Minutes: Town of Orford Selectboard August 26, 2019
Present: Tom Steketee, Fred Kidder, John Adams
Parks and Playground (P&P): JJ Hebb, Rob Day

Call to order: 5:00 PM

Discussion of Community Field Maintenance and mowing Town Properties

Mowing: Selectboard Supports P&P recommendation that the Town do the mowing at Community Field.

Concerns:
1) That grass is cut on fields frequently enough to maintain recommended height of 1.5”-2.5” for soccer August 1 through Nov 5 (approx.); 2”-3” (max 3.5”) for other use May 1 through July (approx). Recommend to cut 1 time per week May through July and 2 times per week Aug through Nov.
2) Cut no more than 1/3 of the height at a time which means Aug will be a transition from long to shorter grass
3) All fields naturally watered and if it does not grow then do not cut or grass will burn. This to be communicated as part of contract. P&P to be consulted by contractor for the need to cut.
4) If contractor can not perform duties and Town hires someone else to fill in. Spell out in the contract that the contractor may be charged for substitute workers.
5) Since School will have the responsibility to maintain “temporary” equipment the contractor needs to be notified they will be responsible for damage to it (Soccer goals, nets)
6) Too much trimming along fences that needs to be done that effects time needed and therefor costs. P&P to investigate spraying along fences to reduce weed growth thus reducing trimming.
7) Cutting requirements need to be specific so all parties have correct expectations. Applies to all town properties. Selectboard to review with other towns how they describe mowing requirements.
8) Actual cost of maintenance to be determined since volunteer labor is now at a minimum. No reliable historical costs for mowing are available. Use new mowing contract bids to establish cost. Add this to the non-mowing known average costs over 5 years to establish yearly cost estimate. Use yearly cost estimate as basis for establishing a “charge” to the school.

Actions:
1) Selectboard to draft language for mowing specs following recommendations of P&P and review of some other town’ language and have available for P&P meeting Sep 18.
2) P&P to review by Selectboard meeting Sep 25.
3) Selectboard to finalize Mowing contract for distribution by Oct 9 with bids due by Oct 23.
4) Cost to school to be determined shortly thereafter (by Oct 31) so annual budgets may be finalized and school notified of annual payment amount.
5) Contract language to be finalized and submitted to Town Attorney for review.
6) Final contracted submitted to school for negotiations and in time for establishing annual budgets.

Adjourn 7:15 PM

Recorded by:
John Adams