

**Dover Parks and Recreation Commission
Meeting of October 12, 2011
Minutes**

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

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

Others In Attendance: Jim Dawley (BOS), James Stuart (WC), Andy Waugh (WC), Jim Powers (Citizen)

The meeting was called to order at 7:30am.

PRIOR MEETING MINUTES

Minutes were not approved.

ACTION ITEMS FROM PREVIOUS MEETINGS

- Concussion Testing – P&R will offer concussion baseline testing to all children aged 10 and up during the weeks of March 18, 2012 and March 25, 2012. A nominal fee will be charged
- Dover Days – There were a lot of people who came out, but they did not spend a lot of money. Recommended changes for next year include:
 - Eliminate the expense of an electronic timing system for the 5k and implement a manual system.
 - Establish policy regarding other groups who want to offer fee-based “rides”.
 - Establish policy on the amount of time vendors are required to keep the “rides” open.
 - Raise the ticket prices on our “rides”.

STORAGE TANK PROJECT UPDATE

Jess reported that Karl Wornick has informed her that the cost bids to replace the oil storage tank were much higher than the BOS expected. A new request for bids is being prepared and will be sent out prior to year end. The BOS have installed temporary storage tanks so that the building can be heated in the interim.

PHONE LINE UPDATE

Karl Wornick met with a company called DSCI regarding a new phone line system. The system contemplated would provide one number but there would be prompts to go to Dave, Jess or Kathy. Dave will look into the cost.

CAPITAL BUDGET

2013 – Small Tractor Mower: \$20,000 – ideally will last 4 to 6 years

2013 – Caryl Park Tennis Courts: \$25,000 – will accrue \$5,000 each year in revolving fund for future maintenance

2013 – Office reconfiguration and furniture: \$50,000 – office furniture had been included in CMAC’s capital budget request but CBC determined that it was not appropriate to consider it a CMAC responsibility. Precise quotes needed for reconfiguration; using \$30 square foot brings estimate to \$35,000.

2014 – Large Tractor Motor: \$30,000 – ideally will last 4 to 6 years

2014 – Gym floor refinish: \$12,000 – last done two years ago. Was \$6,000 (discounted from \$8,500) will last 4 more years especially if street shoes are not worn in the gym. There is a No Street Shoe policy but it is hard to enforce since P&R employees are not there to monitor. There is no good space for people to change out of street shoes and into gym shoes which is a deterrent to following the policy

2014 – Pick Up Truck: \$35,000 – truck will be 15 years old. Ideally, replacement should align with 10-year depreciation schedule for such equipment

2015 -

2016 – Large Tractor Mower: \$31,000 - will be six years old

2017 -

2018 – Small Tractor \$25,000

2018 – New Gym Floor \$56,000 – will look into synthetic alternatives as a possible lower cost approach but need to consider maintenance costs, customer satisfaction

Capital Budget as identified above approved unanimously.

OPERATING BUDGET

FY2013 Operating Budget guidelines have been done for two weeks; P&R should have received them but has not. Salary and wage increase rate was set at 2.5%. Also need cost of oil. Dave will follow up with Bill and Susan in order to get the documents to be able move forward.

LONG-RANGE PLAN FOR P&R

There are several items needed:

- Re-write Job Descriptions
- Re-write Mission Statement
- Determine Department Goals
- Create Comprehensive Policy Handbook
- Survey participants and coaches – past experience, future wants – in-house or outside service
- Consider contracting for a Master Plan
- Evaluate each program from a financial perspective including labor costs

The results of the Planning Board survey will be presented tomorrow night at the BOS meeting. There were several P&R questions included in the survey.

It was agreed to dedicate our next meeting to just this topic.

CPARC

McGregor & Associates is asking for a list of dates that CPARC meetings were held. Dave will go through Dave Ramsay to respond as is town policy. Chris will ask someone from CPARC to attend an upcoming meeting to update us on the project.

ACTION ITEMS FOR NEXT MEETING

1. PopWarner football goals, code of conduct - Chris
2. Coaches' Code of Conduct for P&R sponsored sports programs – Peter
3. Parent / Player Code of Conduct – Dave and Jess
4. Proposed public hours for P&R Office – Dave and Jess
5. Exclusive on-line registration date – Nancy
6. CPARC personnel invited to 10/21/2011 meeting – Dave
7. Seasonal agenda items identified – Dave and Jess

AGENDA ITEMS FOR NEXT MEETING – October 21, 2011

1. Prior Meeting Minutes
2. Action Items from Prior Meeting
3. CPARC
4. Long Range Plan
 - a. Department Goals
 - b. Succession Plan
 - c. Job Descriptions
 - d. Employee Certification
 - e. Employee Education
 - f. Executive Sessions

5. Operating Budget
6. Action Items for Next Meeting
7. Agenda Items for Next Meeting

The meeting was adjourned at 8:55am.

Respectfully submitted,
Nancy Simms, P&R Commissioner