

**Orford Parks and Playgrounds Committee**  
**Approved Minutes of the Meeting**  
**August 8<sup>th</sup>, 2019**  
**Orford Town Common**  
**5:30 pm**

**Present:** JJ Hebb, Robb Day, Lawrence Hibbard, and David Smith.

JJ opened the meeting at 5:25. JJ will meet with the Orford Selectboard on August 14<sup>th</sup> to discuss the Committee's activities. The Community Field mowing contract will be tabled as it will require a lengthy discussion.

Lawrence felt that the Town should be responsible for the cutting of the grass of the Community Field and asked if it should be it's own separate contract to bid on as it is a large commitment. JJ agreed this may be a good option. JJ reported that Rivendell is upset that they are the only users of the Community Field that are being charged. JJ spoke with Esther Dobbins-Marsh and Esther felt that this concern will have to be addressed in future negotiations. JJ felt that maybe for profit requests should pay for the usage of the field or that the School could be responsible for the management of the property as it is leasing it from the Town. David asked about the existing mowing contract. JJ reported that the Selectboard has extended the contract to the end of this year. After that we will have to decide how the Town and School will proceed. JJ went over the proposed mowing guidelines that she had authored regarding Town properties. (Attached to the bottom of the Minutes).

Lawrence felt that the Parks and Playgrounds Committee should have more say in the mowing contracts. JJ thought that there should be a OP&P rep at the contract negotiations. Lawrence felt that the Town should have a termination policy to address issues such as work not meeting Town expectations.

JJ informed the group that the wooden stands at the Community Field have been removed by Jeff Hebb and that some minor leveling work may be needed where they were located.

JJ discussed the quotes from Diamond Turf regarding the Community Field Baseball and Softball fields. She felt we should table the aeration and annual maintenance and that we contract with Diamond Turf to repair both fields. JJ felt that if the fields are fully corrected, we can set a baseline for future field maintenance. All agreed and many felt that the teams and coaches as well as Rivendell officials should be made aware of proper field maintenance. All agreed that the fields have not been adequately maintained and that this will be a correction.

**JJ motioned to recommend to the Orford Selectboard that we repair the baseball and softball fields, located on the Orford Community Field, per the recommendations of Diamond Turf and use Diamond Turf as the contractor. Robb Seconded and all were in favor.**

JJ discussed the quote from Vermont Recreational Surfacing and Fencing in regards to the basketball court at the Community Field. The playing surface is cracked in the middle of the court. The quote also calls for the berm of soil to be removed from the edges of the court to allow for water drainage. Robb felt that we should opt for the basic repair. JJ agreed

**JJ motioned that we recommend to the Orford Selectboard that we repair the basketball court at the cost of \$918 and contract with Vermont Recreational Surfacing and Fencing Company. Lawrence seconded and all were in favor.**

Tree trimming between the Mall Walk and the East Common is completed and the Committee plans to remove low hanging limbs between the East Common and the Cemetery. JJ asked if we should continue to prune along the Mall Walk to the south. David felt that landowners should be contacted before any pruning is done. All agreed and it was decided to put this off until 2020 and JJ will contact Esther to discuss contacting landowners. Two trees in the state right of way between the Mall Walk and Route 10 are in poor condition and should be removed. Two other trees between the Mall Walk and the East Common are also in bad condition and should also be removed. A discussion with the Orford Selectboard and Bill Wilson (Orford Tree Warden) will have to be contacted to determine how to proceed.

New signs have been made and will need to be installed at the Indian Pond Beach. There is also some staining that needs to be completed on the Gazebo at Indian Pond.

**JJ motioned that we meet at Indian Pond for our scheduled August Meeting and complete these projects, Lawrence seconded and all were in favor.**

JJ was informed by Esther that we will need to mow and cut brush on the Town Side of the dam at Indian Pond. Robb completed this last year and agreed to cut the brush and grass this year as well.

**JJ Motioned to adjourn the meeting at 6:52, David seconded, all were in favor.**

Minutes taken by Robb Day.

## **TOWN OF ORFORD MOWING GUIDELINES**

Mowing guidelines will apply to the following pieces of Town owned land during the growing season (typically from late April to late October dependent on growing conditions).

- The field next to the fire station used for Little League baseball
- The east and west Town Mall/Common
- The area around and behind the Town Office Building
- The small grass area at the intersection of Brook Road and NH Route 25A
- The small grass area at the intersection of Huckins Hill and NH Route 25A
- The beach/boat launch area at Upper Baker
- The beach area at Indian Pond
- The playground on Boat Landing road
- Community Field on Rt 25A (Currently spring/Fall clean up only)

### **Mowing & Trimming**

All mowing and trimming conducted under this contract will be in accordance with the standards of performance of the Lawn care and Landscaping Industry. Results are expected to be neat, tidy and aesthetically pleasing.

Turf height will be at 4" for all areas except for community field.

Special care to follow appropriate lawn care and mowing procedures to ensure the sports fields are maintained in a viable condition during the growing season.

When mowing, please be aware of surrounding property and do not leave mowed grass or trimmings at the following locations:

- The basketball court at the Community Field
- In any roadway
- The pavilion at the playground
- The Bandstand and gardens on the common

### **Spring & Fall Clean-up**

Spring and fall cleanup of the aforementioned areas will include but not limited to removing fallen tree limbs, power sweeping to remove sand and gravel, leaf removal, and other activities required to ensure these areas are in a neat condition at the beginning and end of the growing season.

The Chair of the Parks & Playgrounds will have the authority to determine when and in what manner the fields will be mowed and maintained.

## **Mowing Guidelines for Community Field Area**

- Parking lot should be mowed every time the field is mowed.
- The bank by the soccer field closest to the parking lot should be mowed every time the field is mowed.
- It is expected that trimming will be completed at every mowing
- Turf height should be 1 ½ to 3 inches.
- Only 1/3 of the grass height should be mowed off at each mowing.
- If you notice any issues with the field, please notify us at 603-353-4889.
- It is expected that long grass clippings will not be left on the field.
- Please trim/mow inside the goals. Goals can also be moved for ease in mowing.
- Please move benches to mow the area under them.
- If the concession stand is out please trim around it to maintain a neat appearance.

