



## Chandler Road Community Gardens Policies and Procedures

The garden is open daily from 7 am until dusk between the opening and close-down dates (Roughly Mid-April - October), which will be determined by the Recreation Department and provided to gardeners by April 1.

*By paying for the community garden plot, the participant agrees to abide by the program policies and procedures and to indemnify, defend, and hold harmless the Town of Andover and its lessees, and their officers, agents, and employees from and against all damages, claims, demands, suits, actions resulting from, or because of, any damage to property or bodily injury or death of any person arising out of the occupancy and/or use of the Garden by the participant, the participant's co-gardener or guests.*

1. All gardens must be started by June 1 or will be subject to forfeiture without refund. Extenuating circumstances will be considered on a case-by-case basis.
2. Member gardeners will be issued the combination for the garden gate lock at the start of the season. Keep this information confidential. Keep the garden gate closed and latched at all times to keep pests and unleashed animals out. If there are no other gardeners present when you leave, lock the gate upon leaving the garden.
3. A limited number of tools and equipment will be available in the community garden shed for use by member gardeners. Tools stored on-site are considered shared. Please wash and return them after use. Gardeners should bring home any tools they do not wish to be used communally. Please care for all tools as you would your own.
4. Community garden plots must be gardened and maintained on a consistent basis. Community gardens are public spaces and must be neatly maintained throughout the year, including winter. Active gardening reflects seasonality and includes spring weeding and planting, summer maintenance, regular harvesting, fall clean-up, winter mulch, and periodic check-ins. A recommended minimum of 3 hours per week of garden upkeep throughout the growing season will ensure success for all.
5. Seasonal and temporary gardening structures such as trellises and cloches are allowed if they do not encroach upon paths, community spaces, or neighboring plots. Be considerate of your neighbors and orient your structures and plantings to avoid casting shade on other plots. Gardeners are responsible for staying within the defined boundaries of their plots. All structures must be removed when a plot is vacated.

6. Organic gardening is required. No synthetic chemicals including herbicides, pesticides, or chemical fertilizers are allowed unless they are listed on the Organic Materials Review Institute (OMRI) product list.
7. Gardeners must weed and otherwise maintain the paths bordering their garden plots. Plants should not grow into or hang over the paths.
8. All gardeners are responsible for dealing with the garden material generated from their plots. Gardeners should compost within their own garden plots, utilize the designated composting bins, or take material home. Gardeners may not dump or pile garden materials in any location other than the shared composting bins. Gardeners are responsible for removing any other trash and waste. Bringing food scraps from home to compost in individual plots is strictly prohibited. Finished compost from home may be brought into the garden to use. All fallen produce is to be promptly put in a compost bin or removed from garden premises to avoid attracting rodents.
9. Children must be accompanied by an adult while in the garden. Do not leave children unsupervised. All gardeners and guests should respect others' space and should not enter or harvest from another's plot without permission. Pets must be well-behaved, leashed and under owners' control. If a child is not accompanied by an adult and is causing harm to plots, please kindly direct them to their parent or guardian.
10. Gardeners must be in the garden while watering. Water only within your plot and do not let it seep or flood into neighboring plots or paths. Conserve water by using mulch and hand watering plants. Please notify the Recreation Department if there are any leaks in the watering system, and alert Community Garden liaisons. Water will be turned on around April 15th and will be turned off after October 31st each year.
11. At the end of the season, gardens must be cleaned. This involves removing dead plants, stakes, temporary fences, jugs, personal property, trash, etc. Gardeners who have renewed for the following year may leave stakes, cages, etc., in their plots during the winter, but these items may not remain inserted in the ground – they must be uprooted and bound or placed neatly in a corner of the plot.
12. Gardeners are strongly encouraged to plant cover crops, mulch, or plant winter crops. These practices will help protect the soil over the winter, will allow gardeners to start planting earlier in

the spring (winter crops help keep down weeds!), and will result in a more fruitful garden the next year.

13. Crops are for home use, not commercial purposes, and must be legal plants. Gardeners are prohibited from selling excess produce.
  
14. Trees, invasive and fast-spreading plants that cannot be confined to individual plots (e.g., mint, lemon balm, bronze fennel – AKA ‘wild fennel’, comfrey, horseradish, ivy, holly, lesser celandine, marsh marigold, etc.) are prohibited in the garden, as are plants on the Massachusetts Prohibited Plant List (e.g., wild chervil, purple loosestrife, wild blackberry, witchweed, and yellow iris, etc.) The full list of state-prohibited plants can be accessed via: <https://www.mass.gov/service-details/massachusetts-prohibited-plant-list> These lists will be updated as appropriate, and the Andover Recreation Department will enact any needed compliance.
  
15. Plot holders must notify the Recreation Department by 10/31 if they wish to retain their garden plot. Plots may not be passed to another person without consulting the Andover Recreation Department staff. If more than one person is gardening in a plot, co-gardeners should be added to the primary plot holder’s account by contacting the Recreation Department. Co-gardeners can only become the primary plot holder if they have been registered as co-gardeners longer than people on the Community Garden waiting list have been waiting for a plot. Registered gardeners must keep addresses, phone numbers, and email addresses current with the Recreation Department. Available plots will be available for a lottery after January 1<sup>st</sup>.
  
16. Four workdays will be scheduled at the beginning of the year. Plot holders must participate in at least two workdays to retain their plot the following year. This work is meant to help maintain the common areas of the garden, enhance community connections, and complete special projects.  
  
The Town of Andover will be responsible for any necessary mowing, weed whacking, and irrigation repairs throughout the season. The Town of Andover will also be responsible for the repair of any damage to the garden infrastructure.
  
17. Gardeners are expected to adhere to program policies. Recreation Department staff will monitor the garden throughout the year. Any gardeners found to be in non-compliance will receive a letter notifying them of the problem/s and asking them to take action by a specified date. Gardeners who receive two notices in a year must vacate their plot. The plot will then be reassigned to someone on the Community Garden waiting list.

*All Community Garden Issues should be reported to Director of Recreation Joseph Connelly at [joseph.connelly@andoverma.us](mailto:joseph.connelly@andoverma.us) or by calling 978-623-8342. Emergency issues can be reported by calling DPW Dispatch at 978-623-8700. All other emergencies should be reported to the Andover Police Department Dispatch at 978-623-3500.*

*ADA Statement: To help ensure equal access to programs, services, and activities, the Town of Andover will reasonably modify policies and procedures and provide auxiliary aids and services to persons with disabilities.*

*Notice of Non-Discrimination: The Andover Community Gardens program recognizes the diversity of our community. We do not discriminate on the basis of religion, race, color, gender, national origin, sexual orientation, age or ability.*