

**Dover Parks and Recreation Commission
Meeting of December 16, 2011
Minutes**

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

P&R Employees In Attendance: Jessica Cooney

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

The meeting was called to order at 7:25am.

PRIOR MEETING MINUTES

Minutes from 11/9/2011 and 11/18/2011 were not available. Minutes from 12/2/11 were approved.

ACTION ITEMS FROM PREVIOUS MEETINGS

1. **Concussion Testing – Exact times and fee to be charged each participant** – Dave has reserved the two computer labs at Chickering for 3/24/12 and 3/31/12 from 10:00am to 1:00pm. Dover and Sherborn residents aged 10 and up will be invited to sit for the concussion base line testing. Students will sit at every other computer for the 25 to 40 minute test. We will be able to accommodate 30 children an hour, so roughly 90 children in total. P&R will assess a \$15 per person fee for administering the test. The cost to P&R is \$750, so we will break even with 50 participants. P&R is working with Dr. McGrath's office to create an advertising flyer for the testing sessions; the flyer will be shared at the next meeting. The results of the baseline testing will be kept in Dr. McGrath's office; they will be released only to the child's physician.
2. **Review Code of Ethics statements for Coaches, Players, Parents** - Hand outs were provided. They will be reviewed in preparation for our next meeting.
3. **Review Peter's Program Evaluation Template** – Deferred.
4. **Reinforce with Cheney the importance of having the updated topographical map** – Cheney delivered their product yesterday.
5. **Revise as necessary P&R Department Job Descriptions** – Deferred.
6. **Confirm spring field allocation meeting date with sports clubs and Sherborn Recreation Commissioners – Dave.**
7. **Field Maintenance Calculations** – Dave reported that P&R maintains about 15 acres of land within the town of Dover. Approximately 10 of these are athletic fields. He consulted a landscape professional who told him that the per acre cost of maintaining grass is approximately \$1500; this translates to approximately \$22,500 as the baseline cost of maintaining the town lands plus the fields if they were passive parkland. Conservative rounding puts us at \$25,000 which will be the amount included in the operating budget. The remainder of our field maintenance costs will be funded out of the Revolving Fund and are considered to be reparation of the wear and tear on the fields from the active sports use.
8. **Parent Manager Handbook for MS Sports teams** – Deferred.

OPERATING BUDGET

Dave distributed the most recent P&R Operating Budget. He provided the following explanations:

- Professional Services – This line item was increased to reflect a seventh day of tree work. This year and for the past several years we have used six days. Weather related damage has made a seventh day necessary for FY2013.
- Electricity – This line item was increased as recommended by the town.

- Water System Maintenance – This year’s expenditures were well over our budgeted amount because of damage done to the irrigation system.

The following motions were entertained and approved:

- Motion by Rich and second by Scott to approve FY2013 P&R Salaries total of \$298,937.00. Approved unanimously.
- Motion by Chris and second by Scott to approve FY2013 P&R Other Expenses total of \$69,601.00 for a FY2013 P&R Operating Budget grand total of \$368,538. Approved unanimously.

CPARC UPDATE

We reviewed the topography map from Cheney. The wetlands area of concern is situated close to the middle of the field that is closer to Needham. It is identified as “Area C” on the applicant’s documents. ConCom has determined that this area is seasonal. Cheney and Gale both have suggested that we consider hiring our own environmental consultant to walk the area. Statutes allow construction at the site of an area of concern if the area is replicated square foot for square foot elsewhere on the property. Precedents exist for this approach which is quite commonplace. An alternative is to chose a different location for the fields.

There was discussion regarding the next step. One suggestion was to send a letter to the neighbors and all other interested parties (including town departments) letting them know where the project stands and asking them for their opinions on site location. This would give us comfort that we have crossed all the “T’s” and dotted all the “I’s” Another advantage of this action is that it may allow all interested parties to reach a consensus without additional time and expense incurred by P&R, the Town, and the two groups actively opposing the fields.

Jim Dawley reminded us that under the guidelines of George Chickering’s will, we have the legal authority to go forward with what ever plan we want. If P&R raises the funds privately, the town can’t say anything about what we do. He said that we would not need a building permit but we will need to run electricity. We will need to go to the Planning Board if we move the entrance to the tennis courts.

It was pointed out that the youth sports group leaders have already identified this site location as their preference. The neighbors prefer this proposed site over the one right on Dedham Street or any of the others we proposed last year. We have also already present the plan to the police, fire, highway, Karl Wornick and Dave Ramsay in a group meeting all together. We have incorporated their concerns into the current plan. We heard the comments and concerns from the Board of Health in a separate mee ting.

It was agreed that the appropriate next step was to go before the Conservation Commission. Possibly after that we will want to send a letter to the interested parties or write an announcement or article for the newspapers. We will consider holding a public meeting as well. This tack allows us to incorporate recommendations from the final traffic study report as well.

The Dedham Street Traffic Study was presented to the BOS last Thursday night in draft form. The final version should be delivered sometime in January. Recommendations directed to the P&R fields project include making the access road a one way road with the entrance being at the current tennis court entrance and the exit being across from Park Avenue. Other recommendations included returning the speed bumps to regular cross walks and adding flashing lights either in the road itself or alongside or above the road.

Dave will ask ConCom for the name of their engineer so that we can hire him to confirm the accuracy of Cheney’s topo and to identify a few alternatives for replicating the area of concern.

The Trustees of the Reservation will be presenting their new Powisset Street parking lot plan to ConCom and to the Planning Board. The currently proposed plan is further down the street than the previous site, is smaller and may be visible from the rocks which they had hoped to avoid. Moving the TTOR parking lot and ranger station out of the tennis court parking lot will reduce the number of cars coming in and out. P&R first asked TTOR to relocate their ranger station and parking lot at least five years ago so as to free up parking spaces for Caryl Park users. TTOR faced legal challenges to its first proposed location on Powissett Street. They continue to move forward with their relocation, albeit slowly.

DOVER-SHERBORN FIELDS UPDATE

There is no new news on the DS Boosters plan at the Region. Scott reported that there was a DS Soccer Club meeting last night. It was confirmed that all three of the Dover fields will be used for youth soccer for the spring season. It was reported that Fessenden field in Sherborn was open for only four Saturdays this past fall due to wet conditions. Historically, Fessenden is more problematic in the Spring than in the Fall. Fessenden closures will result in games being moved to Laurel, games being rescheduled at awkward times or games being cancelled outright due to lack of alternative space and time.

CARYL COMMUNITY CENTER P&R SPACE IMPROVEMENT

Gym, TKD/Wrestling Room, Caryl Room –

- **In General** - There was a general discussion about how to address P&R needs in the future and whether these needs were the responsibility of P&R or the BOS. It was agreed that Jess will create a chart identifying by room the things that need to be addressed. We were reminded that the BOS and CMAC have a mandate from the town to “fix the building” and “don’t let it get worse”. Some items may be P&R responsibility, some BOS. Jess will put a chart together for next meeting.
- **Gym** - Instructors of our programs have come to us about safety concerns. Peter Sylvestre identified the fire extinguisher and the electric outlets which are not flush with the wall. The electrical outlets are 3 x 5 boxes that stick out of the wall. The fire extinguisher cannot be moved per the fire marshal. Dave and Jess proposed purchasing additional wall mats, similar to the ones that are already there on the short ends of the room (under the basketball hoops). The mats are 4 feet tall and would start one foot off the ground and rise to 5 feet off the ground. Dave and Jess reviewed several vendors and this is the one that is the least expensive and is also the one from whom the existing mats were purchased. Dave reported that the cost to mat both the long walls in the gym would be approximately \$3,500, including shipping. P&R would provide the labor and the hardware for mounting/hanging. Jess reported that most gym rooms have wall mats. Motion was approved unanimously.
- **Caryl Room** – Adults use this room a lot. The Knucklebones program for 1 to 3 year olds uses it too. The Knucklebones instructor wants covers for the outlets and has concerns about the existing windows; they present a serious safety issue. Jess reported that more and more people are using the building and are noticing the inadequacies of the building. She gets comments weekly from people. Jim Dawley recommended that in addition to talking to Karl Wornick about the problems, we should put our needs in writing to Dave Ramsay. This will make the request more formal and will document the request for tracking purposes.

SPRING FIELD ALLOCATION MEETING

Deferred.

MIDDLE SCHOOL FOOTBALL

- DSHS Head Football coach, Joey Schotland, will attend our next meeting to discuss future plans for the Middle School Football program.

- There was a question raised about an invoice in a recent voucher batch. The invoice was payable to the DSHS Gridiron Club and was in the amount of \$2,500. Dave reported that this was reimbursement to the Gridiron Club for coaching services provided by one of the DSHS Football coaches to the Middle School Football program. He reported that DSHS Gridiron Club raised \$11,900 to hire additional coaches for the high school team as the high school budget did not include money to pay all the high school football coaches. There was at least one coach on the high school coaching roster who coached on a volunteer basis. This particular coach also regularly attended DSMS practices and games. The invoice is to compensate this particular coach. Concern was expressed by a commissioner that this invoice was not presented to the commission ahead of time since it was inconsistent with the general understanding that the middle school football coaches were, at their own insistence, unpaid. Concern was also expressed about the perception of P&R making a payment to a non-profit (Gridiron Club). The importance of seeking commission approval for a deviation from accepted procedures was discussed. It was also requested that the invoice in question be replaced by an invoice payable directly to the coach(es).

SHERBORN PROGRAMMING

Deferred.

LONG RANGE PLAN FOR PARKS AND RECREATION DEPARTMENT

- Parent, Coaches, Players Code of Ethics – Deferred.
- Program evaluation chart from Peter – Deferred.
- Mission, Vision, Objectives for the department – Deferred.

ACTION ITEMS FOR NEXT MEETING

1. Approve Code of Conduct/Ethics Statements for Coaches, Parents and Players – Commissioners.
2. Draft Parent Manager Handbook for MS Sports teams – Dave and Jess and Commissioners.
3. Complete Winter Program Evaluations – Commissioners.
4. Review P&R Job Descriptions – Commissioners.
5. Ask Conservation Commission for the name of the environmental consultant they used – Dave.
6. Create a To Do List by CCC room for BOS and CMAC - Jess.
7. Present new invoice for high school football coach – Dave.

AGENDA ITEMS FOR NEXT MEETING – January 6, 2012

The meeting was adjourned at 8:40am.

Respectfully submitted,
Nancy Simms, P&R Commissioner