Dover Parks and Recreation Commission  
Meeting of December 3, 2008  
Minutes

P&R Commissioners In Attendance: Barry Cullen, Peter Davies, Rich Oasis, Nancy Simms  
P&R Employees In Attendance: Jessica Cooney, David MacTavish  
Others In Attendance: Scott Seidman, Jim Kinder – Warrant Committee

Prior Meeting Minutes  
Minutes from September, October and November will be reviewed at next month’s meeting.

Capital Budget Request  
It was agreed to move the replacement of the 2½ ton dump truck out two years due to the condition of the current economy and the fact that the truck is still in good condition. The operating budget will be adjusted to include $2,000 in additional anticipated maintenance costs for this vehicle.

The replacement of the Kubota tractor was moved into the current year due to ongoing break downs. The tractor was purchased from Norfolk Power & Equipment three years ago. Two other identical tractors were sold to neighboring towns and have performed well. Dover’s Kubota tractor currently has only 450 hours of usage, but it has been unreliable from the very beginning. The issue has been belt breakage, and the problems began after only 30 hours. Recourse has been requested from both Norfolk and Kubota, resulting in no charge for parts replacement. The cost to the town has been the man hours necessary to perform the repairs, loss of manpower to perform scheduled tasks in order to repair tractor, down time of the tractor, and the extra wear on the other tractors while the Kubota is being repaired. Town Counsel has not previously been informed of the problem; it was determined that this was a necessary action. A letter explaining the history of this problem and asking for assistance in resolving the issue will be prepared by Dave and sent to Town Counsel with copies sent to Dave Ramsey, the Selectmen, and the P&R Commissioners.

P&R’s next step is dependent on advice of counsel. The commissioners concluded that Dave should be prepared to make a personal visit to Norfolk Power & Equipment to demand of them and Kubota a heavily discounted new tractor. The visit will occur once P&R receives advice from Town Counsel.

The fiscal year 2010 capital budget for $36,500 to replace the Kubota tractor will be amended based on the outcome of Town Counsel’s efforts. The full amount will be submitted to the Capital Budget Committee (unless the issue is resolved before then) and adjusted as events unfold.

The Commission voted to approve the capital budget requests in two separate votes.  
1. The capital budget requests for the fiscal years 2011 to 2014 were approved 5 – 0.  
2. The capital budget request for fiscal year 2010 was approved as amended 5 – 0.

Dave will consult with the Town Accountant to determine the depreciation schedules for all P&R vehicles and other capital items. These schedules will be kept on file in the P&R office and will be submitted with all future capital budget expense requests.

FY2010 Operating  
The Warrant Committee has issued a mandate that all departments submit budgets with flat expenses. P&R will be able to do this with four exceptions. One is for salary increases reflecting the Cost of Living rate increases agreed upon by the Selectmen. Dave’s increase will be just the 4.1% because he is out of “steps”. Jess will receive the 4.1% COL increase plus a “step” related increase.
The second expense increase will be in the vehicle maintenance line, reflecting the additional anticipated $2,000 in maintenance costs resulting from the decision to delay the capital budget expense of replacing the dump truck.

The third expense increase will be to remedy the ongoing computer problem. P&R’s operating budget will reflect $1,500 to cover the monthly cost of new wiring installation, service, and backup to connect P&R with the town’s main server located in the Town House. The current Comcast equipment is unreliable as documented in a recent letter from Dave to the Selectmen and copied to Dave Ramsey and the P&R Commissioners. Verbal requests for service improvement made by Dave and Jess to Dave Ramsay have been acknowledged but have not produced a remedy. The problem has been isolated to the lines running from the telephone pole on Springdale Avenue into the P&R offices inside the Caryl Building. Ideally, P&R’s computer connection problem would be remedied by January 1, 2009 and P&R would have ____ days to test the new system prior to its January ___ 2009 budget meeting with the Warrant Committee. If the problem is solved to P&R’s satisfaction on this timetable, the $1,500 will be removed for the operating budget.

The fourth new expense item would be the tuition expense associated with a specific continuing education program for Jess. See below.

**Caryl Park Update**
Camp Dresser McGee has reported that their cost to complete the plans as requested is $16,000. As there is no appetite on the part of Dover citizens for another “study” from any group in town, P&R has pursued private financing for the plans as well as for the potential project as a whole. Given the current economic downturn, there is no movement at this time on private financing for any aspect of this project. Private funding of similar projects, such as DeFazio Fields in Needham, have allowed other towns to save up to 30% of total costs by avoiding the municipal contracting requirements.

It was discussed that the Caryl Park land is comprised of 83 acres and was deeded to the town for recreation purposes. Currently, the town has developed 6 acres; it is used for sports fields, tennis courts, and the tot lot.

The need for turf field expansion at Caryl Park has come about as a result of safety concerns for our youth athletes and space constraints primarily during the spring sports season. Led primarily by the growing demand in girls and boys lacrosse, Dover is facing a shortage of game and practice fields to accommodate youth baseball and softball, girls and boys lacrosse, and girls and boys soccer. Without additional fields, Dover’s spring soccer program may be forced to move to private fields or cap participation numbers.

Currently, three fields at Caryl Park can be used concurrently:
1. Field C1 – the baseball field next to the tennis courts (AA, AAA, Major Leagues);
2. Field C2 - the baseball field at the back of Caryl Park also called “Bug Field” (A, AA Leagues); and
3. Field C3 - the baseball field at the front of Caryl Park (AA, AAA, Major Leagues).

If Fields C2 and C3 are not being used, either 8v8 soccer or girls lacrosse can use Caryl Park. For safety issues, neither soccer nor lacrosse can use the Caryl Park field if either C2 or C3 are being used.

Phase One of the Caryl Park field expansion project is currently envisioned as simply reconfiguring the Caryl Park fields to allow more concurrent games. Field C2 would be moved back and the soccer/lacrosse field would be enlarged and rotated about 45 degrees. It also includes adding one more little baseball field for A and AA Leagues in the front west corner of Caryl Park. With this configuration, Dover would be able to hold five games concurrently:

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1 A = 2nd grade; AA = 3rd grade; AAA = 4th grade; Majors = 5th and 6th grades combined. Babe Ruth teams (7th and 8th grades combined) play on the 2 bigger fields at the high school or Jamison 4 in Sherborn. The Chickering baseball field is similar in size to C3 and is used for AA, AAA, and Majors.
1. Field C1 – the baseball field next to the tennis courts (AA, AAA, Major Leagues);
2. Field C2 - the baseball field at the back of Caryl Park also called “Bug Field” (A, AA Leagues);
3. Field C3 - the baseball field at the front east end of Caryl Park (AA, AAA, Major Leagues);
4. Field C4 – the new baseball field at the front west end of Caryl Park (A, AA Leagues); and
5. 11v11 Soccer/Girls and Boys Lacrosse field.

Phase Two is currently envisioned as adding another 11v11 soccer/lacrosse field further up behind the tot lot. Other ideas being considered include walking tracks, picnic tables, pavilion for weather protection.

Continuing our efforts to improve safety issues at Caryl Park, P&R, in conjunction with the Police and Highway Departments and the Board of Selectmen, has recently undertaken steps to move the Caryl Park entrance so that it is directly across from Park Avenue. Two trees have been removed and the area is being prepared for a new entrance. Additionally, the Town is moving forward on establishing raised crosswalks to address speeding traffic both at this entrance to Caryl Park and at the crosswalk closer to the tennis courts.

Rich will ask Open Space Committee for their recommendations on alternative sites for field expansion.

Job Description – Dover P&R Director’s Position
Reviewed 12/05 document provided by Dave.

Community Center Findings
Discussion will be postponed until next meeting.

“Directors’ School”
Dave would like Jess to attend this continuing education program. It runs for one week for two consecutive summers and is offered in ________, Virginia. The yearly cost is $2,600. Dave will consult with the Town Accountant to determine the appropriate line item for this expense.

Christmas Tree Lighting – December 10, 7:00pm
Cookies and hot chocolate will be provided by P&R (out of revolving fund). Lighting supplies and man hours necessary to string the lights are funded out of P&R operating budget. P&R Commissioners were asked to help at the event. Jess will contact the high school Guidance Department for students interested in earning community service hours.

TTOR Update
Reviewed the letter Dave drafted to TTOR. It was suggested that Dave add our request to remove the Caryl Park site from their brochure and will reference that we have been asking TTOR to remove their shed for three years. Dave will search for the original TTOR/P&R contract to include as an attachment.

Rich shared Open Space Committee concerns regarding safety issues on Powisset should TTOR traffic be diverted there. The Commission agreed with these concerns but noted that they could be allayed only by TTOR.

Misc.
Nothing else to discuss at this time.

Meeting adjourned at 9:15am.

Respectfully Submitted,
Nancy Simms, P&R Secretary