

**Hartford Parks and Recreation Commission**  
**Thursday February 11, 2021**  
**5:30 p.m.**  
**Hartford Town Hall**  
**Meetings Minutes**

**Commission Members in Attendance:** Brett Mayfield, David Crocco, Michael Vanasse, Allison Childs

**Others in Attendance:** Scott Hausler P&R Director, Joe Major Select Board Liaison.

**Commission Members not in Attendance:** None

Meeting called to order: 5:34 pm by Michael Vanasse

The January meeting minutes were moved and approved.

**Citizen Comments:** None

**Commission Member Comments:** None

**Directors Reports for January 25<sup>th</sup> and February 8<sup>th</sup>:** Given by Scott Hausler, See attached Reports

Report items with further discussion:

- Let's Go Ice Fishing held on January 30<sup>th</sup> with 36 participants.
- February vacation camp hired seasonal staff and is ready to go.
- Department finalized plans for Hearts in the Parks and a Sweetheart Skate to be held in February.
- The Outdoor rink at Frost Park is up and running.
- One Park Laborer resigned and new position open.
- Hockey Games starting February 13<sup>th</sup> at WABA Arena

**Old Business:**

- Community Center – Questions will be on Town Parks & Rec survey.
- Pool Project Update: Department finalized the pool contract with Bread Loaf Contractors.

**New Business:**

- Reviewed Department Recreation Program Plan.
- Board reviewing Parks & Rec Town survey.

**Agenda Items for Next Rec. Commission Meeting:**

- Risk Management review

Motion made to adjourn and all accepted.

Adjourned at 6:21 pm

Respectfully submitted: Brett Mayfield, Commission Secretary

Next meeting March 11, 2021

Signed By: \_\_\_\_\_ Dated: \_\_\_\_\_

**Parks & Recreation Department**  
**Significant Activity Report**  
**January 25th, 2020**  
**Respectfully Submitted By: Scott Hausler, Director**

**Program Highlights**

- The Department is programming for our upcoming February Ventures Vacation Week which is February 15<sup>th</sup> through the 19<sup>th</sup> from 8:00am to 4:30pm. The program will be held at the Hartford Middle School. The program sold out in a few hours following our advertising for the program and currently have 6 individuals on the waiting list.
- The Department continues to prepare for the annual Let's Go Ice Fishing Derby at Dewey's Pond. This will be a COVID-19 Modified Event in lieu of the traditional derby. The event will be for youth 14 and under and pre-registration is required. This is a free event and takes place on the free fishing day sponsored by Vermont Fish and Game. Registration started January 8<sup>th</sup> and we have 45 total participants registered. The event will be held on January 30<sup>th</sup> from 7:00am to noon with social distancing guidelines in place which will require household only locations on the ice. Parks & Recreation Staff will be on site to check registered participants in and assist with drilling holes if needed. Participants will receive a Welcome Bag and free bait will be provided while supplies last.
- We continue to work in collaboration with the Hartford School District to finalize the plan to offer a safe and fun youth program this winter season. Before we can solidify a program, we need to assess coaching interest for the age specific programs. The program is designed for participants in Kindergarten through High School. For us to successfully offer the program we need volunteers to assist with check-in procedures and assist with entry and exiting the building during the program.
- The After-School Lego Club started continues. COVID Restrictions are in place and is held at the Hartford Town Hall Room 2. We have twelve participants which is the max we can take for the class.
- Crafternoon Afterschool Program continues. The sessions are on Thursday's and held at Hartford Town Hall and Lyman Point Park. The past week, participants built snow volcanos out in the park that are colored with food coloring. The program offers a wide variety of arts and craft projects for grades K-5 to stimulate creativity, social interaction and skill development. The goal of Crafternoon is to provide an experience that will allow each child to explore their imagination through creative engagement while having fun. COVID guidelines will be in place for this program. Twelve participants are enrolled for all three sessions.
- Youth Karate continues. The program is instructed by Brett Mayfield. COVID Restriction are also in place for this program.
- The Golden Ticket program continues in the parks. The successful activity hides a ticket in a discreet area of one of our public parks and clues are sent virtually using Facebook and other social media outlets. A close-up picture of the ticket will be posted on our Facebook page as a

clue. Families who find the ticket must take a picture of the ticket at the park and upload it to the Facebook post or email the photo to the department.

- Our next Step-it-Up Hartford Parks & Recreation Snowshoeing is January 27<sup>th</sup> from 9:00am to 11:30am. We have four locations available and pre-registration is required. There is no fee for the program and participants will need snowshoes, gloves, boots, water, beanie and warm clothing. If snowshoeing conditions are unfavorable, we will switch gears and plan to do a Village Walk in Wilder, Maxfield or White River Junction. Transportation to and from is available.

### **Parks/Facilities**

- The Staff at WABA continue to operate under COVID Guidance for indoor facilities. The recent order allowed teams to begin practicing. Still no games or scrimmaging are allowed at this time. The occupancy on the ice is still limited to 25 participants on the ice.
- The Department is working on the Wendell A. Barwood Arena's EPA Tier 2 report. This annual report compiles Safety Data Sheets (SDS sheets) for the Hazardous Communications Plan for the facility.
- Granite State Glass is having difficulty obtaining information from the vendor that installed the windows at Town Hall. They will be offering an alternative.
- Requests for Proposals were distributed for the Parks Turf Treatment, Field Maintenance and Spring/Fall Cleanup.
- We are working with a vendor to obtain a better cost estimate for repair of chain-link fencing at Maxfield.
- The Department continues to work on the new pool project contract with Bread Loaf. We plan to have a working document back to the the week of the 25<sup>th</sup>. Rob Manby completed a final review with suggested edits.
- Department continues to work on the Bond Bank Application for the Municipal Pool Project. The Planning & Development Director continue to assist us with the application process.
- The Hartford Tree Board met virtually on January 19<sup>th</sup> and began discussions centered around new regulations for canopy trees in Vermont Communities. They are also making plans for the upcoming planting season and discussion continues having the Tree Sale in May or pushing it out to September.
- The Outdoor Rink at Frost Park is now open. Ben Danaher has worked hard on flooding the rink and we want to thank him for the time and effort to get it skateable. The weather conditions have not been ideal throughout the winter, so we are hopeful this cold spell give us a good skating surface for outdoor skating.

**Parks & Recreation Department**  
**Significant Activity Report**  
**February 8, 2021**  
**Respectfully Submitted By: Scott Hausler, Director**

**Program Highlights**

- The Department held our annual Let's Go Ice Fishing at Dewey's Pond on January 30<sup>th</sup>. The program was a modified COVID-19 activity in lieu of the traditional derby. The activity was for youth 14 and under and we had over 45 pre-registered and 36 attended. It was a very frigid and cold day which impacted attendance. This was a free program for those registered and started at 7:00am through noon. Parks & Recreation Staff was on site to check registered participants in and assist with drilling holes. Participants receive a welcome bag and free bait. A goody bag provided snacks and a variety of fishing items along with stickers. Mascoma Bank provided the goody bags. Other sponsors included Steve's Bait Shop, Walmart, Members Advantage, BJ's and Hannafords.
- The Department hired seasonal staff for February Vacation Camp. The program will be held February 15<sup>th</sup> through the 19<sup>th</sup> from 8:00am to 4:30pm. The program will be held at the Hartford Middle School.
- We continue to work with the School Districts COVID Committee on our collaboration to provide a winter basketball program for Kindergarten through High School. We are still awaiting a decision from the school on usage.
- The After-School Lego Club continues at the Hartford Town Hall. COVID restrictions are in place with many of the activities held outside in Lyman Park. We have twelve participants which is the max we can take for the class.
- Crafternoon Afterschool Program continues as well. The sessions are on Thursday's and held at Hartford Town Hall and Lyman Point Park. The program offers a wide variety of arts and craft projects for grades K-5 to stimulate creativity, social interaction, and skill development. COVID guidelines are in place for this program.
- Youth Karate continues. The program is instructed by Brett Mayfield. COVID Restriction are also in place for this program.
- The Kids Comics Class has 13 enrolled. This virtual program uses the Zoom Platform. The class teaches the basics of cartooning to children ages 9-13.
- The Golden Ticket program continues in the parks. The successful activity hides a ticket in a discreet area of one of our public parks and clues are sent virtually using Facebook and other social media outlets. A close-up picture of the ticket will be posted on our Facebook page as a clue. Families who find the ticket must take a picture of the ticket at the park and upload it to the Facebook post or email the photo to the department.
- The Department is finalizing plans for Hearts in the Parks that will be held Friday, February 12<sup>th</sup> through Tuesday, February 16<sup>th</sup>. This program provides an adventure as you explore our Parks to find Hearts in a community scavenger hunt. Each heart you locate will have a question you

will need to solve. Participants can complete the scavenger hunt in a few hours or take their time and find a couple hearts a day. Once complete, participants send us their completed worksheet to be entered into a prize drawing. Winners will be announced Feb. 18th. This idea of the program provides individuals or the entire family the opportunity to solve questions and exploring parks as they take part in Hearts in the Parks.

- In addition to the Hearts in the Parks, the Department has schedule two Sweetheart Skate's at the WABA Arena. This is a pre-registered activity and each session has a max of 20 couples. COVID restrictions are in place and social distancing on the ice will be required.
- In the House Skates continue as well. We marketed this opportunity for the upcoming Valentine's weekend. All slots are filled for this family activity.

### **Parks/Facilities**

- The Department has finalized the pool contract with Bread Loaf Contractors. The contract will require the Town Manager's signature and then will be sent off to Bread Loaf.
- Geotechnical borings will be conducted the week of February 8<sup>th</sup>. 5 borings will be drilled, and the soils tested by M&W Soils Engineering. The borings are to confirm the soil conditions. Reports were also used from the construction of the field house and the parking lot to help identify current conditions.
- The Outdoor Rink at Frost Park remains open. Thanks to Ben Danaher who volunteers to flood the rink in the later and early hours when temperatures are the best for making ice. The department will plow the rink after snow events.
- New guidance was announced on February 5<sup>th</sup> for indoor sports. This new guidance impacts the WABA operation and will allow games to happen starting February 12th. We are waiting for the published guidance to be available on the Department of Commerce web page. We expect that games will be allowed but without spectators. This will also impact the Upper Valley Hockey Association so they can begin playing competitive games with other Vermont skating groups. The COVID-19 Operating Guidelines for WABA Arena have been updated to reflect game operations.
- A loose connection of the positive side of the Zamboni battery arched and caused the machine to shut down. This occurred on February 5<sup>th</sup> and impacted the last sheet of ice that evening. The old Zamboni was put into service through the weekend until the cable could be replaced.
- Requests for Proposals were distributed for the Parks Turf Treatment, Field Maintenance and Spring/Fall Cleanup. We have a bid opening schedule for February 10<sup>th</sup>.
- The Bond Bank Application for the Municipal Pool Project goes before the Selectboard for signature approvals for the formal application.
- One of our Park Laborers resigned from his position to take a position with a local company. We will be posting the open position soon.
- The RFP for the infield groomer was advertised in the paper and we are soliciting proposals for the unit along with a five-year municipal leasing program.
- The Department will be purchasing infield mix material for Maxfield. The DuraEdge product will be used on the baseball and softball fields this spring. We hope to have the product on site before road weight limits are posted.