

**Dover Parks and Recreation Commission  
December 1, 2010 Meeting Minutes**

P&R Commissioners In Attendance: Scott Seidman, Nancy Simms, Rich Oasis, Peter Davies

P&R Employees In Attendance: Jessica Cooney, Dave MacTavish

Guests: Andy Waugh, James Stuart, Jim Powers

**Caryl Park Leadership Committee Meeting Recap.** - Leaders of sports groups need confirmation that other possible sites (High School land) are not an option before moving forward with fundraising.

- A few people from soccer have stepped up as leaders for the committee, but all other sport groups are still confirming volunteers to lead.
- Park & Rec. needs a calendar setting meeting dates for the upcoming months.

**Capital Budget Meeting Recap.** – Park & Rec. met with Capital Budget on November 23, 2010 to present the FY 2010 Proposed Operating Budget.

- P&R indicated we would convert the c1 baseball field (tennis court field) to a softball field. Converting the c3 field may be better because there are fewer softball games than baseball games, so by putting the softball field at c3 there would be less conflict with soccer and lacrosse use on the caryl rectangular field.
- P&R received a list of questions from CBC on November 4 and was asked to be prepared to discuss them at the November 23 meeting. In the interest of time, CBC suggested during the meeting that the answers be provided in written form so as not to take up meeting time. Answers were sent to commissioners and approved. Nancy will forward the answers to CBC and they will be attached to their meeting minutes.
- Dave Melville raised a question about our field usage numbers relative to sustaining grass fields. He referenced a study that reported a number significantly higher than the number we have been using. Scott researched the issue and was told via email by the author of the study that the research behind the higher field usage number was done on fields in Georgia where the climate and soil allow for longer growing seasons. The author suggested that the field usage number for a cold and/or arid climate would be closer to the number we are using. The email string containing the author's response was forwarded to CBC.

**Meeting with Highway Dept, Fire, Police** – A meeting with these groups is scheduled for Tuesday, December 7<sup>th</sup> at 9:00am.

- Purpose of this meeting is to show the departments the current plans for Caryl Park and see if they have any questions, concerns, or suggestions moving forward.
- Dave T. of Fire Department has asked in curiosity if the parking lot for the proposed new turf fields could be used for medical evacuations by helicopter as snow on Springdale field prohibits its use during the winter months.

**Caryl Community Center Meeting Recap.** – Jess and Scott attended the November 10<sup>th</sup> meeting as committee members. Jess explained how Park & Rec. has been asked to come up with a business plan showing what potential programs / services our department could run in the existing Caryl Building if safety and renovation concerns were not an issue.

- Nancy and Jess will meet to develop a list of possible programs. It was suggested that this material had already been created and provided to the CCCBC.

**Board of Health Meeting** – Park & Rec. is scheduled to attend the December 13<sup>th</sup>, 2010 Board of Health meeting to discuss the proposed new turf playing fields. P&R needs to find out how much time we will be allocated and if it would be worthwhile having either Doug MacDougall from Weston or Bill Seymour from Gale attend the meeting as well.

**D.E.P. Meeting** – A meeting has not yet been scheduled, but when it is the following members will be present to discuss the Caryl Park site for the proposed new turf fields: Parks & Recreation Commission and staff, Dave Ramsey, John O’Connell (Tata & Howard), Karl Warnick.

- A phone call has been made by Dave Ramsey requesting a meeting date.

**Regional School Committee Meeting** – Nancy has typed up a statement for the Regional School Committee to preview before their next meeting scheduled on December 14<sup>th</sup>. Nancy will follow up to determine if they will allow Park & Rec. to attend their meeting to discuss the Medfield State Hospital property site as a possible location for new fields for youth sports, or if they just want to discuss the issue without us there and provide us with a decision or statement at their January meeting and include their response in their meeting minutes.

**Operating Budget FY12** – Review of Operating Budget Increases:

- Jess will be entering her 5<sup>th</sup> year so the increase of \$200 is for Longevity.
- Increase in Grounds Maintenance line item to show full amount spent on field maintenance each year.
- Irrigation System at Chickering fields is now approx. 17 yrs old; pump heads and pumps always need to be replaced. This line item will stay the same for future repairs. There are approx. 150 total heads, each about \$70 to replace. Silt in the ground water causes problems in the pump heads.
- Meetings and other charges line item includes cost to send P&R employees to seminars for OSHA and Engine Repairs and to MRPA, NRPA and NEPA conferences, and cost for state and regional organization dues and licenses.
- Per Warrant Committee request at last year’s meeting, if we run short on a certain budget line item going forward, we will submit a Prior Notice form to Warrant. If we are not able to pay for the item out of our budget, we will follow up with a Reserve Fund request rather than paying for it out of the revolving fund.

**Bi-Monthly Meetings** – Nancy suggests we may need to have 2 meetings per month as the Caryl Park Project moves forward. This will depend on how much progress the CPLC makes with the sports groups.

**Tree Lighting** – Held on December 8<sup>th</sup> at 7:00pm.

- A group of town residents have suggested placing a Menorah on the cookie table at the Tree Lighting Ceremony to honor Hanukah, so Park & Rec. has agreed to have it present.

**Revolving Fund** – Dave MacTavish points out that the Revolving Fund money should be kept in a separate town account that our fund’s interest should be going back into our account, but right now it is all being combined with other town funds. He will follow up with the town treasurer.

- Dave also mentions that as the Caryl Park project fundraising efforts move forward, a minimum of \$250 must be donated in order for it to be Tax Deductible. Any donations for the project would go into the P&R's separate Gift Fund.

Meeting was adjourned at 9:00 am.