

Dover Parks and Recreation Commission
Meeting of November 19, 2012
Minutes

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

P&R Employees In Attendance: David MacTavish

Others In Attendance: Jim Dawley (BOS), Andy Waugh (WC), James Stuart (WC), Susan Repetti (citizen), Jim Powers (citizen)

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

ADMINISTRATIVE

CAPITAL BUDGET

- **FY2014**

- **Department Vehicle - \$35,000:** Current department vehicle is grey 2000 Dodge Dakota pick-up truck. Dave recommended that the new vehicle not be a pick-up truck so that he and Mark can transport sports equipment regardless of weather conditions. Karl Wornick has expressed an interest in the pick-up truck once P&R gets the new vehicle. *Approved unanimously.*
- **Large Tractor Mower - \$30,000:** Existing mower is a 2008 John Deere with a 6-year expected life span. Dave will inquire about a trade-in value. If not, the mower will be retained for spare parts. *Approved unanimously pending results of Dave's trade-in research.*
- **P&R Office Furniture - \$15,000:** The question was asked of Jim Dawley and James Stuart whether P&R or the Selectmen were responsible for replacing office furniture. Jim answered that the Selectmen as the building owners were responsible for changes made to the building interior. Furniture purchase could be justified as being P&R responsibility or Selectmen responsibility. It was concluded that office furniture should not be included with the office redesign cost in a special article. *Approved unanimously.*

- **FY2015**

- **Caryl Gym Floor - \$5,000:** This item was originally scheduled for FY2016 as a full floor replacement with a cost of up to \$50,000. Dave investigated alternative techniques and had a new flooring expert look at the gym floor. Chris Zizza is the president of C&R Flooring. He maintains other gym floors, including the gym at Marian High School in Framingham. He recommended that we spend \$4,200 in FY2015 to do a strong buffing wear layer and recoat with two layers of polyurethane. Subsequent years would require \$2,100 to sand down the wear layer and add two additional protective coats. He estimated that the floor would last for another 7 to 8 years and that a full replacement would cost at least \$35,000 and could be more depending on what type of base was under the flooring. Jim Dawley asked if we would look into synthetic materials as an alternative to wood when we need to replace the floor. Pine Hill gym floor is non-wood; coaches and players do not like the surface. *Approved unanimously.*
- **Irrigation System - \$25,000:** The original system was installed in 2003. The current pumps were replaced two years ago and are expected to last four to five years. Dave reported that the cost for replacing the pumps and repairing the system would be approximately \$25,000. *Approved unanimously.*

- **FY2016**

- **Large Tractor Mower - \$31,000:** This mower would replace the one acquired in 2010. *Approved unanimously.*
- **FY2017**
 - Nothing at the moment.

OPERATING BUDGET

Personnel Costs – The Personnel Committee announced that the salary increase for FY2014 for non-contract employees would be 1.9 percent. Program Assistant salary cost will be moved out of Revolving Fund and into operating budget. The position is for 19 hours a week without benefits.

Non-personnel Costs – Field maintenance costs will continue to be partially covered in operating budget and partially covered out of the revolving fund. The portion included in the operating budget will be the cost of maintaining the fields to park land standards; the portion included in the revolving fund will be the cost of repairing the wear and tear on the fields caused by program use. This year’s operating budget portion will increase by \$5,000 from \$25,000 to \$30,000. Andy Waugh reminded the Commission to prepare a level service budget.

NEW PARKS AND RECREATION DEPARTMENT EMPLOYEE

Mark Ghiloni has been hired as the new Assistant Director of Parks and Recreation. He will start on Monday, November 26, 2011. He lives in Wilmington. He was interviewed by all five of the P&R commissioners and by the P&R Director and by the Assistant Town Administrator. His references were thoroughly checked and came back “top notch” according to Dave. Mark asked to come in as a Step 2 employee rather than a Step 1 employee given his masters degree in Sports Management. The request was approved by the Town Administrator. Mark lives in Wilmington with his wife.

CARYL MANAGEMENT ADVISORY COMMITTEE

Scott is resigning as the P&R representative to this committee. Chris will be the new P&R representative.

RECREATION

FALL PROGRAMS RECAP

Field Hockey – There were considerable practice and game cancellations this year caused by the above average amount of rain. Dave and Amy did a good job managing the program which had historically been handled almost exclusively by Jessica. Thought will be given as to how to unload some of the responsibilities on to parents for next fall. The DSHS girls’ field hockey team coach and several field hockey parents have complimented P&R for its efforts in creating a youth field hockey program. The program has served as an invaluable farm system according to the coach and is helping to create stronger high school teams. This year, the high school team was undefeated and was Tri-Valley League champion.

Football – This was the first year that the Gridiron club and the new Dover Sherborn Youth Football Club managed the youth football program. They added a 6th grade team which had high participation rates and helped to balance out a relatively small 7th grade team. P&R managed the registration process so as to be able to provide insurance coverage to the coaches and the players. Salary and equipment expenses not covered by registration fees were paid by the DSHS Gridiron Club. Once the season began, there was very little P&R time required as most of the time demands occurred pre-season. Thought will be given to spinning this program off entirely to DSYF and the Gridiron Club.

John Smith Soccer Program offerings – John Smith met with Dave and Nancy to explore a variety of soccer program options for the Spring and Summer. Dave will meet on Wednesday, November 21 with John and Coach Pete to coordinate programs and schedules. Dave wants to make sure that there aren’t scheduling

overlaps between the two programs so that neither jeopardizes the success of the other. There will be more discussion on possible JSSA program offerings at the next P&R meeting.

PARKS

CPARC Update –Cheney Engineering finally delivered the new topographic map to Gale Associates on Wednesday, November 14. The new topo includes land to the eastern park boundary as well as to just beyond the brook to the south. Gale can now prepare a new schematic that moves the fields further south and east. The adjustment was requested by P&R in response to input from the Police Chief and the Fire Chief to make the access road a one-way circular driveway with two intersections on Dedham Street rather than a two-way access road with one intersection on Dedham Street.

UPCOMING MEETINGS AND EVENTS

NEXT P&R MEETING - Wednesday November 28 at 7:45am.

WARRANT COMMITTEE - November 28 at 7:00pm to explain the Revolving Fund to the new WC members. Dave and Nancy and Rich confirmed their availability to attend. Andy and James stated that this is very helpful to all WC members. Dave will reproduce the RF spreadsheet in a size that is easy to read and to work with.

CAPITAL BUDGET –Tuesday, November 27, at 7:45am. Nancy and Dave confirmed their availability to attend.

TREE LIGHT CEREMONY - Wednesday, December 6, 2012.

The meeting was adjourned at 9:15am.

Respectfully submitted,
Nancy Simms, P&R Commissioner