

Final Park and Recreation Commission Meeting Minutes

Monday December 19, 2016 @ 7:30 PM

Location: Volunteer Room/ Town Hall

Meeting Called to order at 7:38 pm.

Members Present: Wyona Lynch-McWhite, Doug Thornton, Frank Culmone, Steve Victorson and Ed Frackiewicz.

The 11/21/16 and 12/5/16 Meeting minutes were reviewed by members present with several minor corrections required. Two votes were taken. First Doug made a motion to approve the 11/21/16 minutes including the identified corrections. Ed seconded the motion and they were then unanimously approved by a 4-0 vote. Steve motioned to accept the 12/5/16 minutes with one correction that was seconded by Doug. Members present voted to approve 4-0-1 with Wyona abstaining as she wasn't present at the 12/5/16 meeting.

Vote on January & 2017 Meeting Dates

The first and third Mondays in January are official Holidays. Therefore it was determined based on member availability to meet on Monday, Jan 9 and Monday, Jan 23. The meeting dates for the first half of 2017: Feb. 6 & 20, March 6 & 20, Apr. 3 & 17, May 1 & 15 and June 5 & 19. Wyona will write Julie Doucet and try to secure the Volunteer Room in Town Hall as our permanent meeting site.

Field Updates

Doug Thornton gave a Ski Club 2016/2017 update. Initial registration comparison has 100 participants in 2016-2017 vs. 140 in 2015-2016 with two Bromfield and one HES bus required. HES mailed ski pamphlet to parents for marketing purposes.

Doug mentioned that he had an initial conversation with Paul Cohen, Harvard Youth Baseball / Softball (HYBSA) regarding permission for the installation of a two sided windscreen / sponsor signage covering on the outfield fences at the Ryan Land Fields. Steve asked what is the purpose of a windscreen. Doug explained that advertising would appear on the inside and with no advertising visible to the neighborhood.

Wyona noted that since it was not on the Agenda and no formal written request was received that we should ask that HYBSA make a formal proposal that could be discussed and reviewed at the next or future meeting. Doug volunteered to contact Paul Cohen.

Wyona provided a review of recent of her meeting with CCIP on 12/5/16. Her summary indicated that CCIP has communicated to her that they cannot fund the original request for repair as the wall is not on town property but that of the Bromfield Trust. Doug pointed out that since it isn't our land that the Bromfield Trust should manage the project. After a discussion of the merits, Wyona suggested that we share and co-manage the project going forward. Doug will represent P&R.

Beach Updates

Allie had no additional information on the topic of boat repair. Allie is having trouble getting estimates. Ed suggested that maybe Allie could identify possible repair vendors, define the scope of repair work desired / needed and invite them all to examine the boats at the DPW on a scheduled date and offer proposals if interested. Next subject addressed was the purchase of a new AED that is necessary as the current one (5+ years old) will have an expiring "pads" certification this summer. Allie has proposed the purchase of a new AED offered by the Red Cross. It is currently on sale at 20% off.

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Best reasons for this particular purchase include:

- Red Cross provides technical & training tool resources with this purchase.
- Designed for waterfront usage
- Special training tool edition
- General fund money available for \$2,500 cost.

Wyona asked if we had checked with Harvard Fire or Police. Steve made a motion to proceed with Allie's request and asked that the Board approve the purchase of the Red Cross AED with the training capability addressed above for \$2,500. Ed seconded the motion and the vote to approve was unanimous at 5-0.

Next subject was replacement of the assigned 8 year old beach lap top computer originally received from the Bromfield School IT department. Allie was looking for a business model I5 Intel Processor with 8GB storage. Board asked questions about the scope of use and need for a high power lap top. (Access internet and access website?) Allie will send Steve e-copies of her lap top replacement research before the next meeting.

Wyona asked about a previous Finance Committee request for the split of beach labor hours vs. training hours and staff vs. volunteer training hours.

SPECIAL RECOGNITION

At 8:50 pm at the conclusion of the BOS meeting in the adjacent Town Hall, BOS members Ken Swanton and Alice Von Luesecke dropped in and extended an invitation to P&R to attend the January 17th BOS meeting to discuss the Parks & Recreation Director position with a proposed 7:15pm appearance time.

New Business

Elliott Stephenson was recognized to talk about his proposed Eagle Scout Project (ESP). Elliott has spoken to the Harvard Youth Soccer Club (HYSC) and would like to build a bounce back or kickback wall at Charlie Waite Field. The wall proposal would be an 8 foot high by 16 feet wide and built over this summer. It will be made of wood and have concrete footings. Questions raised by the Board included color, sightlines, placement, land ownership and neighborhood approval. No vote was taken but the consensus of the Board was favorable. Elliott was asked to prepare a formal request for a future meeting.

Budget Updates

Frank shared his FY16 Park & Rec Activity Exhibit that demonstrates the maximum annual beach revenue period is March-June with labor expenses incurred May-Sept. This explains the difficulty in understanding budget period against FY financial records and account balance sweeps at FY end. Board needs to identify long range planning activity and capital project expenses for the next 5 years.

Discussion then centered on trying to prioritize job responsibilities and addressing the many needs of P&R including weed whacking, poison ivy eradication, boat repair & replacement, liaison with Town Hall, "water safety director" or Beach Director, skill set for P&R Director, dredge beach, new Beach House, turf field, lighted field, improved on line communications, website improvements and define a beach operation improvement process.

All members agreed that better financial information is required for better planning. We need the ability to track on line revenue and secure access to SAGE. Wyona will request the accounting record for our last 5 year sweep history.

Wyona asked all members to identify Five (5) activities a Park & Rec Director position could handle for the Board before our next meeting in preparation for our meeting with BOS on 1/17/16.

Next Meeting: Our next meeting is Monday, January 9, 2017

Our meeting adjourned 10:22pm.