This plan also needs to include the maintenance of the fields, user fees, etc.
- The check for 2014 AAU Baseball usage will be deposited by Steve G.

- Steve mentioned that the Parks&Rec Comm Town permit needs to be renewed and that he will complete this.

#### **Ski Program –**

- It was mentioned there was one injury on Wednesday (broken leg.)
- The expenses were discussed; for registrations, there was 190 sign-ups at \$19k total and the bus fee is \$14k. It was mentioned that with the extra fees available, Doug will look into a hosted Pizza party (by Wachussett) which we should be able to pay directly.

#### **Budget Update –**

- The left over funds were discussed. Steve G. mentioned that this money needs to be prioritized in spending order. He also discussed the amount of funding left in the Beach Director budget salary, Beach account and revolving account until June 2015.
- Wyona presented Steve G. with the list of Beach requests (presented by the Beach Director at the previous meeting)
- It was discussed that further information is needed (to be provided by the Beach Director) in regards to the staffing information, lessons, etc. in order to make further decision regarding the beach staffing.
- This discussion will be table until the next meeting

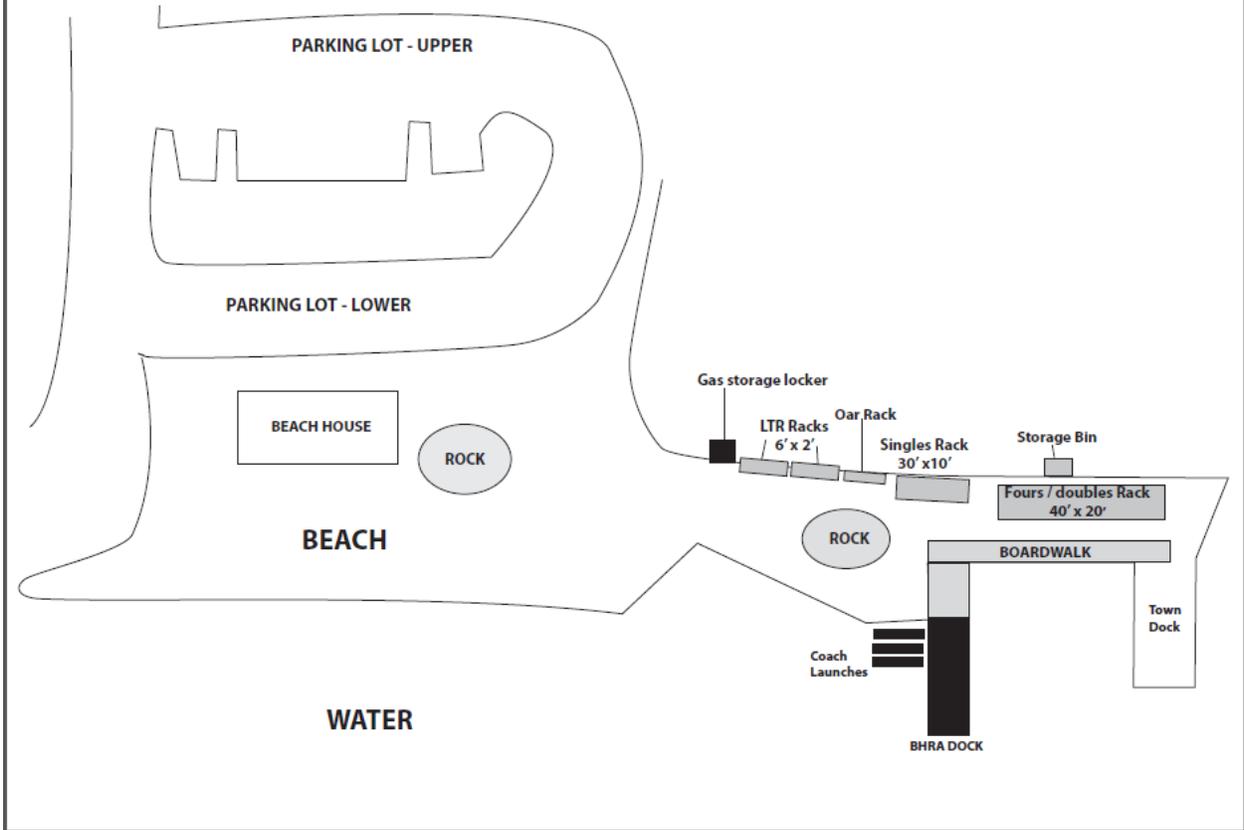
-Wyona suggested that we remove all additional items from the agenda and save for a later meeting date.

- No new business was presented.

Next Meeting 3/16/15 same location

**Meeting Adjourned – 10:04pm**

**BHRA SUMMER RACK LOCATIONS - BARE HILL POND BEACH**  
(Not drawn to scale)



## Bare Hill Rowing Association

### Summer Rowing Proposals and Town Agreement Changes

#### Background:

On September 9, 2014, Bare Hill Rowing Association (BHRA) signed an Agreement with the Town of Harvard to operate fall and spring rowing programs on Bare Hill Pond. No agreement for summer rowing was reached at that time. The town asked BHRA to pursue a separate summer rowing agreement. The fall Harbormaster's meeting identified summer pond and beach use issues and concerns. This winter, BHRA worked with interested pond residents and the Harbormaster to reach consensus on summer rowing program terms. BHRA submits the following proposals reflecting this work for Park & Rec approval.

#### I. Summer Rowing Proposal Summary:

##### A. Prior Agreement Provisions:

1. Summer rowing programs will be held in the morning only starting at 7AM and must cease by 10 AM (including private lessons).
2. No two rowing programs can use the facilities simultaneously.
3. No more than 12 participants are allowed per program.
4. A 49% non-resident limit is placed on the total number of participants in the summer programs, with priority to given to Harvard residents when space is limited in a program.
5. Non-resident participants in the BHRA programs are permitted by the Commission to be dropped off and picked up at the beach.
6. For safety purposes, BHRA is permitted to place in the pond and attach to the docks up to two (2) powered vessels for the summer season.

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#### B. Requested New Agreement Changes:

1. For the summer season only, include other enrollees not limited to Acton-Boxborough students in the definition of "Participants".

*Rationale:* The current definition of Participants in the License Agreement includes only Harvard residents and "Out-of-Town Students" who do not go to Harvard schools but do go to school in Acton, Massachusetts". In the summer, "Participants" include other adults and youth eligible to enroll in BHRA programs not fully subscribed by Harvard residents.

2. No change is requested in morning program hours from 7 to 10AM (including private lessons).

*Rationale:* BHRA will limit its programming to 7 to 10AM responsive to pond safety, capacity and crowding concerns after 10AM. BHRA will run both a competitive program and a recreational Learn to Row program at this time. BHRA withdraws all prior requests to expand programming to any time after 10AM. Limiting rowing to this 3 hour window was an agreeable consensus between BHRA and town residents. In foregoing a request for more time on the pond, BHRA hopes to accommodate its full program in this period.

3. Allow competitive and Learn to Row programs to operate simultaneously from 7 to 10AM.

*Rationale:* Prohibiting simultaneous programming limits BHRA from offering both competitive and recreational programs in the time allotted on the pond. Given the brief, morning-only time frame, BHRA seeks to run overlapping programs necessary to accommodate all instructional needs, including competitive training and Learn to Row programs for youth and adults.

4. Increase allowable participant numbers to a maximum of 30 rowers on the pond at any one time.

*Rationale:* Restricting program numbers restricts BHRA from flexibly filling its programs during the 7 to 10 AM period. A cap of 12 participants limits BHRA's ability to offer summer programs as there are often 25 to 30 athletes interested in rowing. In addition, the cap financially impacts program revenue to dependably employ sufficient summer staff. The competitive team would run two 1.5 hour sessions per morning (7-8:30 AM and 8:30 to 10 AM) with no more than 24 rowers per session. Three 1 hour Learn to Row sessions (7-8 AM ; 8-9 AM and 9 -10 AM) would be

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offered with no more than 6 rowers per session. The total number of BHRA program participants on the pond at any one time would be limited to a maximum of 30.

5. Eliminate the required ratio of Harvard residents. Harvard residents will have an exclusive period of time of no less than 2 weeks to sign up for any summer program, with priority given to them in any program.

*Rationale:* Ratios make programs financially and administratively difficult for BHRA to administer. BHRA puts non-Harvard residents on a wait list until more residents sign up, often happening last minute. Even Bromfield school choice students currently in BHRA programs are impacted by this restriction in the summer. Those wait-listed go elsewhere which makes the program financial unpredictable. It is impossible to employ summer student coaching staff without dependable ability to pay them based on enrollment projections and revenue.

6. For safety purposes, BHRA is permitted to place in the pond and attach to the BHRA dock up to up to three (3) powered vessels for the summer season.

*Rationale:* Safety mandates that BHRA have at least three (3) coach's launches at the pond in the summer. One coach must supervise each program, requiring three launches for requisite coverage. Safety cannot be compromised. BHRA will give the town the use of the third launch after 10AM each day for use in their recreation activities so presence of the third launch will be dual-purposed.

7. During the summer season, with the exception of coaches' vehicles, after 9 AM, all parking and drop-off (including Harvard residents) will be required to happen at the upper parking lot (at Bromfield School) to minimize traffic on Pond Road during critical swimming lesson times.

Non-resident participants will be permitted by the Commission to be dropped off and picked up at the beach except in the summer season after 9 AM when all parking and drop-off is required to take place in an upper school parking lot at the top of Pond Road.

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*Rationale:* Sensitive to summer pond traffic and parking lot crowding during critical swimming lesson times, BHRA will add more limited parking and drop-off provisions to the Agreement to help reduce congestion. BHRA will voluntarily limit all resident and non-resident participants, except coaches, from parking and drop-off at the beach after 9AM.

**C. Proposed Program Dates (Non-Agreement Information):**

Per Agreement, the summer season runs from the day after last day of school at Bromfield until the Sunday of the week before the first day of school at Bromfield.

**a. Learn to Row Program: 6 weeks**

June 22 – July 3 = 2 weeks

July 6-17 = OFF (relieve congestion during busy season)

July 20- August 14 = 4 weeks

**b. Competitive Program: 5-6 weeks**

Competitive (experienced rowers) – June 22- July 31 = 6 weeks

Development: June 22 – July 25 = 5 weeks

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**D. Proposed Agreement Language Changes:**

**1. Definitions:**

As used in this Agreement, the following terms shall have the meanings set forth below.

Commission – The term shall refer to the Town of Harvard's Park and Recreation Commission as the legal entity that is responsible for the scheduling of activities and utilization of the Facilities.

Facilities – The term shall include the beach, grounds, launch area, docks, parking lot, and beach house collectively.

Season – shall mean one of the following by name or collectively as "Seasons":

Spring – March 15<sup>th</sup> through to the last day of school at Bromfield.

Summer – the day after last day of school at Bromfield until the Sunday of the week before the first day of school at Bromfield.

Fall – Monday of the week before school starts at Bromfield through Veteran's Day.

Participants: - those students /people from Harvard and Out-of-Town Students (and, in the Summer season only, other enrollees) who participate in the BHRA programs and use the Facilities. Out-of-Town Students – this means students that do not go to Harvard schools but do go to school in Acton, Massachusetts. These individuals are not to be considered guests under the Town's bylaws.

**2. Use of the Facilities:**

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In order to offer rowing programs, BHRA needs to temporarily place equipment at the beach which includes racks, boats, oars, fuel locker, pillow dock and other equipment as needed to provide for a safe program. BHRA understands that the beach is a busy and sometimes congested area, especially in the summertime, and will keep only the equipment necessary for their Summer programs at the beach in this timeframe. During the other seasons, BHRA will keep only equipment they need to run those programs and will do so as to minimize the impact for residents to use the Facilities. The placement of BHRA equipment will be coordinated between BHRA and the Commission so as to meet the minimal impact to residents and a drawing showing where which equipment will be placed shall become part of this Agreement and will be amended from time to time as necessary only upon mutual agreement in writing.

BHRA will limit the number of non-residents for all programs during the Spring and Fall (varsity, novice and learn-to-row) to 49% of the total Participants in a season. The Bromfield School and BHRA agree that when there are advantages to the team as a whole to modify this ratio, such as to fill out unfilled boats, minor exceptions to the ratio may be agreed to in an agreement between BHRA and the School Superintendent.

BHRA can enroll as many people in their program as they wish but will limit the total number of Participants utilizing the Facilities at any given time during the Spring and Fall seasons to 90 people, inclusive of adult and youth members and staff/coaches. BHRA will be allowed to operate its Spring and Fall programs after school (2:30 p.m.) until dusk and will cancel/cease launching boats or using beach Facilities when the temperature reaches 85° and there are more than 30 people on the beach at the time of launch in the months of June and September unless, upon request by a BHRA coach or BHRA Board member and based on all relevant factors at the time of said request, a representative of the beach staff or the Commission determines BHRA may continue operations. BHRA will also work with the Town in mitigating the impact its program has on residents during the Spring vacation period should the weather draw more residents to the beach. In the same fashion, if BHRA has a boat going to nationals then by all means BHRA and the Commission would work something out to limit the impact on that boat's training. This is something that the Commission would be involved with making arrangements for. This is agreed to as the parties understand that there is a greater likelihood that a larger number of Harvard residents and their families will utilize the Facilities during these hotter periods in the Spring and Fall.

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The BHRA Summer season consists of a number of small programs. These programs will be held in the morning only starting at 7AM and must cease by 10:00AM on any given day (this includes any private lessons). For the Summer season, BHRA will limit the number of Participants on the water at any given time to 30. Summer rowing for all programs is limited to smaller boats, including singles, doubles and 4's. Rowing of the big boats – 8's – is not allowed at any time in the Summer season.

Since the Town of Harvard is hosting BHRA and its programs BHRA will give Harvard residents an exclusive period of time of no less than 2 weeks to sign up for any summer program and will give priority to Harvard residents in the event that there is limited space in any program.

A representative of BHRA will meet with the Commission prior to the start of each season to provide an update on the plans for that season. The Commission may request that BHRA send a representative to one of its meetings, providing BHRA with one week notice except in the case of an emergency. BHRA will communicate with the Commission in planning its Summer program.

#### 8. Power Boats:

For Safety purposes, BHRA is permitted to place in the pond and attach to the docks up to four (4) powered vessels tied up to the dock and one (1) powered vessel at a temporary mooring (BHRA will obtain the temporary mooring from the Harbormaster), this is a total of five (5) powered vessels for the Fall/Spring seasons (one each for the Boys Varsity, the Girls Varsity, the Boys Novice, the Girls Novice, and the Learn to Row programs) and three (3) for the Summer season, each not more than 21 feet in length nor more than 10 feet beam width. The fees remitted under this Agreement shall be in full satisfaction of any applicable fees that would otherwise apply.

#### 10. Parking:

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Non-resident Participants in the BHRA programs will be permitted by the Commission to be dropped off and picked up at the beach except in the summer season after 9 AM when all parking and drop-off is required to take place in an upper school parking lot at the top of Pond Road. Non-resident Participants in the BHRA programs wishing to park a vehicle will be directed to park in the Bromfield School lot off of Pond Road. During the beach season, it is the responsibility of BHRA to provide the Beach Director with a list of all non-residents participating in the program and it is also their responsibility to communicate any changes to this list to the Beach Director. There will be no exceptions allowed for non-residents who are not on the list provided to the Beach Director. Given the sensitivity of this subject, BHRA agrees to support the Commission in the enforcement of this rule.

Parking at the pond during the Summer season requires a parking sticker. All BHRA coaches shall be provided parking stickers for the Summer season, the cost of which is included in the annual fee as set below, and shall be permitted to park at the pond during the Spring and Fall seasons. During the summer season, with the exception of coaches' vehicles, after 9 AM, all parking and drop-off (including Harvard residents) will be required to happen at the upper parking lot (at Bromfield School) to minimize traffic on Pond Road during critical swimming lesson times.

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