

MEMORANDUM

To: Lisa and Amy
From: Ray Daigle
Date: November 7, 2016
Re: Addition of the Grounds Staff position for Facilities

I am recommending an addition to the Facilities staff for the primary purpose of maintaining the fields at Harwood Union High School. As you are aware, a decision was made by my predecessor in 2014 to eliminate a groundskeeping position to accommodate budget constraints. While this decision may have been prudent at the time, no forethought was provided to address future grounds work.

After the position was eliminated, it became evident during the summer of 2014 that the remaining staff in the Facilities Department could not absorb the additional workload previously handled by the eliminated position. Consequently, approval was obtained to hire a part-time employee to work 25 hours per week to mow the fields.

Since 2015, Harwood Union built a second soccer field because the original field was in such poor condition from continual use by the very popular soccer programs provided by the school. The original field is also the primary field for Lacrosse and therefore does not get a "rest" in the non-soccer season. Additionally, a new softball field was recently constructed to comply with Title IX requirements. The addition of these two fields and the necessity of maintaining them in a way that ensures the fields are kept in good condition require a minimum amount of standard maintenance. I have attached for your information, the parameters dictated by the Association for Physical Plant Administrators for Level 2 Grounds Maintenance, which are the minimum standards recommended for fields maintained by schools.

To keep our fields not only playable, but at a level which will prevent deterioration to the point of requiring reconstruction, an additional staff member is needed. It has become evident the existing staffing of the Facilities Department is sorely inadequate for the number of fields at Harwood, never mind the trail network for Harwood's very successful cross-country and nordic programs. If we do not add to staff at least one full-time person to help maintain all of the fields, it is my professional opinion the fields will deteriorate and we will find ourselves back in the same position again within a few years with the fields needing major, expensive repairs.

The addition of a full-time Facilities person will also allow us the flexibility to use this person for other duties, such as equipment maintenance, minor facility repairs, etc. Currently, because we are so understaffed, we have to pull our limited resources from building maintenance to field work to ensure the fields are compliant with Athletic Association standards. By having at least one additional full-time employee, it will help us maintain the fields as well as perform much

needed preventative maintenance and cleaning to the buildings. Neglecting our regular interior maintenance and deep cleaning, could have consequences such as potential overheating of electrical fixtures, increased functional obsolescence of existing equipment, which would result in reducing their useful life, and declining student experiences/comfort.

I understand our budget constraints and I do not make this request lightly. However, as you have consistently pointed out, we need to build Harwood up so it can become a premier facility, which attracts students to our school. We can improve our educational opportunities, but we must also be able to provide a facility that is safe, up-to-date and attractive - not just functional. The two goals must go hand-in-hand.

Thank you for your consideration in this matter.