

**Dover Parks and Recreation Commission  
Meeting of August 31, 2011  
Minutes**

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

P&R Employees In Attendance: Dave MacTavish

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

**The meeting was called to order at 7:35am.**

**PRIOR MEETING MINUTES**

Minutes from 7/19/11 were approved.

**Carry In, Carry Out**

New signs were installed. They are more visible. Announcement will be made at fall soccer meeting and coaches will be asked to inform their teams of the policy and request compliance. P&R employees visit locations twice a week to collect any trash left on the grass. Scott walks through weekly; throughout the summer he collected a small trash bag of trash whereas prior to the new signs, he would often collect enough to fill a large trash bag.

**CPARC**

P&R liason to CPARC is Chris Boland who was unable to attend this morning's meeting; no update available. Dave, Scott and Rich attended the Conservation Commission meeting on 7/24. A private environmental professional, hired by Dover citizens, presented his findings to ConCom. He identified five areas within the informally marked off footprint of concern. Two of these areas were roughly 8 feet by 10 feet. The other three areas were larger. A walk through is scheduled for September 15 at 5:00pm to walk the footprint with ConCom to re-evaluate these five areas relative to the Dover Wetlands Bylaws (which are more stringent than the State requirements).

**BASEBALL GAME UMPIRING**

Historically, Dave has umpired baseball games on a volunteer basis several nights a week. Discussion was held regarding whether he should be paid for this service as all the other umpires are. It was agreed that it would be appropriate for Dave to be paid. APPROVED UNANIMOUSLY.

**DOVER DAYS FAIR**

Dover Days Fair will be Saturday, September 10, 2011 from 9 to 3. Rain date is Sunday, September 11, 2011; rain date call will be made at 5pm on Friday, September 9, 2011. P&R will need help with set up beginning at 8:00am for the road race and ticket sales. Throughout the day, help with ticket sales will be needed. Jess has a dozen or so high school students who have signed up to help; they will receive community service hours for their time. Peter will be there from 8:00am until 9:30am and then from noon on. Rich will be there from 9:30am on. Scott will be available as needed. Nancy will know her schedule in the next few days and will work as available.

**IN TOWN GRASS CLIPPING PILE**

P&R maintains a grass clipping pile near the railroad tracks between the American Legion and the library. The grass clippings from cutting the grass in the town center are dumped there and then periodically transferred to the compost pile in Caryl Park. P&R has received complaints from citizens regarding the smell and unsightliness of the pile. In response to these complaints, P&R has instituted the following changes: On weeks

when the volume of grass clippings is low, the grounds maintenance crew has been instructed to dump their clippings at a location in the very back of Highland Cemetery. Although this takes more time and results in additional wear and tear on the machinery, it limits build up at the in-town location. On weeks when the volume of grass clippings is high, the crew will continue to dump the clippings at the in-town spot. Once a month, the entire clipping pile will be transferred by truck to the Caryl Park compost site. Dave will look into the cost of planting some pine trees to better screen the in-town clipping pile.

### **CONCUSSION SCREENING FOR M/S SPORTS**

The State requires high school sports programs to administer concussion testing. There is no such requirement for middle school sports programs, regardless of whether they are run through the school or through the town recreation department. The high school has all athletes take a half hour software-based test that sets a base line for each athlete. In the event of a head injury, the athlete retakes the test, Dr. McGrath evaluates the second test relative to the base line and meets with the athlete. This process is conducted as many times as necessary until the athlete is determined by Dr. McGrath to be ready to return to his/her sport. The middle school does not offer such service. It had previously been decided that P&R would offer baseline testing to all athletes participating in P&R-sponsored sports (football and field hockey in the fall). The cost for this service was built into the registration fee. An email will be sent to the parents of the football and field hockey players alerting them to the day and time that Dr. McGrath will be administering the baseline test. Currently, parents will be fully responsible for any follow-up services resulting from a head injury. However, Dave will contact Dr. McGrath's office to determine the cost of contracting with Dr. McGrath for follow-up services similar to what he does for the high school.

Jim Dawley suggested putting concussion information on the P&R website.

### **REVOLVING FUND**

It was agreed that a separate meeting to discuss revolving fund allocations is necessary. It will be held on Wednesday, September 7, 2011 at 7:00am. It was also agreed that the allocation proposal needs to tie precisely with the revolving fund sub-account balances.

### **VANASSE TRAFFIC STUDY**

There will be a Dedham Street Traffic Study Open Hearing on Thursday, September 27, 2011 at 7:00pm in the Great Hall of the Town Hall. The town administrator has asked for a CPARC representative to be present should there be questions regarding the project and its possible effect on traffic volume. Chris Boland will be made aware of the request. The hearing is part of the data collection phase of Vanasse's traffic study contract.

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

1. Submit 7/19/11 meeting minutes
2. Circulate minutes for review for 6/1, 6/9, 6/16, 7/6
3. Cost of trees to screen in-town grass clipping pile.
4. Discussion with Middle School football parent managers to clarify their responsibilities.
5. Coaches' Code of Conduct for P&R sponsored sports programs.
6. Cost and logistics for follow-up concussion services
7. Concussion information posted on website
8. Post revolving fund allocation meeting.
9. Redo the revolving fund proposal so that it ties to the sub-account balances.
10. Accounting treatment for accruing cost of cleaning the irrigation well and tank.
11. Inform Chris Boland of need for CPARC rep at 9/27/11 Traffic Study Open Hearing.
12. Inform town accountant that P&R will not meet today's deadline to turn in its free cash number and that we will do so next Wednesday after our revolving fund allocation meeting.

**AGENDA ITEMS FOR NEXT MEETINGS**

1. Prior Meeting Minutes
2. CPARC Update
3. Revolving Fund Allocation
4. Dover Days Recap
5. Eagle Scout project record
6. Report on Action Items

**The meeting was adjourned at 8:50am.**

Respectfully submitted,  
Nancy Simms, P&R Commissioner