

**Harvard Conservation Commission**  
**Policies and Procedures for Deer Management Subcommittee**  
**Approved: September 14, 2023**

These policies and procedures outline the mechanisms by which the Deer Management Subcommittee (DMS) operates within the Conservation Commission (ConCom):

1. **Meetings:** a regularly-scheduling meeting date and time will be established; agendas and minutes will follow MA Open Meeting Law Regulations, 940 CMR 29.00.
2. **Communications:**
  - a. All communications from DMS to be distributed to the ConCom shall be transmitted through the Conservation Agent;
  - b. All communications from DMS with other Town of Harvard committees, subcommittees, commissions, staff, and officials shall be copied to the Conservation Agent; and
  - c. Weekly reports on program shall be provided electronically between the start and end dates of state-permitted hunting in zones 9 and 10, including deer harvested, deer shot and not recovered, and parcels for both; and copy of complete hunter log data to date.
3. **Record-keeping:** all information collected by DMS, including but not limited to information on individuals participating in DMS-sponsored programs, shall be provided to the Conservation Agent for storage electronically on town-maintained computer servers and/or in hard copy in town files. This information includes but is not limited to:
  - a. The annual deer hunt logs;
  - b. Hunt participants' information including: name, address, date of birth, phone number (cell and/or land line), email address MA hunting license number, verification of archery deer season stamp and antlerless deer permit(s), license plate number for vehicle to be parked at any parcels included in program, date of qualification test for Harvard program; and
  - c. All program records from qualification testing including requirements for qualification, dates and results of all tests conducted and person certifying results.
4. **Equipment:** all equipment purchased by the ConCom for use in Deer management program shall be stored at the ConCom town office when not in use by the DMS.
5. **Hunter qualification testing:**
  - a. A member of the DMS and a DMS designee shall be present at all qualifying tests;
  - b. Each participant shall have a poundage-pull check on each of their bows per MassWildlife regulations;
  - c. Participants shall be required to hit a six-inch round target at 25 yards with at least three of five arrows; and
  - d. Participants shall be required to re-qualify every five years.
6. **Annual Checklist (first developed for 2022; see attachment A):** shall be updated no later than March 31<sup>st</sup> of each year; all tasks assigned to DMS will be confirmed completed by date indicated via communication with Conservation Agent.
7. **Mission:** DMS will report to the ConCom annually on progress toward the stated mission of the subcommittee specifically addressing:
  - a. Investigating options for monitoring and managing the population of deer in Harvard with the goal of protecting the ecological integrity of its forests;
  - b. Setting up the necessary structure to safely implement, supervise, and evaluate an ongoing deer management program; and
  - c. Pursuing the MA Fish and Wildlife (now MassWildlife) goal for this region of 12-18 deer per square mile.