

Dover Parks and Recreation Commission
Meeting of November 28, 2012
Minutes

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

P&R Employees In Attendance: David MacTavish; Mark Ghiloni

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

The meeting was called to order at 7:58am.

ADMINISTRATIVE

WELCOME TO MARK GHILONI

Dave introduced Mark Ghiloni, the new Assistant Director of Parks and Recreation, to the Commission. He was greeted warmly and enthusiastically welcomed.

REVOLVING FUND

Dave enlarged the Revolving Fund excel document into an 8.5 x 33 page. It is much easier to read and will present better to the Warrant Committee. Dave took a moment to explain the history of the Revolving Fund to Mark. Nancy pointed out to Mark that Dave and two other P&R Directors from eastern Massachusetts towns wrote the law establishing the P&R Revolving Fund. The law establishes a fund to hold P&R money across fiscal years. This is most prevalent for Fall sports where program registrations (and therefore cash receipts) and program expenses occur in the Spring of one fiscal year while the programs themselves occur in the Fall of the subsequent fiscal year. Without the P&R Revolving Fund, all excess cash would have to be returned to the town general fund in June (the fiscal year end) where it could be used for highway, police, library or any other town expense.

The Miscellaneous account includes costs for the port-a-potties, computer service charges; revenue into this account is from room rentals in Caryl Community Center.

The Other programs account includes Knuckle Bones, Art classes, the Wrestling program, CPR classes, and the Dover Days 5 kilometer race.

Jim Dawley suggested that when we meet with WC tonight that we emphasize that all expenditures out of the Revolving Fund are verified by the Town Accountant and are reviewed by the Board of Selectmen. Every invoice Dave receives is coded to be paid out of specific line item accounts, whether it's one of the Revolving Account line items or from an Operating Budget line item.

Andy pointed out that two Revolving Fund accounts we should be prepared to address from past years are the Tennis Court Repairs account and the Field Maintenance account. Dave reported that he had spoken with John Devine from Strawberry Hill Landscaping and one other landscape proprietor who both said that it costs about \$100 each week to care for one acre of grass. P&R maintains 15 acres over a period of 35 weeks (Spring, Summer, Fall). Fifteen acres X \$100 per acre per week X 35 weeks computes to \$52,500 per year in field maintenance costs. This includes labor costs. P&R's Field Maintenance costs do not include labor, so it is not a direct comparison.

James asked whether there might be an accounting software program that would make the Revolving Fund easier to manage and easier to understand. He suggested Quick Books. Dave was going to research whether our current sports management software offered an accounting package that we could add onto

our existing platform. James did say the format was effective, but if we can get a module that works with our other software, we can save duplication time

CAPITAL BUDGET MEETING -

Dave and Nancy provided a recap of yesterday morning's Capital Budget meeting. P&R was asked to provide a more current price quote for the new large mower and to inquire about a trade-in value for the large mower being replaced. Dave will work on getting this. P&R was also asked to provide a more current price quote for the new department vehicle. Dave will work on getting this as well. With regard to the Caryl Gym Floor, Dave had explained to Capital Budget the new treatment being considered (detailed at the 11-19-12 P&R meeting). It was agreed that the initial \$4,200 "rescue treatment" would be treated as a capital expense and that the subsequent years' maintenance expense of approximately \$2,100 would come out of the operating budget. Dave was asked when he thought P&R might need to incur another \$4,200 for the additional maintenance treatment. Dave said that based on the experience of other institutions using this same process, he would estimate eight to ten years. He was also asked whether he had considered replacing the wood floor with synthetic material and whether synthetic material would be less expensive in the short run and / or in the long run and whether there were different types of synthetic floor materials to be considered. He responded that synthetic material was not a viable option based on surveying others in the industry as well as coaches and players who have used the Pine Hill facility. Regarding the Caryl field irrigation well, Dave told Capital Budget that \$24,000 was the quoted price for one exploratory drilling; there is no guarantee that drilling in the one spot will result in water. Dave felt this quote was high and is in discussions with two other reputable drillers; their quotes will be compared to that which he has already received.

Future Plans

Dave received a quote on redesigning the P&R office space in the Caryl Community Center. Dave asked Don Mills of Mills, Whitaker Architects to evaluate the current P&R storage space behind the old library room for new P&R office space. His quote for the redesign was \$198,000. The project would require installing both new electricity as the existing is not up to code and new heating as the space is currently not heated. It was agreed to table the project due to the much higher than expected cost. There followed a brief discussion on possible alternative layouts of the existing office space and conference room. Given the town's decision to not convert the Caryl Building into a multi-generation, multi-use community center and to make do with what currently exists, the Commission acknowledged its responsibility to promote the creation of a more professional work environment for the P&R department staff and a more user-friendly space for its clients. This discussion will continue.

The meeting was adjourned at 8:55am.

Respectfully submitted,
Nancy Simms, P&R Commissioner