

**Dover Parks and Recreation Commission  
Meeting of September 30, 2011  
Minutes**

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

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

Others In Attendance: Jim Dawley (BOS), James Stuart (WC)

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

**PRIOR MEETING MINUTES**

Minutes from 8/31, 9/14, 9/21 were approved.

**ACTION ITEMS FROM PREVIOUS MEETINGS**

- Concussion Testing – It was agreed that P&R would offer concussion baseline evaluation opportunities twice a year to all participants above a certain minimum age. This age will be determined at our next meeting. P&R will rent a computer room at one of the schools and will charge parents a nominal fee for the service. Parents will bear the full responsibility (scheduling and cost) of any and all subsequent concussion-related services (post-event evaluation and medical review, medical follow-up, medical clear-to-play determination, etc.) Dave will set dates and identify minimum age by next meeting. Motion – Nancy. Second – Rich. Unanimous.
- Football Parent Manager duties – Parent Managers are not to be involved in anything to do with the coach or with coaching decisions. Their responsibilities are limited to making sure that there is water at all of the games, that there are chaperones for the away game bus rides, that email communications regarding program logistics are sent out as needed, and other administrative matters to support the coach and the program. P&R held mandatory pre-season parent meetings, with the coach in attendance, to make sure all parents understood what to expect from the program. For many, the middle school football program represents their first experience with a sports program that is so time and skill intensive.
- Coaches Code of Conduct – P&R needs to produce a Coaches Code of Conduct for its programs. This would help P&R evaluate the coach and the program annually.

**MEETING TIMES**

It was agreed that we need to meet more frequently than once a month for 90 minutes. It was decided that we will meet the first and third Friday mornings from 7:15am to 8:45am. Jess will prepare a seasonal agenda calendar so that we can know ahead of time some of the items that need to be addressed when. Our next meeting is set for October 12, 2011. The second October meeting will be Friday, October 21, 2011. Motion – Nancy. Second – Scott. Unanimous.

**OFFICE RECONFIGURATION PROPOSAL**

A rough improvement plan was prepared to address the operating inefficiencies arising out of the current office configuration. Dave will get a rough cost estimate for next meeting.

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

The need for a long-range plan for the department was discussed. Given the increase in programs offered (tripled since 2006), the work load has shifted. Job descriptions need to be rewritten to reflect this.

We discussed limiting the hours the office is open to the public so that Dave and Jess would have uninterrupted time to get things done. This will be discussed again at the next meeting.

Program management is always going to be labor intensive. Registration can be automated, but there are things that have to be done by a person – negotiating with the instructor, reserving the space, resolving payment discrepancies, ad hoc cancellations due to weather or whatever, addressing impromptu emergencies, interacting with parents. Ideally, the department could use two Jessicas to manage all the programs. P&R wants to continue to add programs for the town, but the department is just about maxed out in terms of personnel. It would be good to have a plan in place identifying the department’s mission and goals and what things are needed to be able to deliver on the goals. Will we need clerical help when registration is fully online? Or will we need a second program manager? Can we reduce the work load stress on Jess by hiring a second part-time person rather than hiring a third full-time employee? At our next meeting we will set a date by which all registrations will be online. Maybe we need to have a public access computer in the office so that walk-ins can register for programs.

Jess does not have time to properly evaluate the programs. We really need to capture and analyze data on each specific program – retention rates, parent feedback forms, coaches feedback forms, player feedback forms. Jess and Dave attend field hockey and football games for insurance reasons and to evaluate the programs. They need to observe the coaches in order to evaluate them and the programs. At away games in particular, we need to have at least two “coaches” in case a player gets hurt and needs to be taken to the hospital or in case the coach has an emergency and is unable to get to the game. A long-range plan should include the amount of face-time Dave and Jess need to put in for each of the programs; their presence at games and practices is a significant part of the success of the programs. They are good ambassadors. Their presence contributes to the positive reputation of the department – P&R representatives are involved, accessible, active, positive. This discussion will continue next meeting and over the next several meetings.

#### **VANASSE TRAFFIC STUDY RECAP**

Vanasse presented their initial findings. The next step is for them to submit a draft report of recommendations. This report will be reviewed by the BOS and P&R. Highlights of their findings: (1) the Dedham Street / Center Street intersection is problematic, and (2) the raised cross walks on Dedham Street are not effective in slowing traffic. These are issues the town will need to address regardless of whether CPARC happens. Vanasse will include in their report a projection of the traffic impact resulting from CPARC. Neighbors complained about the noise from the raised cross walks and expressed concern about the traffic impact of CPARC. Vanasse confirmed that CPARC was not the real issue; the big issues are current situations identified above that both revolve around the speed on Dedham Street. Vanasse reported that traffic speeds ranged from 37 to 42 along Dedham Street. Vanasse’s report will include suggestions for addressing this. Chris Boland was in attendance, representing P&R. He stated at the meeting that just like everyone else, P&R is waiting to hear the results of the study.

#### **CPARC**

The next Board of Selectmen’s meeting is on October 13, 2011 at 6:30pm – On the agenda is the formal presentation of legal counsel’s most recent review of George Chickering’s will and it’s implications for CPARC.

#### **OTHER**

- P&R is invited to Board of Selectmen’s meeting on October 13, 2011 at 6:30pm to hear the results of the Planning Board’s Master Plan town survey.
- The Board of Selectmen reviewed CMAC’s capital budget request and unanimously voted against its request for new office furniture for P&R on the grounds of not wanting to set the precedent of buying office furniture for specific departments.

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

1. PopWarner football goals, code of conduct - Chris
2. Trees to screen in-town grass clipping pile - Dave
3. Coaches’ Code of Conduct for P&R sponsored sports programs - Peter
4. Concussion baseline testing date- Dave
5. Concussion baseline testing minimum age - Dave

6. Proposed public hours for P&R Office – Dave and Jess
7. Exclusive on-line registration date – Nancy
8. CPARC personnel invited to 10/21/2011 meeting – Dave
9. Seasonal agenda items identified – Dave and Jess
10. Parent / Player Code of Conduct – Dave and Jess

**AGENDA ITEMS FOR NEXT MEETING – October 12, 2011**

1. Prior Meeting Minutes
2. Action Items from Prior Meeting
3. Office Reconfiguration
4. CPARC Update
5. Storage Tank Replacement Project Update
6. Phone systems
7. Traffic study payment
8. Capital Budget
9. Operating Budget
10. 5 year Plan for P&R Department
  - a. Department Goals
  - b. Succession Plan
  - c. Job Descriptions
  - d. Employee Certification
  - e. Employee Education
  - f. Excecutive Sessions
11. Dover Days Recap
12. Action Items for Next Meeting
13. Agenda Items for Next Meeting

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

Respectfully submitted,  
Nancy Simms, P&R Commissioner