

**Dover Parks and Recreation Commission
Meeting of December 14, 2012
Minutes**

P&R Commissioners in Attendance: Chris Boland, Rich Oasis, Peter Davies

P&R Employees in Attendance: Dave MacTavish, Mark Ghiloni

Others in Attendance: Jim Dawley (BOS), Andy Waugh (WC), James Stuart (WC)

The meeting was called to order at 7:50am.

PRIOR MEETING MINUTES

No Minutes to accept.

REVIEW FY 14 Operating Budgets

Dave spoke about the changes for the FY 14 Budgets

The Salaries and wages section of the budget is set by union contract for our three Park Employees. Mark and I follow the guidelines set forth by the Rate Scale for all non-union employees. However, as we discussed, we are adding the assistant program director (Amy Caffrey) to the operating budget this year as a full time part time employee to the amount of an additional \$14,880. That position does not qualify for any work related benefits as it is a 19 hour weekly position.

The Warrant Committee advised all departments to increase certain line items which are 5200-201(Fuel oil) and 5200-303 (Electricity) and I have increased both of those line items. You also discussed adding in \$2,500 for ongoing educational programs for Mark. That amount now appears under line item 5700-213 (Exps, meetings). After a rather lengthy discussion, you decided to increase the line item 5200-402(grounds maintenance) by \$5,000 to truly reflect what the maintenance costs are for maintaining the 15 acres of grass under our jurisdiction without considering the use and abuse of our sports programs on the turf.

I sat down with a local landscape company and asked them what it would cost the Town if we outsourced the yearly maintenance of the fifteen acres. They quoted me a price of \$50,250.00 for the year.

15 acres of grassed area: Spring cleanup, 5 step fertilization program, mowing and property maintenance, fall cleanup – contract would be based on 30 weeks.

Total weekly cost \$1,675.00 per week

Total annual cost \$50,250.00

I believe that the discussion was to add \$5,000 each year to the grounds maintenance line item until we reach that \$50,000 level of cost just to maintain the 15 acres without regard to athletic use. All the athletic fees we charge per participant as a user fee are placed in the revolving fund under grounds maintenance for daily maintenance on all the athletic fields and repairing damage caused each year by the overuse of our facilities to the tune of about \$25,000.

Commission voted on each budget item (salaries and expenses).

Salaries \$313,998 unanimously approved 3-0

Expenses \$77,472 unanimously approved 3-0

Total Budget submitted for FY14 \$391,470

Other:

Dave noted that a resident donated 15 chairs were donated by a resident.

Approved unanimously 3-0 with the condition that Dave will check with Mr. Ramsey to ensure proper protocol and legal guidelines is followed regarding the acceptance of the donation.

Next Meeting scheduled for Wednesday December 19th 7pm

The meeting was adjourned at 8:20am.

Respectfully submitted,

Dave MacTavish, Director