

**Dover Parks and Recreation Commission
Meeting of September 1, 2010
Minutes**

P&R Commissioners In Attendance: Scott Seidman, Nancy Simms, Rich Oasis, Peter Davies, Chris Boland
P&R Employees In Attendance: Jessica Cooney, Dave MacTavish

Carry In, Carry out - Dave MacTavish indicated that in order to get proper signage made and inform all of the park users we will wait until the Spring season to implement the new "Carry In, Carry out" trash policy at Caryl Park and Chickering Playfields. Signs need to be ordered and properly installed, as well as coaches and residents made aware of the policy in order for it to have full effect from the start. This new policy was suggested by Becky Gladstone on behalf of the recycling committee after a season of overflowing trash bins.

Caryl Park – The Tata & Howard report is in the process of being finalized in regards to the well that supplies water to Chickering School. Once the report is finalized it will be discussed.

- Rich Oasis suggested perhaps we should start restricting the use on fields in the Spring because of the poor field conditions so people better understand the concerns.
- Peter Davies mentioned the idea of closing off the unsafe section of the parking lot at Caryl Park and possibly look into creating the parking lot in back of the Tot Lot as mentioned in the Turf Field Study.
- Scott points out that we could still install turf fields in the front of Caryl Park where the existing fields are now. If that was ever to happen the baseball fields would need to be rebuilt behind where they currently exist.
- Many mention that we are currently resting the front Chickering field in the Fall, and perhaps we need to start resting a field in the Spring season as well.

Part Time Help – Dave MacTavish is looking into hiring a part-time person for the Park & Rec. office from approx. 2-5pm in the afternoons, Monday – Friday for a total of 6 months of the year. Dave and Jess need help with administrative tasks during their busy time of year to effectively run Spring & Fall programs. Once a job description is created they will post in the paper for a week as well as advertise the position through the COA and High School. The part-time worker would be paid out of the Revolving Fund as they would be directly working to help run the programs.
Peter Davies, motion to approve – Scott & Rich 2nd.

Dover Days – Discussion regarding the upcoming event. Made a schedule for the commissioners to help at the fair sell tickets for the rides. Jess has organized a group of 18 High School student volunteers who she will meet with prior to the fair on Thursday, September 9th at 7:00pm to go over details.

Computer Software – The contracts for the Online Registration Software have been submitted. The software will be installed to Jess's computer in the next couple of weeks. Jess will work with Bill, Dover IT, to be trained on the software and get it operating in time to start accepting online registrations for Winter & Spring programs.

Revolving Fund – Discussion about the allocation of funds from FY2010. Dave will send the commissioners a list of his suggested items. A meeting will be held on Wednesday, September 15th to vote on the allocation of funds for FY2011.

NRPA National Conference – At the end of the meeting, Jess briefly explained her experience at the NRPA Director’s School in West Virginia the past two Augusts. Jess reported on the many positive benefits she received from attending the school and how attending the national conference is very beneficial for the department’s staff. Nancy noted that the budget includes funds for Dave and Jess to attend the state conference and suggested looking into adding additional funds to the budget to support attendance at the national conference. This will be discussed at the September 15th meeting.

Meeting was adjourned at 9:00am.