

Final Draft Harvard Parks and Recreation Commission Meeting Minutes

Monday February 13, 2017 @ 7:30 PM

Location: Volunteer Room/ Town Hall

The meeting was called to order at 7:32 pm. All Commission members were present including Harbormaster Bob O'Shea.

The 02.06.17 Meeting Minutes were reviewed, 4 revisions were requested before being unanimously approved by a 4-0-1 vote with Steve abstaining due to his missing the last meeting.

Parks and Rec Director Structure Research: Wyona reviewed our meeting with the Selectman (BOS) on 2/7/17 for the benefit of Steve concluding with the summary position that we agree on the need or purpose of a Parks and Rec Director (P&RD) but still need to shape the responsibilities of that role. Wyona then introduced Liz Allard and asked her to explain how she works with Tim in addition to her role supporting the Planning, Zoning and Conservation Boards. She shared that Tim doesn't really get involved in her work with the Boards, spends approximately 15 hours per week on board work and acts as each Board's primary Town Hall contact for community inquiries. She thinks the primary difference between her role and the proposed P&RD position is that department heads report to Tim for weekly meetings (she doesn't) and she does not handle cash or expense transactions that the P&RD position would.

Beach updates: Wyona - we need to plan revenue producing activities. Boat Lottery dates need to be set. Members agreed to follow last year's selection process and keep rates the same:

Canoe & Kayak \$30.00, Additional boat \$10.00
Inner Cove \$40.00, Outer Cove \$125.00
Dock \$400.00, Parking \$50.00, Senior Parking \$25.00

The live lottery drawing will be conducted on Monday, April 3, 2017. Doug to review website registration and revise as required. Lottery registration starts last week of February and ends last week in March. Car stickers will be available in Town Hall through June.

2017 Staffing Plan – Position Advertising: Wyona previously distributed job beach descriptions. The group discussion then focused on Pre Season beach planning activities, the need to post the openings ASAP to recruit lifeguard candidates, current state of activities completed to date and our future need to develop accurate budgeted labor expense vs. actual labor costs incurred to properly staff & manage the beach. Wyona gave Frank a sample of an exhibit that would capture the necessary information. Frank also had developed a draft of a similar document.

Steve last had contact with Allie on 1/31. He will e-mail Allie this week and let her know that the beach positions will be posted before our next meeting and determine the status of our boat repair activities in addition to her preseason tasks that are listed in her job description.

A swimming lesson start date question was received from a townspeople. We have targeted the week of Monday, June 26th as our tentative start for the 2017 swim season.

Field updates: Ski Club program ended last week. Spring field scheduling underway and Doug will work on matrix use exhibit. Doug will also follow up with Stu Sklar regarding field availability at Devens. There were no Eagle Scout Project updates.

Doug shared that David Bell track program had approached him for McCurdy track rental for end of May and early June. Program same as in years past. 8 sessions over 5 weeks with varsity track members assisting and P&R running registration. Pretty much a pass through but generated small revenue last year.

Flag on the Common is torn and needs repair / replacement. Wyona will e-mail Veterans Agent to understand what is required to replace Flag.

Harvard Daisy Troop is looking for project ideas for Earth Day on April 29th. Doug will contact the first grader troop leader to determine what he might be able to suggest.

Budget updates: Frank reported that there was no new budget report due to short week between meetings.

Proposed Park and Rec Director Warrant Article:

Wyona proposed and Doug seconded the following motion:

“To support the creation of a town warrant for the new position of a Parks and Rec Director as discussed at our joint February 7, 2017 meeting with the Board of Selectmen”

The motion unanimously passed 5-0.

New Business: Ed announced to the Commission that he will not seek an elected Commission seat. He promised to serve out his appointed term and support the Commission in his Harvard Athletic Association role.

New event requests: None

Next Meeting: 3/6/17 regular meeting

The meeting was adjourned at 9:53pm.