

Community Gardens Handbook

Nahanton Park

Policies and Procedures



*City of Newton, Massachusetts
Parks and Recreation Department*

Setti D. Warren, Mayor

Robert J. DeRubeis, Parks & Recreation Commissioner



2012 Community Gardens Calendar

January 25	Garden Committee Meeting
February 1- February 29	Registration for returning gardeners
March 1- March 14	Waiting List registration
March 15 – April 30	Registration for new gardeners
April 14 & 15	Spring cleanup
November 17 & 18	Fall cleanup & plot winterization

Contact Information

Judy Dore, Parks & Recreation Garden Manager
617.796.1525
jdore@newtonma.gov

Carol Schein, Parks & Recreation Open Space Coordinator
617.796.1507
cschein@newtonma.gov

Robin McLaughlin, Parks & Recreation Administrative Assistant
617.796.1510
parks@newtonma.gov

Animal Control Officer
Ralph Torres
617.796.2109

Registration Information

- 🌱 **Returning Gardeners** – a renewal registration/release form will be sent to all current gardeners at the end of January. To renew, each gardener needs to do the following by February 29:
 - Complete and return the registration/release form to:
City of Newton, Parks and Recreation Department
124 Vernon Street
Newton, MA 02458.
Attn: Community Gardens
 - Submit fee with the form- make checks payable to the “City of Newton”
 - Along with the form and payment, sign and return the *Acknowledgement of Receipt of the Policies & Procedures Handbook*. The *Acknowledgement form* is the last page of this handbook.
 - If not received by the February 29th deadline, the plot will be considered available for reassignment to another gardener.

- 🌱 **Waiting List** – The Garden Manager (GM) will call gardeners on the wait list after February 29th notifying them of available plots. In order to obtain a plot, the following steps are to be followed:
 - The gardener should call the Administrative Assistant (617.796.1510) to schedule an appointment with the GM to view the plot.
 - Once the plot location is agreed upon, the registration/release form must be completed and returned to:
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Newton, MA 02458.
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 - If not received by the March 14th deadline, the plot will be considered available for reassignment to another gardener.

Registration Information (continued)

- ♻️ **New Gardeners** – Before registering, new gardeners should look at available garden sites. The following steps are to be followed:
 - The gardener should call the Administrative Assistant to schedule an appointment with the GM to view the plot.
 - Once the plot location is agreed upon, complete the registration/release form and return it to:

City of Newton, Parks and Recreation Department
124 Vernon Street
Newton, MA 02458.
Attn: Community Gardens
 - Submit fee with the form- make checks payable to the “City of Newton”
 - Along with the form and payment, sign and return the *Acknowledgement of Receipt of the Policies & Procedures Handbook*. The *Acknowledgement form* is the last page of this handbook.
 - If not received by the April 30th deadline, the plot will be considered available for re-assignment to another gardener.

Community Garden Plot Rental Rates

Payment of plot use fee entitles the gardener to:

- ⊗ A plot of land with mowed borders
 - Garden Plot: 10'x 20' plot at \$40 per season
- ⊗ Access to water spring through fall

Volunteer Garden Committee Members

New this season, we have formed a Volunteer Garden Committee made up of current gardeners. They will be a valuable link between all gardeners and City Staff. Members will be available to discuss and better communicate with the City staff any issues that arise in the garden area.

Rules for All Gardeners

Plot Maintenance Standards

As an inclusive public program, we try to strike a balance between acceptance of individual differences and the community need for well-maintained productive garden spaces.

- 🌱 All gardeners are required to keep individual plots in a planted, productive state or cover-cropped or mulched and free of debris. Weeds and other vegetation must be controlled to limit their spread to adjacent plots. All water collectors are to be kept covered.
- 🌱 Garden plots must be in a working state by Memorial Day, May 28. By this date gardeners need to have initiated some activities within their garden plots such as garden cleanup, soil preparation, weeding and/or planting.
- 🌱 Plot fencing is to be no higher than 5'. Steel fence posts are preferred. *Not acceptable*: orange plastic fencing, storm windows, glass or pressure treated wood.
- 🌱 Garden plots must be winterized by mid-November. Hoses should be coiled and placed inside the garden plot, and any items such as plastic chairs, plastic containers, tools, trash and other miscellaneous items must be removed from Nahanton Park.

Additional Garden Rules

- 🌱 It is expected that all gardeners participate in the Spring and Fall Cleanups.
- 🌱 Garden plots are to be used for growing vegetables and flowers for personal use, and not for commercial sales.
- 🌱 Vehicles are allowed on the garden access roadway for the sole purpose of transporting produce or materials and supplies used while gardening. Parking vehicles in the gardens is allowed only for these purposes.
- 🌱 Responsible water use is required of all gardeners. Conserve water.
 - Sprinklers or hoses left unattended will be turned off.
 - Watering should be done in the early morning or early evening hours.
- 🌱 No pets are allowed in the garden area. Dogs must be kept leashed at all times in Nahanton Park and any dog waste must be removed by the owner.
- 🌱 Smoking and/or grilling of any kind is not allowed in the gardens.
- 🌱 Garden plots are restricted to the assigned area marked by the corner posts. Vegetation and gardening supplies may not extend beyond these boundaries.

- ☼ Common areas, aisle ways between plots and the roadway must be kept clear in order to facilitate maintenance activities and emergency access. Do not pile or throw mulch, weeds, rocks or materials into these areas. When not in use, keep hoses out of these areas.
- ☼ Keep plot clean, help maintain common areas, paths and fence lines. Use the barrels at the entrance access road, near the bulletin board: all trash should be placed in the blue barrel and any recyclable materials (paper, bottles, cans) should be placed in the green barrel. Plant material and other organic matter should be placed in the common areas of each garden level designated for future composting.
- ☼ Children must be supervised in the garden area.
- ☼ No registered pesticides or herbicides are to be stored or used within the Community Gardens or within 25' of the outside perimeter of the Upper or Lower Gardens as specified by the Integrated Pest Management (IPM) Plan.

Guidelines for the Community Gardeners

- ☼ Gardening in a public setting requires a fair amount of time and commitment. Please make appropriate arrangements to ensure a well-maintained garden space for everyone in this shared setting.
- ☼ No erect permanent structures are allowed in the garden plots/area.
- ☼ No planting trees, cutting/removing brush, large woody perennials or potentially invasive species in the garden plots.
- ☼ Harvest early, respect your neighbors, and absolutely NO picking from other gardens. If you are experiencing vandalism or theft, please report it promptly to the Newton Police (617-796-2100) and the Parks & Recreation Department (617-796-1500 days, 617-212-5190 weekends).
- ☼ **STORM WARNINGS:** Charles River Country Club (neighbors to our North) will send out one (1) blast from the siren which means danger and to leave the area immediately because of a thunder and lightening storm ahead. Three (3) blows on the horn means all clear.
- ☼ **General Safety:**
 - The perimeter roadways of the garden area are to be kept clear at all times for emergency and maintenance access.
 - It is recommended to have a cell phone available while at the garden.

Acknowledgement of the Policies & Procedures Handbook

Please sign the enclosed sheet and return it to the Parks & Recreation office to acknowledge your receipt of the Community Gardens Policies & Procedures Handbook.

Print Name

Sign Name

Date