

**Harvard Parks and Rec**  
**Meeting Agenda Minutes – 4/02/2012**  
**Old Public Library**  
**7:30 pm**

Commission members: Mark Mandozzi, John Lee, Eric Dyer, Anne McWaters, BJ Pessia  
Guests: Ryan Stolle – UniBank, Jay Turchetta, Tim

1. Approve minutes from last meeting.  
**Minutes approved. Anne McWaters to send minutes to Janet Vellante.**
2. Special topics –
  - a. Presentation from UniBank for options to leverage town account for collection of registration fees.- Ryan Stolle – UniBank
    - 12-13 years municipal experience. UniBank owns the software and can customize.
    - UniPayGold system – schools, clerks, parks and rec, etc - <https://unipaygold.unibank.com>
    - Allows for customizable front page (ex: Grafton Rec Commission), waivers, and registration pages.
    - Can pay using check, Discover, MasterCard credit and MasterCard debit. If we want Visa offered, we would need to up fees by about \$2. Credit card fees are currently about 2.5%. Get an email confirmation. If done by credit card, the process is done right away.
    - Town Hall would receive all payments directly. Refunds (if someone decides not to take a class) would have to be processed and issued through Town Hall.
    - Would not be useful to us in terms of registration, b/c we would lose the ability to mass email people signed up for certain classes.
    - League Athletics software is not compatible with UniPay so there would be a lot of manual labor to using this. Peak is another software that Rec departments can use and they do interface with UniPay (Stow just started using this). Switching to Peak would be heavily labor intensive as well though. League Athletics has some other options that we need to explore.
  - b. Discussion and possible vote on request for permit for slalom course on Bare Hill Pond. – Jay Turchetta/Tim Turnbull
    - Proposing to form a waterski club – gives them the ability to be insured by USA Waterski for sanctioned events. Anybody who participates with them becomes a “day member”(\$7 for such grass roots organizations) or “year member” and is covered. Would be willing to take the course down on the weekend. Parks and Rec would have to change the wording of Bare Hill Pond rules and add some verbiage about permanent buoys being allowed etc. Parks and Rec may not be in charge of changing the rules. The concern is about whether Parks and Rec would be “allowing” this course to be put in. Parks and Rec does not want that responsibility. The rules state that the Harbor Master is the one who has to permit. Next steps: Parks and Rec needs to find out how to get the rules changed and

then contact the Harbor Master and Town Council and confirm whether this proposal is allowable.

- New moorings – the Helix anchor (helixmooring.com) is an option. Waiting back to hear price and installation cost. Lasts forever (is stainless steel) and is environmentally safe.
  - c. Discuss date of next meeting.  
Monday, April 23rd
  - d. Boat storage lottery scheduled for April 30<sup>th</sup>
    - Mark will schedule a meeting to hold the lottery
    - Stickers are going to be done through Labels Inc.
3. Mailbox and financial update
- a. New mail
  - b. Request for funds to pay for wood chips  
We have enough money left from field maintenance, so BJ will order \$2000 – \$2500 of woodchips.  
  
\$3,600 for labor on softball - warrant  
\$1,448 for paint for lines  
\$4,000  
\$500 for fertilizer  
BJ got the school to spend \$500 and baseball spent \$2000 towards the softball field
4. Programs update
- a. Registration for the boat lottery opened on Saturday, March 24<sup>th</sup>.
  - b. Registration for swimming, boating and tennis opened on Saturday, March 31<sup>st</sup>.
    - Registration date is Saturday, April 7th
    - Parks and Rec Pay Pal account is going to be in effect for the beginning of registration
  - c. Discuss status of plans for finding new tennis director  
Julie Sniffen may be willing to help again
  - d. Discuss status of plans for finding new waterfront director, request to meet with personnel board.  
We have a candidate that we would like to offer the job to. We need to connect with the personnel board. Parks and Rec will invite Tim Bragan and Victor Normand to the next meeting. Mark Mandozzi moved to hire Matt Northrup as Waterfront Director for Summer 2012. Motion was seconded and unanimously approved.
5. Field/Facility update
- a. Request to remove backstop at Ann Lee field  
Backstop in terrible condition. Two youth lacrosse teams use the Ann Lee field. BJ will take a picture and bring it to the next meeting.
6. Commons update
- a. Request from Cycle Kids to use common for rest stop on May 20<sup>th</sup>.  
Approved use of little common.

7. Pond update

- a. Update on status of improvement plan for boat ramp at pond.

Still need to make changes to the updated drawings. John will get back to them with changes, especially to the parking spots – may revert back to last version. Will present plan at our meeting on the 23<sup>rd</sup>. Will have notice in paper the week before.

- b. Broken light pole in front of the beach house

8. Planning

9. Website

Next meeting – date TBD

April 23

Other:

Broken volleyball pole at beach

Highway department put up a batting cage at Ryan Land