

**Dover Parks and Recreation Commission
Meeting of November 18, 2011
Minutes**

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

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

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

The meeting was called to order at 7:15am.

PRIOR MEETING MINUTES

Minutes from prior meeting was not available.

ACTION ITEMS FROM PREVIOUS MEETINGS

1. **Parent Accountability Policy for Middle School Football and Field Hockey** – Jess.
2. **Article for the newspapers and the Patch discussing how the MS FH program has helped prepare high school players and contributed to this year's team exciting play-off run. Interview Coach Dara Johnson, Headmaster Denise Lonergan** – Jess.
3. **Invite Joey Schotland to a December meeting** – Dave has invited Joey Schotland to attend our December 2 meeting. Joey is interested in linking the middle school football program and the high school program more closely together. His goal is to strengthen the high school program in part by increasing the retention rate of middle school football players.
4. **Article for the newspapers and the Patch interview announcing new hours and online registration deadline** – Chris and Jess still working on it.
5. **Daily task analysis** – Dave still working on it.
6. **Office Reconfiguration Specifications and Cost Estimate** – Dave will have someone come in to look at the space.

CONSERVATION AND WARRANT COMMITTEE RECAPS

Warrant Committee – Dave and Rich attended the Warrant Committee meeting on November __ to explain to the new WC members how the P&R Revolving Fund works.

Conservation Commission – Dave and Rich attended the Conservation Commission meeting on November _____. On the agenda was ConCom's report on the five potential wetlands areas identified by Patrick Garner, the environmental consultant hired by *the Friends of Caryl Park*. Based on a walk through conducted by Paul McManus, ConCom's environmental consultant, ConCom reported that four of the five identified areas do not qualify as wetlands by their definition. ConCom will revisit the one area that remains questionable; this area is identified as area "C" in the applicant's document.

Dave asked ConCom if there would be other wetlands issues if P&R were to move the footprint of the fields. ConCom responded that they do not proactively review land; they reactively review specific parcels identified to them. Dave asked Luke Legere, the attorney representing *Friends of Caryl Park*, if his clients would continue to object to any and all placements of the fields. Mr. Legere responded that this was not necessarily their plan. Dave pointed out that there are several other site options for the fields; in particular, the Dedham Street option would most likely not have any environmental issues as the majority of this parcel is already cleared.

Dave will contact Cheney Engineering to add to the topographical map the locations of the five areas of concern. This will then be forwarded to Gale Associates so that they can incorporate the areas onto their option drawings. Rich moved to approve up to \$3,000 from the Revolving Fund Fields account for Cheney's work. Second by Peter. Approved unanimously.

DOVER-SHERBORN FIELD UPDATE

DS Boosters have not yet met with the Regional School Committee to present the five year athletic facility master plan prepared by Gale Associates. Once they meet with the School Committee, they will meet with us.

CPARC UPDATE

Nothing other than what is recorded above.

MIDDLE SCHOOL FOOTBALL PROGRAM

The season is complete, and both teams had successful seasons. The 8th grade record was 7-2, and the 7th grade record was 5-3. One of the 7th grade games was cancelled due to weather and could not be rescheduled.

The DSHS football coach, Joey Schotland, has asked to meet with us to discuss the middle school program going forward. He is interested in linking the middle school football program and the high school program more closely together. Dave will talk with Joey about attending one of our December meetings.

Given the number of programs P&R is currently managing, the staff has not been able to conduct formal post-program participant surveys. The ability to do this would be especially helpful for the middle school football and field hockey programs. These two programs require high staff involvement. End of program surveys would be helpful for other programs as well. The feedback would provide P&R with data to use in improving specific programs and in prioritizing which programs to continue offering given limited staff resources. Peter made a motion to spend up to \$500 to purchase a survey service (Survey Monkey or similar); seconded by Rich. Unanimous approval.

PARENT ACCOUNTABILITY POLICIES

Dave is currently working on creating a document that parents would have to acknowledge and sign. It would be similar to those in place with the youth club sports clubs. A policy and procedures statement will be especially helpful for some of the middle school programs where there have been situations of inappropriate parental interference.

OPERATING BUDGET

Dave distributed the latest version of the Operating Budget. Items of note include:

1. The field irrigation system is getting older, so there is more maintenance needed. \$5000 in FY2013 is for well maintenance.
2. Phone expense was removed from BOS budget and is now in P&R Operating Budget.
3. Internet expense will no longer be met out of Revolving Fund and will be included in the P&R Operating Budget as an operating expense.
4. Tree service line item was increased to allow for more work to address weather damage.
5. The fuel oil rate for FY2013 is \$3.954.
6. Grounds Maintenance amount in P&R Operating Budget is the amount P&R spends to maintain the public lands in town (town common, library, public safety building, Chickering School, Caryl Community Center, smaller park parcels throughout town) plus the cost of maintaining the playing fields as passive park land. The cost of addressing the wear and tear on the playing fields resulting from active recreational activities is funded out of the Revolving Fund.

P&R will take the Caryl field off line this fall. It is P&R policy to rest one of the three playing fields each fall in order to maintain the long-term health of the playing surface. (Failure to rest a field in the fall two years ago resulted in severe overuse of one of the Chickering fields. P&R had to make the difficult and unpopular decision to take the field off line this past spring because of the heightened risk of player injury and the possibility of permanent long-term damage to the field. Sadly, the spring youth sports clubs were forced to pay for field space in neighboring towns in order to schedule practices and games; some programs even shortened their rosters and their playing seasons due to lack of field availability.) There is greater demand in the spring

(soccer, lacrosse, baseball/softball) for field space than in the fall (soccer only). P&R apologizes to its constituents for any inconvenience this may cause.

LONG RANGE PLAN FOR P&R

- **Phone Line contract** – Karl Wornick is having conversations with Verizon and with the CDC. Currently, CDC does not have internet service. Verizon equipment is set up in the cafeteria. Karl has asked Verizon to move their equipment from the cafeteria to the utility room upstairs. If they do not have it done by the end of the day today, Karl has told Verizon that he will cancel the Verizon contract and switch to Comcast. Once the equipment is upstairs, CDC will be able to be wired for internet service. CDC has agreed to pay half of the monthly phone/internet fee. These funds will go to the town's General Fund so P&R will not see a reduction in their phone/internet expense. A new three-line phone system is being put in place for P&R as part of the effort to improve working conditions and office efficiencies. The monthly cost for this new system will be \$91. Karl signed a three-year contract which should commence in January
- **Master Plan** – It was agreed to defer hiring an outside consultant at this time.
- **Program Evaluations** – No progress has been made at this time.

ACTION ITEMS FOR NEXT MEETING

1. Survey Monkey information - Peter
2. Parent accountability policies - Dave
3. Cost to maintain square acre of parkland – Dave.
4. Square acreage of land P&R maintains – Dave.
5. Determine if there are other software modules we want to purchase – Jess

AGENDA ITEMS FOR NEXT MEETING - December 2, 2011 at 7:15am

1. Prior Meeting Minutes
2. Action Items from Prior Meeting
3. Parent accountability document
4. Operating Budget
5. CPARC Update
6. DS Fields Update
7. ConCom Recap
8. WC Recap
- 9.
10. Action Items for Next Meeting
11. Agenda Items for Next Meeting

The meeting was adjourned at 8:40am.

Respectfully submitted,
Nancy Simms, P&R Commissioner