

**Dover Parks and Recreation Commission  
Meeting of January 20, 2012  
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) (left at 7:55), Andy Waugh (WC), James Stuart (WC) (arrived at 7:45), Peter Cooper (P&R Tennis Pro) (arrived at 7:25 and left at 7:45)

**The meeting was called to order at 7:20am.**

**PRIOR MEETING MINUTES**

None were available.

**ACTION ITEMS FROM PREVIOUS MEETINGS**

**1. Capital Budget Requests for Tennis Courts & Tractor**

**Tennis**— The Capital Budget Committee has requested that P&R use for this round of tennis court reconditioning maintenance, the \$5,353.24 we had started to accrue for the second round of repairs five years from now. The request would allow P&R to reduce its capital budget request for this item from \$25,000 to \$20,000. Beginning next August (at the end of FY2012), P&R will begin to accrue funds in the Tennis Program Revolving Fund account with the hope that after 5 years there will be enough accrued to cover the \$25,000 cost of the second tennis court carpet reconditioning maintenance. (Jess explained that installing this particular surface instead of duplicating what had been previously installed saved the town \$150,000. However, in order to satisfy the product warranty requirements, this requested maintenance is required every five years).

Given that the first year's accrual for the second tennis court carpet reconditioning maintenance is now going to be used for the first tennis court carpet reconditioning maintenance, it is possible that P&R will not be able to fully self-fund the second tennis court carpet reconditioning maintenance as originally planned. If that is the case, P&R will have to come to the Capital Budget Committee for the shortfall (or include the amount in its Operating Budget if it is less than \$5,000).

The bidding on this project needs to go out in March so that the work can be completed during the summer when the temperature is right. The work should take one week. In years past, Peter Cooper has been able to continue his lessons at the tennis courts at the regional schools.

Peter Cooper was asked to report on the current condition of the tennis courts. He noted that some of the seams are coming apart. The balls experience some inconsistent bounces when they hit these spots. He stated that this problem with bad bounces have caused some people to stop using the town courts. Generally, he is happy with the surface and is glad he does not have to deal with the cracking problems that come with a hard top surface. Peter was asked if there was anything else that he needed from P&R. He shared that he receives a fair amount of requests for lights, especially for evening hours, mostly from adults who like to play after work. He is confident his business would increase if there were lights; there is demand for evening tennis lessons. The existing lights are no longer functional. Providing lighted courts would require purchasing a new lighting system.

Peter D. moved to approve reducing our Capital Budget request from \$25,000 to \$20,000 and to use the \$5,353 we had previously set aside for future maintenance for that required in FY2013.

Seconded my Nancy. Approved unanimously.

2. **Tractor** –This is a John Deere contract and John Deere is a state approved vendor, so there is no bidding requirement. We get a 19% discount. The gross cost of the tractor and necessary accessories is \$17,392. The current tractor trade-in value is estimated at \$2,800. Net of the trade in, the cost of the new tractor would be approximately \$14,000. This cost may rise if a new blade is needed as well (approximate cost of \$2,000). Dave will consult with Rusty (Cemetery) and Craig (Highway) to see if they would benefit from keeping the old tractor rather than trading it in. Tractors need to be replaced after 4-5 yrs. of use based on the number of service hours. Nancy moved to approve the FY2013 Capital Budget request for a new small tractor in the gross amount of \$17,392. Seconded by Peter. Approved unanimously.

**2. Update Policies & Procedures – emergency procedures for out of town programs** – See discussion below.

**3. Mission, Vision, Objectives for Department (commissions goals)** – Deferred.

**4. Program Growth Plan - Philosophy (commission's goals)** - Deferred.

**5. Long Range Staffing Plan (commissions goals)** – Deferred.

**6. Job Descriptions / Evaluations (updated by commission/Dave)** – Deferred.

**7. Master Plan (commissions thoughts to fund one?)** – Deferred.

**8. Parent Manager Handbook (Dave/Jess)** – Deferred.

**9. Template for A-D type programs (Peter / commission)** – See discussion below.

**10. Letter to Caryl neighbors announcing where project currently stands (Chris / commission / Dave)** – It was decided that a separate letter was not necessary. See discussion below in item 11.

**11. Letter to Dover Patch announcing P&R's new office hours and why (Chris / Jess)** – Chris and Jess will work on this.

**12. CPARC plans** – See discussion below.

**13. D/S Football program plan going forward** – Deferred.

## **CAPITAL BUDGET REQUESTS**

**Tennis Courts** – Discussion recorded above.

**Tractor** – Discussion recorded above.

Nancy and Dave will attend the Capital Budget meeting on February 7, 2012 at 7:30am.

## **CPARC UPDATE**

P&R was originally invited to attend the January 18<sup>th</sup> ConCom meeting to discuss CPARC, but the ConCom environmental consultant was not available for that date. P&R has been placed on the agenda for February 1. Bill Seymour from Gale Associates will attend with Rich; Bill will bring a wetlands consultant as well.

**GALE Associates** – Bill Seymour will prepare for the ConCom meeting alternative site options that address the wetlands area of concern in different ways. It is unlikely that ConCom will endorse a particular plan. Our next steps should be to meet again with town officials for their input and then to start work on the Notice of Intent for ConCom. The Notice of Intent should be presented to the Planning Board as well. Jess will send the final Vanasse Traffic Study to Bill.

**Open Meeting Date** – Deferred.

**Open Meeting Assignments** – Deferred.

Scott reported that the DS Regional School Committee approved the Boosters' Athletic Field Master Plan. It has three phases and Boosters now has the green light to proceed with each of the phases as money becomes available. It was agreed that we need to meet with the town's sports groups again prior to initiating the Notice of Intent.

Peter discussed the process Bill Seymour laid out to me and Jess and me and what the permitting process and authority issues are. [nancy – include details]

Chris: Our job is to deal with the barriers. Let's put together a plan for us to get to the permit.

## **PROGRAM EMERGENCY PROCEDURES**

Jess is in the process of surveying P&R departments in neighboring towns to determine what they do with respect to emergency procedures at out of town games. One alternative to having Dave or Jess at each of the away games is to pay a parent chaperone who would be the designated emergency responder. This person would be the one to accompany an injured child to the hospital, either in the ambulance or in his/her private car. Rich will ask Dave Ramsay whether there are liability issue for the town or for the chaperones that we need to consider in determining a standard policy. Nancy and Jess will work on this.

## **TOWN REPORT**

Jess will update the P&R write up for this year's participation numbers, and then Dave will review it. After he reviews it, Dave will send it to Rich for his review. Dave will get it to Rich by the end of the day on January 30, 2012.

## **LONG RANGE PLAN FOR PARKS & RECREATION DEPARTMENT**

**Commissioner Program Evaluations** – Jess will resend us the assignments so that we can move forward.

Peter's template should be used so that our analyses are consistent. The purpose of the exercise is to identify the time requirements and popularity of each program. Given that we have limited personnel resources, this evaluation will help us decide which programs to keep and which to eliminate.

**Mission, Vision, Objectives for Department** – Deferred until the program evaluations are completed.

**NEEDHAM MEMORIAL DAY SOCCER TOURNAMENT**

It was agreed to rent out the fields again for this soccer tournament. It was agreed to decline the request for a three-year contract. Yes.

Warrant Committee – February 15th at 7:00pm.

**ACTION ITEMS FOR NEXT MEETING**

Commissioner Program Evaluations.

**AGENDA ITEMS FOR NEXT MEETING – February 3, 2012**

Debrief on ConCom meeting.

**The meeting was adjourned at 9:05am.**

Respectfully submitted,

Nancy Simms, P&R Commissioner