

**Dover Parks and Recreation Commission  
Meeting of November 9, 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 7:25am.**

**PRIOR MEETING MINUTES**

Meeting Minutes from the following dates were approved: 9/30/11, 10/12/11, 10/21/11, 10/28/11.

**ACTION ITEMS FROM PREVIOUS MEETINGS**

1. **Cost of doing a Master Plan for Dover P&R**– Jess researched the cost of performing a master plan and reported that it would cost approximately \$30,000 but would depend on the amount of information we wanted to include. Brookline had one done a few years ago; we could look at this to give us a better understanding of scope and product. It was agreed that this was not something we would pursue now but we would revisit the possibility after we have made progress on our own.
2. **Rate existing programs based on level of work involved in running it** – Jess and Dave created this listing and distributed it to the Commissioners.
3. **Assign programs to Commissioners** – Done during this meeting. Each Commissioner took three Winter “A” level programs to review. “A” level programs are those requiring the most intensive P&R staff involvement.
4. **Patch interview announcing new hours and online registration deadline** – Chris and Jess are in the process of crafting an article to include in the newspapers and the Patch.
5. **Use town website and P&R website to announce office changes.** – Jess has posted this information on the websites. Barrie Clough will include the changes in his January letter to residents.
6. **Letter to Caryl Park neighbors updating them on where the project stands** – We will wait on this until there is more to report.
7. **Notify sports clubs about new parking policy for Chickering Fields** – Scott notified DSSoccer about the new parking lot policies. These will be incorporated in the BAYS field directions. Peter has done the same for boys and girls lacrosse.
8. **Daily task analysis** – Jess and Kathy have completed this; Dave is working on his.
9. **Office Reconfiguration Cost Estimate** – Dave is working on pulling the pieces of this together. Rich confirmed that any change to P&R office space would have to be approved by the BOS because the CCC is a town building. Capital Budget request was modified to remove the \$40,000 from the P&R capital budget and to move the \$10,000 for office furniture to FY2014. The next step is for Dave to “spec out” the reconfiguration and present it to the commissioners and then to the BOS.
10. **Phone Lines** – The cost of an upgraded phone system will be \$91 per month for 3 phones; the current cost is \$40 per month which is paid out of the Selectmen’s budget. The internet connection costs will be extra; currently that cost is about \$125.00 per month and is being paid by P&R out of the Revolving Fund. An updated contract is being sent and will need to be signed. It was agreed that phone costs and internet costs will be included in the P&R operating budget going forward.

**SPRING FIELD AVAILABILITY**

Representatives from the Spring sports clubs are meeting tomorrow morning at 8:30am. All three Dover fields will be online this Spring. The back Chickering field was rested this past Fall and is ready for Spring use.

Frank Perlmutter has invited P&R to attend the next DS Boosters meeting which will be next Wednesday evening at 7:30pm in the the middle school library. They continue to work with Gale on a five-year athletic facility master plan.

### **MIDDLE SCHOOL FOOTBALL PROGRAM**

It was proposed that next year the DS Gridiron Club recruit and hire the coaches for the middle school program and pay their salaries as well. It would benefit the high school football program to have the middle school program closely aligned. P&R would retain the roles of registration and scheduling. Discussion was held regarding how to allocate various program responsibilities. It was agreed to invite the DSHS Head Football Coach, Joey Schotland, to one of our December meetings so that he could present a proposal for us to consider.

Discussion turned to whether there needs to be a second P&R “official” at MS football and field hockey games. We need to decide policy and protocol before registration for next year which happens in May-ish. Does having Jess and Dave at the games make the parents less committed to being there?

Rich met with Dave Ramsay regarding the liability issues associated with off-site activities. Dave R. said we do not need to have a town employee at every event.

### **LONG RANGE PLAN FOR P&R**

**Evaluation of Current Programs** – The purpose of this exercise is to evaluate the current program offerings to identify which to continue and which to eliminate, given limited staff and budget. “A” programs are mostly on-site where P&R staff do everything; “B” programs are ongoing established programs requiring moderate P&R staff involvement; “C” programs are plug and play, turnkey programs requiring very little P&R staff involvement. Commissioners need to instigate conversations with staff to collect the necessary information on the programs they are assigned. Katy can be our source for most of the information.

**Survey of P&R data from other Metro-West towns** – Add Dover to the top of the town comparison chart. Call towns to fill in the information not available on the websites. Code the charts to show which are completed. Add any other staff such as custodians in the notes section.

### **CPARC**

Conservation Commission meeting tonight to present the results of the Environmental walk through of proposed field site. EcoTec, Inc. is the name of the town’s environmental consultant. It appears there were no significant findings. McGregor sent a letter to the BOS and P&R disagreeing with the EcoTec’s findings. Rich and Dave will attend.

Recommendations from the Vannasse traffic study:

- Limiting the number of games during rush hour,
- Adding a second entrance/exit at the existing Caryl Park field parking lot
- Setting up one-way access road for proposed new fields

### **OTHER**

Jess attended the NRPA conference. She used vacation time and paid her own expenses. P&R pays for Jess to attend the NRPA conferences every other year and for her to attend the MRPA every year.

There is a Warrant Committee meeting tonight at 7:00pm to explain the mechanics of the Revolving Fund—Dave and Rich will attend.

### **ACTION ITEMS FOR NEXT MEETING**

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.
4. Patch interview announcing new hours and online registration deadline – Chris and Jess .
5. Daily task analysis – Dave.
6. Office Reconfiguration Specifications and Cost Estimate – Dave.

**AGENDA ITEMS FOR NEXT MEETING – November 18, 2011 at 7:15am**

1. Prior Meeting Minutes
2. Action Items from Prior Meeting
3. Operating Budget
4. Meeting Recaps – ConCom and WC
5. DS Boosters Athletic Master Plan update
6. Action Items for Next Meeting
7. Agenda Items for Next Meeting

**The meeting was adjourned at 8:40am.**

Respectfully submitted,  
Nancy Simms, P&R Commissioner