

**Dover Parks and Recreation Commission  
Meeting of June 3, 2008  
Minutes**

P&R Commissioners In Attendance: John Budd, Barry Cullen, Peter Davies, Rich Oasis, Nancy Simms  
P&R Employees In Attendance: David McTavish, Jessica Cooney  
Others In Attendance: Ford Spaulding, Chair, Dover Community Center Building Committee; Scott Seidman, Member, Warrant Committee

**May Meeting Minutes**

Minutes from P&R Commission Meeting held on May 21, 2008 were approved.

**Dover Community Center Building Committee (“DCCBC”)**

Mr. Spaulding provided the Commission with an update of DCCBC’s progress to date.

Mr. Spaulding emphasized the importance of P&R attendance at future DCCBC meetings, particularly the DCCBC and the Gym/Physical Activities Sub-Committee. He reported that other local interest groups are actively lobbying the DCCBC. Mr. Spaulding stated that he was concerned that the Commission’s interests were not being put forth.

Ms. Simms stated that she would be attending future DCCBC meetings, and Mr. Budd stated that he would be attending the Gym subcommittee meetings. Mr. Spaulding requested that Ms. Simms and Mr. Budd find replacements if they themselves were unavailable for their respective meetings. It was so agreed.

Mr. McTavish suggested sending a survey to Dover citizens to determine what P&R-related indoor facilities and programs the townspeople are interested in having available to them. A gym facility that would be large enough to host revenue-producing basketball tournaments but could also be divided by suspended nets into smaller spaces for multiple simultaneous programs might be of interest as well as an indoor walking track, a workout facility, a game room for kids, an indoor tumbling room, a café, and/or rooms for dance and movement classes. Parking needs to be considered as does curbside appeal depending upon the building location.

Mr. Davies suggested using an online survey service such as Boomerang or Monkey which would be less expensive than mail and would allow faster response time. These services tabulate the responses and can capture such demographic data as we request.

Mr. Cullen stated that the Middle School gym would be the appropriate size gym for us to use as a guide.

**New Business**

**1. Employee Performance Evaluations**

The Commissioners need to prepare an evaluation for Mr. McTavish. Mr. McTavish has prepared one for the P&R employees who report to him: Ms. Cooney, Mr. Verrochi, Mr. Palmer, Mr. Morrissey. The evaluations need to be completed by June 13<sup>th</sup>.

Mr. McTavish explained that one of his employees is lent to the Highway Department from January 1 through March 31 which is the busiest period for Highway. The salary for this employee is covered in full by P&R and is reflected as such in the P&R budget. Mr. Budd asked if there was reciprocity from Highway during the spring and summer when P&R is at its busiest. Mr. McTavish said that there was not and went on to explain that the Highway Department is down to five or six employees. One is a mechanic. The Cemetery borrows Highway employees during its busy season which is in the Spring. During the Spring and Summer, Highway employees do a lot of brush cutting and tree trimming. One employee operates the roll-off at the Transfer Station three or four days a week and transports it out to the Wheelabrator facility.

## 2. Maintenance of Town Park Properties

In Spring months, P&R priority is to maintain the ball fields. The soccer, lacrosse and baseball fields have to be lined every two weeks or so depending on weather conditions. Secondary commitments are to maintain the Town Common and the land around the Police and Fire Stations. The removal of dead trees around baseball fields and parking lots is scheduled to happen in the summer.

Mr. McTavish reported that the computer which controls the watering cycle at Caryl Park was hit by lightning in late May and is not holding time. Currently the watering is being done by hand. The computer most likely will need to be replaced; estimated cost is \$2,500. Lightning arrestors have been installed at Chickering Fields. Mr. McTavish has three more in storage and may need to install one at Caryl Field.

Mr. McTavish stated that John Devine, owner of Strawberry Hill Landscaping, has offered and agreed to maintain the Town park properties at the following five street intersections: Glen and Wight, Claybrook and Centre, Claybrook and Main, Centre and Pine, and Dedham and Willow.

Mr. Seidman asked whether P&R would be resting any fields in the fall. Mr. McTavish stated that it would probably be the back field at Chickering, although it might be Caryl field.

## 3. Certification Stipend

Mr. McTavish stated that Ms. Clooney sat for and passed the Certified Park and Recreation Professional exam which is administered nationally. Currently P&R does not have legislation allowing her to receive the \$1,000 stipend that other town employees are awarded for passing similar departmental exams. Mr. McTavish and the Commissioners will work on determining the process necessary to amend the legislation so that Ms. Clooney and others who earn state and national certifications can enjoy the same financial benefits as those in other Dover town departments.

## **Old Business**

### 1. Dog Law Violations at Caryl Park

Mr. Budd inquired as to where things were with regard to the Commission's request for new signage at Caryl Park. Mr. McTavish reported that he had given to Mr. (Dave) Ramsey, Town Administrator a written request for signage. A follow up inquiry has been made. Mr. McTavish has not yet received a response. Ms. Simms asked for clarification of dog laws at Caryl and Chickering fields. Mr. McTavish explained that dogs must be leashed while Caryl Park property and that dog waste must be collected and removed. Dogs are not allowed on Chickering fields because it is school property.

2. Trustees of The Reservation ("TTOR") Shed at Caryl Park

Mr. McTavish has left a phone message for the Director of the Charles River Upper Basin chapter of TTOR notifying him that the TTOR shed at the Caryl Park parking lot needs to be removed by November, 2008. It was determined that a letter stating same needs to be sent as well.

3. Playing Fields Project

Mr. McTavish updated the Commissioners on progress with regard to the field shortage situation. The possibility of using private funding as Needham did with DeFazio fields was discussed. It was determined that Mr. McTavish will extend an invitation to our next meeting to Mr. (Mike) Ryan and Mr. (Jay) Morton to explore further this approach. Mr. Cullen suggested we consider reactivating the Dover Recreation Fund. Mr. McTavish stated that he would look into the status of this vehicle.

Cheney Engineering has completed a topographical analysis of the land in question. This will be sent to Camp Dresser McGee for reference in creating a schematic drawing of possible field positioning.

**The meeting was adjourned at 8:55 a.m.**

Respectfully submitted,  
Nancy Simms, Secretary