

**Dover Parks and Recreation Commission
Meeting of September 21, 2011
Minutes**

P&R Commissioners In Attendance: Chris Boland, Rich Oasis, Scott Seidman, Nancy Simms
P&R Employees In Attendance: Dave MacTavish, Jessica Cooney
Others In Attendance: Jim Dawley (BOS), Dave Laidman (CPARC)

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

PRIOR MEETING MINUTES

Minutes from 6/1 as amended, 6/9, 6/16 and 7/6 were approved.

EXECUTIVE SESSION

Scott moved to go into Executive Session. 2nd by Rich. 7:45am.

Scott agreed.

Chris agreed.

Nancy agreed.

Rich agreed.

Rich moved to come out of Executive Session. 2nd by Nancy. 8:03am.

Scott agreed.

Chris agreed.

Nancy agreed.

Rich agreed.

REVOLVING FUND

Analysis of revolving fund account balances as of the end of FY2011 shows \$77,618.24 available to disburse.

Dave presented wish list of possible projects (**bolded items approved**):

- Caryl Gym floor - \$10,720 for one more refinishing – needed prior to 6/30/2013
- Caryl Gym floor - \$55,550 for complete new flooring needed prior to 6/30/2018
- Caryl Upstairs Hallway painting - \$12,000
- Office reconfiguration –cost estimate not completed
- **Backstop and wings for C1 - \$2,000. Moved by Rich. 2nd by Chris. Unanimous.**
- **Tennis court maintenance - \$5,353.24 rather than full amount of \$25,000. Moved by Rich. 2nd by Scott. Unanimous.**
- **Irrigation wells purged and cleaned - \$8,000. Moved by Rich. 2nd by Nancy. Unanimous.**
- Backstop and side wings at C2 - \$10,000

Jess added:

- Attendance fee and travel expense for continuing education conferences and courses

Previously presented:

- Office furniture - \$10,000.
- **Additional staff hours (\$15.45 x 19 hours x 52 weeks) – \$15,265. Moved by Rich. 2nd by Chris. Unanimous.**
- **Registration Software – \$4,000 for this year + \$5,000 prefunded for following year = \$9,000. Moved by Rich. 2nd by Scott. Unanimous.**
- **Lightning structure at Caryl Park - \$13,000. Moved by Rich. 2nd by Scott. Unanimous.**
- **Field Maintenance - \$25,000. Moved by Chris. 2nd by Nancy. Unanimous.**

Discussion:

- **Caryl Gym Floor** – Floor was last sanded and refinished in FY2009. At the time, P&R was told the boards had been sanded down as much as they could be and that subsequent sanding would reveal floor nail heads. Evaluation this month determined that there was room for one more sanding, that it would cost approximately \$12,000, and that the current flooring could last another two years. The floor boards will need to be completely replaced within four years at an estimated cost of \$56,000. Both of these items will be requested through the Capital Budget Committee, FY2014 and FY2018, respectively.
- **CCC Upstairs Hallway Painting** – CMAC and BOS have included in their maintenance plan for FY2013 the cost to repaint the second floor of the building, the first floor being painted this fiscal year. Jim Dawley pointed out that the cost of replacing the oil tank (an unanticipated emergency expense) could wipe out all other budgeted items, so it is not a guarantee that the painting will happen.
- **Office Reconfiguration/Office Furniture/Additional Staff** – P&R programs have grown from 11 in 2006 to 31 in 2011. On average every day, Jess alone receives 25 incoming phone calls, places 8 outgoing phone calls, responds to 50 emails, and has 16 walk-in visitors. Given the demonstrated growth in program offerings to date and the town's desire for P&R to add more programs, especially within the CCC, the current office configuration and staffing level are inadequate. P&R has operated out of its current office space for about seven years. The desks, filing cabinets and other office pieces have traveled with the department from its previous locations or are pieces that were left in the building when its service as an elementary school was terminated. Given that the town has decided not to renovate or rebuild the CCC, it is reasonable for P&R to assume that the space in which they currently are operating is not a temporary assignment but will be their permanent location for the foreseeable future. Given this assumption, it is reasonable for P&R to consider making improvements to its space so as to make it a more welcoming and more efficient place of business. The office space is currently of sufficient size for the department, but the office layout does not work well for the employees nor for the customers. The physical appearance of the space is tired and embarrassing and has been questioned and criticized by customers and vendors alike. An update would improve the working environment for the employees and their customers and vendors and would make a positive statement about the department's professionalism and its importance within the town. Currently, the department has clerical assistance 15 hours a week for three months in the fall and three months in the spring. The extra help is intended to ensure that there is someone available in the P&R office during the afternoon hours when Dave and Jess are frequently involved in running middle school sports programs. The requested extra hours would allow a third person to assist in the office year round. Although it is expected that these extra hours will suffice through the end of this fiscal year, the ideal scenario would for a third full-time employee. In order to support the current number of programs for remainder of this fiscal year, P&R will use revolving fund resources to pay for the extra part-time help. However, beginning in FY2014 at the latest, P&R will need a third full-time salaried employee. The cost for this full-time receptionist/secretary/clerical assistant is approximately \$32,000 plus benefits (an additional \$6,000 approximately).
- **C1 Ball Field Backstop and Wings** – C1 is the field near the tennis courts. For several years there have been private fundraising efforts under way to raise money for formal dugouts at this field in memory of Matt Dowd by his family. P&R agreed several years ago to pay for the replacement of the old backstop and fence wings in conjunction with this project. The cost to P&R is estimated to be about \$10,000 of which we have reserved in the revolving fund \$8,730. The \$2,000 allocation this year more than covers the balance.
- **Irrigation Well Purging and Tank Cleaning** – The two irrigation wells at Caryl Park need to be purged and the tanks cleaned every three years at a cost of approximately \$8,000. It was agreed that although Caryl Park is used by P&R for its youth sports programs and by DS youth sports

clubs for their programs, it is at its core park land enjoyed by all citizens of the town. Jim Dawley shared that in discussions with Dave Ramsay, it was agreed that the cost for this maintenance item be treated as an operating expense every three years, despite the “level funding” mandate from the Warrant Committee. As this item was not included in the P&R budgets for the current fiscal year (FY2012) and the service cannot wait until the beginning of FY2013, P&R will fund the expense this time out of the revolving fund. Going forward, this expense will be included every three years in the operating budget, beginning in FY2015.

- **Tennis Court surface maintenance** – Every five years, the surface of the tennis courts needs to be peeled off so as to inspect and repair if necessary the material underneath. The per-court cost is estimated at \$4,000 so for the four courts plus a cushion to address any needed repairs, the total estimate is \$25,000. There was significant discussion as whether this cost should come solely out of the proceeds from the tennis programs P&R offers in conjunction with instructor Peter Cooper or if it should be borne solely by the town or some combination of the two. The expense has been included in the capital budget schedule for outlying years; it was agreed that the request should remain as such. \$5,353,24 was reserved for unforeseen expenses.
- **C2 Ball Field Backstop and Wings** – C2 is the ball field at the back of Caryl Park. The fences in place are the originals (circa 1970) and are in need of replacement. For reference, the current C1 fencing is from the early 1960’s and will be replaced this year as addressed above; Chickering Ball field has its original 1993 fencing; and the C3 fencing was replaced approximately five years ago and will be retained when this baseball field is converted to a softball field. This project will have to be deferred.
- **Continuing Education Costs** – It was concluded that continuing education cost for department employees was appropriately classified as an operating expense. The operating budget for future years should include amounts necessary to cover conference and class fees as well as out of state travel as needed. Employee continuing education will be added to next meeting’s agenda.
- **Registration Software** – The estimated \$4,000 for this item is comprised of an annual maintenance cost and registration processing fees. Although the software was approved as a capital budget expense in FY2011, it was agreed at that time that the ongoing expenses would be covered by P&R out of its revolving fund. It is expected that the registration processing fees will increase over time as more and more people register online rather than in person at the office. The current estimate is that 50% of program registrations are done online. It was decided to reserve an additional \$5,000 to pre-fund this item for next year in case the amount of revolving funds available for disbursement is low. Total allocated for this item was \$,4000 + \$5,000 = \$9,000.
- **Lightning Structure at Caryl Park** – Currently there is no place for users of Caryl Park to seek shelter in the case of rain or lightning. The maximum size of this shelter would be 28 feet by 20 feet and would be situated between the tot lot and the C2 and C3 ball fields. The estimated cost is \$13,000. A second such facility would be warranted should the CPARC fields be added. There is no such facility at Chickering Field although programs held there during the school year have emergency use of the Chickering School during inclement weather. Erection of such a facility at Chickering Field would require approval from the School Department.
- **Field Maintenance for FY2013** – Field Maintenance expenses for FY2013 are expected to be about \$48,000. It was agreed to reserve \$25,000 from the Revolving Fund in order to cover the maintenance costs associated with the wear and tear of the P&R sports programs and the DS youth club sports programs.

Summary:

Funded Out of FY2011Revolving Fund:

Field Maintenance for FY2013	\$25,000.00
Additional Part Time Staff hours	15,265.00
Lightning Structure at Caryl Park	13,000.00
Software Maintenance and Registration Fees	9,000.00
Irrigation Wells Maintenance	8,000.00
Tennis Courts Maintenance - reserve	5,353.24
C1 Backstop and Wings	<u>2,000.00</u>
	\$77,618.24

Moved by Chris. 2nd by Rich. Unanimous.

Not funded out of FY2011Revolving Fund:

Gym Floor Refinishing – \$12,000 Capital Budget request for 2014
Gym Floor Replacement – \$56,000 Capital Budget request for 2018
CCC Upstairs Hallway Painting – \$12,000 Included in BOS CCC Building budget for FY2013
Office Furniture – \$10,000 Requested as Capital Budget item through CMAC
Office Reconfiguration – Funds not available
Tennis Court maintenance – \$25,000 Capital Budget request 2013
C2 Backstop and wings – \$10,000 Funds not available
Continuing Education Expenses – Operating Budget request

TRAFFIC STUDY MEETING, SEPTEMBER 27, 2011 AT 7:00PM AT TOWN HALL

ACTION ITEMS FOR NEXT MEETING

1. Trees to screen in-town grass clipping pile.
2. Coaches' Code of Conduct for P&R sponsored sports programs.
3. Cost and logistics for follow-up concussion services
4. Concussion information posted on website

AGENDA ITEMS FOR NEXT MEETINGS

1. Prior Meeting Minutes
2. Action Items from Prior Meeting
3. Meeting Times
4. Office Reconfiguration
5. CPARC Update
6. Storage Tank Replacement Project Update
7. Capital Budget
8. Operating Budget
9. Long Range Plan for P&R Department
10. Dover Days Recap
11. Vanasse Traffic Study Meeting Recap

The meeting was adjourned at 9:15am.

Respectfully submitted,
Nancy Simms, P&R Commissioner