

**Dover Parks and Recreation Commission
Meeting of November 4, 2009
Minutes**

P&R Commissioners In Attendance: John Budd, Peter Davies, Rich Oasis, Scott Seidman, Nancy Simms,
P&R Employees In Attendance: Jessica Cooney, David MacTavish
Others in Attendance: Andy Waugh (Warrant Committee); Dana White (CCCBC, Girls Lacrosse)

Meeting was called to order at 7:35am.

Prior Meeting Minutes

Minutes from March, July, August and September were approved.

Capital Budget Items

Computer Software Program – The acquisition of computer software is something P&R has been considering for at least two years. It would save considerable input time for Jess as she currently must input data for each registrant for each and every program. As P&R continues to expand its offerings, the work load demand will increase. Purchasing a software program to streamline the registration process will free up Jess to manage the logistics of running these programs. At some point, P&R will need to hire an additional office employee, but using a software package to handle the repetitive clerical work currently performed by Jess could postpone the need for that hire. P&R thereby saves the salary expense of an additional employee and the town saves the related considerable benefit expense.

Jess recently attended an industry conference where she spent about 45 minutes talking with a representative from Vermont Systems, a well-established vendor in the recreation software market. She reported that the town of Wellesley as well as hundreds of other towns across the country uses a program from Vermont Systems. It has the reputation of being “state of the art”. There are different modules you can acquire. The RecTrac and PayTrac modules make up the basic package and cost about \$18,000 which includes the software acquisition, installation, training, customer service support, and yearly updates.

Dana White commented that the girls lacrosse registration program does much of the same functions and costs considerably less. Jess commented that there are other software packages that she could research. It was agreed that Jess would do more research into other vendors’ products. Dave reported that since this would be a state bid we could bypass the three-bid state law.

Large Truck Purchase – Over the last two years, P&R has spent \$10,000 on maintenance of the current truck, including the replacement of the transmission. Average depreciation of this type of equipment is ten years. The useful life of this type of truck depends mostly on the number of snow storms and the amount of snow fall. P&R uses the truck to plow the Chickering field parking lot, the two Caryl Park parking lots, and the Channing Pond parking lot. Additionally, P&R uses this truck to help the highway department plow the town’s streets. If the highway department did not need to use this truck for snow plowing, P&R could get by with a smaller, less expensive truck. Dave will find out what the incremental cost of the bigger truck is.

Every snow storm, P&R is asked to plow one route in town, usually the route that includes the following streets: Church, Haven, Main, Pleasant, Claybrook, Dover, Meadowbrook, Wakeland, Troutbrook, Circle, Juniper, Edgewater and Center. P&R pays the labor cost on behalf of the highway department for any plowing done between 7:00am and 3:00pm. Labor costs for all other times come out of the highway department’s Snow and Ice budget. P&R pays for all repairs on the truck, even if they come about because of plowing. The highway department pays for the plow blades.

In addition to having one of our employees help with snow removal during every snow storm, one of P&R’s three employees moves full time to the highway department for the months of December, January, February and March. P&R continues to pay the salary and associated costs for this employee. Dave suggested that it is less expensive overall for the town to move a P&R employee to the highway department for these four months than to hire a contractor to fill the need. The total cost of these non-P&R services included in the P&R

operating budget will be calculated and discussed at next month's meeting as well as with the Warrant Committee.

We voted 5-0 to submit the P&R capital budget with the truck and software amounts as is for now and with Caryl Park reconfiguration project at \$1 million. Our meeting with Capital Budget Committee is December 15th. By that time, we will have had our P&R December meeting at which Dave and Jess will present their findings on the additional truck and software research they will have done. Changes to our capital budget can be made on December 15th if necessary. Even if the research results in no changes, the effort will allow us to provide the CBC with in depth explanations and support for our requests.

Fundraising – Caryl Park Reconfiguration Project

The estimated cost for Gale Associates to finish their analysis and plans is \$20,000. It was agreed that each youth sports program would contribute a share based on the number of active seasons: single season sports would pay "X"; dual season sports would pay "2X". P&R would contribute a portion from the revolving fund to reflect its field use by the middle school field hockey and football teams it runs.

It was agreed that P&R would hold a special P&R meeting at 8:00am on 11/10 to report on contributions to date from the youth sports programs. Dave will call each of the groups today.

This Thursday night there is a presentation by a private investor group to Sherborn Recreation to discuss the possibility of a turf field project at Laurel Field. Apparently the plan includes "bubbling" the turf field during the winter months to allow year-round play. It is an open meeting.

Field Allocation and Usage Fees

Historically, P&R has notified the youth sports programs by March 1 as to the Fall field usage fees. It was agreed to move it up so as to be sure that the programs' registration fees can reflect any increase we set. Field usage fees for this Spring are staying at \$25.

Field allocation meeting for Spring sports will be moved up to before year end. Dave needs to call Doug Collins and Leo Cavanaugh to get convenient times for this meeting.

Field Rental /Use

The Needham Soccer Club approached Rich about renting some of our fields for their Memorial Day tournament. We could offer one 8v8 at Caryl and two 11v11 at Chickering. We would need to talk with Leo Cavanaugh to make sure DSYS doesn't have games scheduled on those fields that weekend. We also need specific revenue numbers from Needham; Rich will get this. We need to take into consideration the cost of lining the fields as well as the cost to repair any field damage that might occur during tournament play. The wear and tear on the fields could be significant if there are multiple games played throughout the day. Rich will collect information on the specific dates and times, the number of games to be scheduled, and the rain policy. Dave will collect cost data. We will revisit the topic at our December meeting.

Caryl School Repair

Library update is almost complete. The remaining steps are to remove the sink and install the countertop in its place. Dave and Jess were urged to get this project finished; Dave committed to getting the work done by December 1.

The work on room 203 will begin the week of November 16th and is slated to be finished by December 1. The original estimate for the carpeting and painting of this room was \$1,940; the actual cost will be \$1,850 and will be funded out of the P&R revolving fund. This room will be used by the Discovery Club.

Discussion with Superintendent of Schools

Dave recently met with School Superintendent Valerie Spriggs to discuss two issues. The first issue centered on possible alternative locations for a stand alone athletic facility should P&R need to look beyond the

Caryl Building for this type of space. Valerie said that she would discuss the issue at the next Dover School Committee meeting.

The second topic was The Discovery Club program recently pitched to P&R by Cathy Thompson and Gina Saltonstall. P&R was told that this program would be offered to kindergarteners on Mondays, Wednesdays and Fridays – days when Chickering kindergarteners had half days. P&R was also told that The Discovery Club would be filling a real child care need as DEDA was full.

In speaking with Valerie, Dave learned that DEDA is full only on Wednesdays. Because The Discovery Club would essentially be competing with DEDA, Valerie was not comfortable having P&R send advertising flyers for The Discovery Club through school backpacks. After detailed discussion that focused on the possible duplication of offerings by Com. Ed. and P&R, the P&R Commissioners voted 5-0 to go forward with The Discovery Club. The CCCBC and the Board of Selectmen have specifically requested that P&R expand their offerings so as to fill up the Caryl Building and make it a vibrant lively space. The Discovery Club addresses exactly that mandate.

It was agreed that The Discovery Club be offered as a P&R program, that registration would be through P&R, and that initially we would charge a fee equal to 20% of gross revenue but would raise the fee to 25% once the program is off the ground, probably by the Fall of 2010. We will calculate and require a minimum fee so as to guarantee a market rate income from the classroom space regardless of enrollment numbers. Dave confirmed that CORI checks on the two instructors have been done.

Middle School Football Program

It was agreed that P&R will send to parents of next year's 7th grade football players a letter detailing the program's goals and policies. George Licht, the current 7th grade football coach (who volunteers his time and receives no compensation), has had a significant number of parents complain to him this year on a number of issues, but most significantly the amount of playing time their son(s) receive(s). The parents have shared their complaints all the way from P&R up to the superintendent. It was agreed that what needs to be clearly laid out before the season begins is that, unlike youth programs, the 7th grade football program does not guarantee equal playing time for all participants. This is primarily because of player safety concerns. The games are played on full size stadium fields. The kids who get the most playing time are those who have consistently put in the effort at practice and have demonstrated that they can handle the physicality of the game. George found that many of the kids were not used to the discipline, time commitment or physicality of the game. It is hoped that early written communication will help parents with the adjustment from youth football to the higher level middle school game and avoid the harassment that George has had to handle.

Warrant Committee Presentation

P&R will present its operating budget to the Warrant Commission on Monday, January 11th at 7:30pm.

Miscellaneous

Nothing else to discuss.

Meeting was adjourned at 8:55am.

Respectfully Submitted,
Nancy Simms, P&R Commission Secretary