

SARGISSON BEACH COMMITTEE (SBC)
8/27/13

Committee Mission - Draft

The committee's mission is:

- 1) To preserve, restore, maintain and manage the Sargisson Beach and Richard F. Priest Memorial properties on behalf of the Groton Conservation Commission (ConCom);
- 2) To encourage such other uses of the town beach as may be of benefit to the community and to raise the town's appreciation of value of Lost Lake and Knopps pond.
- 3) To manage and improve the community access to Knops Pond and Lost Lake including providing recreation opportunities.
- 4) To manage/budget operating funds and donated funds for Sargisson Beach
- 5) To cooperate with and report on status to the Conservation Commission with respect to the use of the surrounding conservation land and trail.

The representation of the Committee is: The Committee's representation, consisting of (5-7) members, shall be as determined by the Board of Selectmen, one shall be a member of ConCom and one shall be a member of Board of Selectmen.

Sargisson Beach Committee Charge:

1. **Purpose:** The purpose of the Sargisson Beach Committee (SBC) is as follows:
 - A. To preserve, restore, maintain and manage the Town of Groton (ToG) conservation property known as Sargisson Beach, Assessor PropID 132-21 and Assessor PropID 132-20, hereafter referred to as Sargisson Beach, on behalf of the Conservation Commission(ConCom).
 - B. To preserve, restore, maintain and manage Town of Groton conservation property known as the Richard E. Priest Memorial Area, Assessors PropID 132-14, hereafter referred to as Priest Memorial Area, on behalf of the ConCom.
 - C. Lead the planning for the preservation of Sargisson Beach property and the Priest Memorial Area property, in conservation, for the benefit and enjoyment of the Town's citizens and other authorized users.
 - D. To evaluate community interest in and provide for recreational opportunities at Sargisson Beach, including as it relates to the overall use of Knopps Pond and Lost Lake.
2. **Governance and Finances:**
 - A. The SBC shall be appointed by and report to the Groton Board of Selectmen (BoS).
 - B. The SBC shall be composed of five to seven members, one of whom shall be a member of the Groton Board of Selectmen (BoS) and one of whom shall be a member of the Conservation Commission. The business of the SBC will be conducted in accordance with the Massachusetts Open Meeting law (MGL c.30A, §§ 18-25).

- C. Members of the SBC shall be appointed to three year terms by majority vote of the BoS. Upon the initial appointment shall be staggered. For example: 7 member board: three shall be appointed for a three year term, two shall be appointed for two year terms, 2 shall be appointed for a one year term.
- D. Annually, by majority vote, the members of the SBC will elect a Chairperson and a Secretary. The Secretary's responsibility include preparation and maintenance of meeting minutes as required by section 22 of MGL c. 30A, the Massachusetts Open Meeting law.
- E. SBC shall oversee the ToG, Water Safety Department to be renamed Sargisson Beach Department in future budgets, Line Items 1680 and 1681, and shall use the funds for operations of Sargisson Beach and Priest Memorial Area, including for a Park Ranger, Lifeguards and other expenses related to the safety and operations of the properties and any potential recreation and maintenance uses on the properties.
- F. For FY14, conservation funds normally provided for Sargisson Beach and Priest Memorial Area, already allocated, or in progress by ConCom, shall be made available to SBC, upon establishment of the SBC. FY15 budget and future budget shall be revised to place these funds on a line item under Sargisson Beach Department, Line Item 1682 Property Maintenance and Conservation. If additional budget is required for FY14, then a reserve fund request or line item transfer should occur at 2014 Spring Town Meeting.
- G. SBC shall seek funding from Town of Groton general funds, for the expressed purpose of providing recreational activities on the Sargisson Beach property. The amount and use of this annual appropriation shall be determined by SBC in consultation with Town Manager.
- H. SBC shall have sole use of funds provided to the Town of Groton (ToG), at the time the Town accepted Sargisson Beach as a gift to the Town for care, and gifts made in memorial to Harvey Sargisson for upkeep and other explicit activities on the property, shall be at the sole discretion of the SBC, subject to conditions of any said gifts.
- I. SBC shall have sole use of funds donated to and held by the ToG and specifically designated for use at Sargisson Beach shall be at the discretion of the SBC.
- J. Not later than the 2nd Wednesday of November of each year, provide an Annual Report to the BoS outlining, utilization rates and monies expended by SBC for the past fiscal year and current fiscal year to date. At the same time, provide the BoS with a proposed budget for the following fiscal year.
- K. By 1st Wed of April and 2nd Wed of October of each year provide ConCom and BoS with an updated property management plan for the Sargisson Beach and Priest Memorial Property.
- L. SBC may request CPA funds to further recreational activities and site improvements at Sargisson Beach and Priest Memorial Area.

- M. Pursue grants from any and all sources to further recreation activities at Sargisson Beach and Priest Memorial Area.

3. **Major Dependencies:**

- A. The Board of Selectmen shall resolve any conflicts between Town Boards.
- B. SBC shall act as the manager of Sargisson Beach, and depend upon the ConCom to review compliance with Wetlands Protection Act (MGL Ch.131, §40) and Regulations (310 CMR 10.00) and the Town of Groton Wetlands Protection Bylaw (Ch. 215 of the Town Code).
- C. SBC will depend on the Department of Public Works to launch, haul out and maintain Town owned floats used at Sargisson Beach.
- D. SBC will depend on the Department of Public Works for bulk trash removal services at Sargisson Beach parking lot.
- E. SBC shall depend on the Board of Health for monitoring the water quality at Sargisson Beach.
- F. SBC shall depend on the Great Ponds Advisory Committee (GPAC) and Groton Lakes Association (GLA) to maintain the health of the lake and remediate invasive species from the lake as a whole to create a safe swimming environment. SBC shall work with GPAC, GLA, Harvester Committee, and DPW to guarantee any weeds removed by SBC are disposed of consistent with best practices.
- G. SBC will depend on the Groton Police Department for general law enforcement and property protection activities as well as parking enforcement.
- H. SBC will work with the Town Manager to submit an annual operating budget for SBC for approval at Town Meeting.
- I. SBC will depend on the Town Manager and Town Land Use Department to provide administration support for its activities.
- J. If required, SBC will depend on Town public safety departments to provide radio communications between Sargisson Beach and the emergency dispatch center when life guards are present at the beach site.
- K. SBC will depend on the Town IT department to provide the committee with a web page on the Town web site.

4. **Major Responsibilities: SBC shall....**

- A. Manage Sargisson Beach property to minimize erosion and wetlands impact in balance with public access requirements of a town beach/park.

- B. Apply for Request for Determination (RDA) of Applicability or a Notice of Intent with ConCom, for any work within 100 feet of wetland. SBC shall apply for a RDA, for minor projects (decks, utility installations, tree cutting, removal of non-native, invasive plants, etc.) that involve minimal or temporary intrusion into the 100-foot buffer zone of wetland resource areas require the filing of a Request for Determination of Applicability before the work commences.
- C. Comply with terms of Wetlands Protection Act (MGL Ch.131, §40) and Regulations (310 CMR 10.00) and the Town of Groton Wetlands Protection Bylaw (Ch. 215 of the Town Code).
- D. Set policy and rules for Sargisson Beach and the surrounding conservation properties, consistent with ConCom policies and balancing public access. Policy and rules shall be clearly published at entry points to the properties, on the beach and on the Sargisson Beach web page.
- E. SBC shall consult with Department Head or Town Manager before implementing any policy change that would create an increased workload upon a town department.
- F. Set the opening and closing for Sargisson Beach swim area, and parking lot, and determine any off-season access.
- G. Conduct a survey of town residents' interest in Sargisson Beach and recreation services within 12 months of its formation. SBC shall conduct additional studies as needed and upon request of the Board of Selectmen.
- H. Plan, design, implement and operate recreation activities on the Sargisson Beach property for the benefit of the Town's citizens and other authorized users.
- I. Insure that recreation activities at Sargisson Beach do not violate any usage requirements and do not violate any usage restrictions that might be spelled out in the deed, or other legal document, associated with the transfer the property to the Town.
- J. Insure the recreational services offered meet common sense safety standards and comply with the requirements of the Town's liability insurance coverage.
- K. Investigate and determine what, if any, fees must be paid annually by Town citizens and authorized users, to use any, some, or all of the recreational services offered.
- L. Without be excessive, provide appropriate signage on the Sargisson Beach and Priest Memorial properties that provides for directional assistance and user safety. Such signs that cannot be read from Whiley Road are exempt from the Town's Sign By-Law.
- M. Provide for timely Sargisson Beach cleanup, sanitation services and trash removal during the open season for Sargisson Beach.

- N. Propose reciprocal agreements for approval by Board of Selectmen, if desired, with neighboring communities for use of each other's roughly equivalent Town beaches and picnic areas.
- O. Review and approve any proposals for use of Sargisson Beach and Priest Memorial Area property by any other ToG departments.
- P. In conjunction with the Groton Police Department (GPD), plan for and oversee safe parking for vehicles at Sargisson Beach in such a manner that such parking does not constitute a nuisance for abutters and neighbors or a public safety hazard.
- Q. In conjunction with the GPD, plan for and oversee the protection of town property, both real and personal, at Sargisson Beach.
- R. At least twice annually make Town citizens aware of what recreation services are offered and when at Sargisson Beach.
- S. In conjunction with the Groton Board of Health (BoH), allow entering of the water at Sargisson Beach only when the water quality meets acceptable state standards.
- T. Obtain approval from the BoS before offering recreational services at Sargisson Beach that compete directly with services offered by other Town departments or organizations.
- U. Work collaboratively with Town departments and other committees to insure that all services provide at Sargisson Beach are done so in a manner that is most economical for Groton.
- V. Keep the SBC charge current by proposing additions, deletions and changes to the BoS for review and approval.
- W. Prepare and maintain the content of the Sargisson Beach web page on the Town web site.
- X. Notwithstanding anything to the contrary, it is hereby recognized that the ConCom shall retain and maintain control of Sargisson Beach and the Priest Memorial Property, with the day to day management and administration of such areas to be vested in the SBC, subject to review, oversight, and/or approval of or by the BoS as provided in this Charge.
- Y. If the ConCom determines that the management and administration of Sargisson Beach and the Priest Memorial Property should vest with the ConCom at any time, the ConCom shall inform the BoS of the same. The BoS shall make such changes to the management and administration of Sargisson Beach and the Priest Memorial Property as it deems in the best interest of the Town.