

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 contract submitted to school for negotiations and in time for establishing annual budgets.

Adjourn 7:15 PM

Recorded by:
John Adams