

**Dover Parks and Recreation Commission
Meeting of December 23, 2009
Minutes**

P&R Commissioners In Attendance: John Budd, Peter Davies, Rich Oasis, Scott Seidman, Nancy Simms
P&R Employees In Attendance: David MacTavish

Meeting was called to order at 7:40am.

Review of Meeting with Capital Budget

On December 15th at 7:30am, P&R met with the Capital Budget Committee to present our capital budget requests. There are three items on P&R's FY2011 capital budget: (1) Large dump truck - \$42,000; (2) Program Registration and Facilities Management Software - \$6,000 (Increased from previous amount by vote of 5-0); and (3) Caryl Park Reconfiguration Project - \$2.8 million.

FY2011 Operating Budget

P&R is scheduled to present its operating budget to the Warrant Committee on Wednesday, February 24th at 7:30pm. A line by line discussion of the FY2011 operation budget ensued. At the start of the discussion, the P&R operating budget for FY2011 totaled \$345,511 which was equal to a 1% decrease from FY2010. By the end of the discussion, we had further reduced our total by \$2,300 of expenses for fuel oil, electricity and fire alarm maintenance associated with the Whiting Road building we anticipate turning over to the Board of Selectmen. Additionally, we determined that we had misinterpreted the first year cost of the annual maintenance fee for our new software. While this cost for all years after the first will be \$2,500, the first year fee is just half of that; so, we further reduced our budget by \$1,250. Therefore, we will likely present the Warrant Committee with an operating budget total of \$341,961 which is equal to a 2.4% decrease from FY2010. The FY2011 P&R Operating Budget was approved as amended by a vote of 5-0.

Highlights of the P&R budget are:

- Salary expense will decline by 2.55% as one of our senior higher paid employees has transferred to the highway department and was replaced by a new employee at a lower pay level.
- Grounds Maintenance costs will increase by 29.5% because of stricter state mandates on the use of organic fertilizer materials for fields used by children. The amount included in our budget is only 60% of our total estimated costs for this line item as we will attempt to fund the remaining 40% out of our revolving fund.
- Our Vehicle Maintenance costs will decrease almost 12% as we are hoping to replace our 11 year old dump truck this fiscal year, and a new truck will require less maintenance.

The meeting was adjourned at 8:45am.

Respectfully submitted,
Nancy Simms, P&R Commissioner