

**Dover Parks and Recreation Commission  
Meeting of February 17, 2012  
Minutes**

**P&R Commissioners In Attendance:** Chris Boland (left at 7:50), Rich Oasis, Scott Seidman, Nancy Simms

**P&R Employees In Attendance:** Jessica Cooney

**Others In Attendance:** Jim Dawley (BOS), Andy Waugh (WC), Wei-Hun Chen (DS Press)

**The meeting was called to order at 7:25am.**

### **PRIOR MEETING MINUTES**

Minutes from 11/9, 11/18, 12/16, 2/3 were reviewed and approved. Still outstanding are 1/6 and 1/20.

### **ACTION ITEMS FROM PREVIOUS MEETINGS**

1. Percentage of online versus manual registrations
2. Rich will call Chris to confirm his availability for next week. Chris will contact CPARC leaders. Peter will talk to others.
3. Jess will confirm availability of upper chickering fields so JSSA could rent Caryl

### **ADMINISTRATIVE**

#### **CAPITAL BUDGET**

#### **UPCOMING MEETINGS FOLLOW UPS**

**Capital Budget** – February 7 at 7:30am – Nancy and Dave attended; presented data to support request for tennis court maintenance project and new tractor. Question was raised regarding the softball field conversion project that was approved at last town meeting. P&R has held off on that project to see what the softball registration numbers are going to be this year and what the projected trend is going to be for future years. We do not want to take a baseball field off line and convert it to softball if the softball numbers don't warrant it – even though the current situation (no softball fields in Dover) requires all softball games be at the Region or in Sherborn. Registration ends February 24 and we hope to have a clearer picture shortly thereafter.

**Warrant Committee** – February 29 at 7:00pm – Andy requested that we present but at a highlight level. Jim suggested that we take some time to explain the revolving fund. Fields project will be of interest too. 15-20 minutes.

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

**Job Descriptions** – Not done yet. Jess will contact directors at neighboring towns for their job descriptions.

Right now there is a lot of stuff that should be done that is not getting done. Jess is the lead staff on most of the programs. Kathy does most of the data entry for manual registrations and is handling more and more of the participant communications – post-program surveys, weather updates, marketing material, some logistics. We discussed the benefit of using Survey Monkey in order to systematically get program feedback.

Ideally, our middle school programs would roll off to become self-sustaining like the DS Soccer Club – Field Hockey and Football and Skiing. Our model should be to incubate programs, grow them and nurture them so that they can be launched as a private enterprise.

Jess asked the Commissioners whether there was a succession plan in place. There is no formal succession plan. It was agreed that we need to address this and that updating the Job Descriptions is part of the process.

Jess was asked her opinion on dividing up the current workload. Her response: The Director's responsibilities would be to oversee the department, manage and mentor the staff, prepare for and run department meetings, prepare for commission meetings, prepare and manage the operating and capital budgets, serve as liaison between P&R and the other town departments.

Preparing for meetings, plans. There should be at least two people managing the programs we currently offer. Because we don't have two people now, there are some best practices things for running recreational programs that they just don't have the resources to do. We may need a facilities manager, especially if CCC and CPARC get going. If CCC gets going, there will need to be more than a token janitor.

Nancy observed that we are approaching the tipping point in terms of needing to add another employee to the operating budget or eliminating some of the programs we currently offer.

Jim suggested we may want to discuss the possibility of the Parks part of P&R moving to the highway department. Jess advised against this and cited several towns in the area where this switch had proven unsatisfactory and been reversed. The big issue is ensuring that both seasonal and weekly field care be given top priority in terms of budget and manpower.

**Reduced office hours** – The reduced public hours has helped in getting work done. The new phone system has made a big difference; there is less disruption every time the phone rings since the calls are now directed to specific personnel.

## **RECREATION**

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

**Commissioner Program Evaluations** –Deferred.

## **PARKS**

### **CPARC UPDATE**

Chris and Rich met with reps from various sports clubs last night. The conclusion was that P&R needs to present one more time to the sports groups. Too much time has passed in addressing the various legal issues and the project has lost visibility. We need to confirm existing support – financial and otherwise. The fundraising will need to originate from the sports clubs; P&R can provide the behind the scenes support.

All Dover and Sherborn fields are open right now, even Fessenden – not the typical situation. However, there is still more demand than supply. Boys lacrosse in particular has requested a lot of field time; we are not going to be able to deliver all they want. Lacrosse continues to grow and needs more fields. They need to be the big driver. BB and SB are not really going to be impacted; their crunch is felt when the weather gets in the way – pre-season and rain outs. We don't have enough fields to make rescheduling games a guarantee; rain outs often mean cancellations which does not sit well with our teams nor with the visiting teams.

Sherborn Recreation reported that Laurel is completely booked for the Spring. As Laurel is a big source of revenue for Sherborn Recreation, they have rented out the fields to an outside user during prime time hours. This means these fields are not available for Dover Sherborn youth teams. Jim asked what percentage of field time was and now is on Laurel. Data exists to provide that answer but was not readily

available. It was sufficient to share that most teams are okay with using Laurel for practices, but the nicer Dover fields have always been preferred for games. It is usually the younger ages that get assigned to Laurel.

It was agreed that a P&R Commissioner should attend the next meetings for all the sports groups. It was broken out as follows:

Boys lacrosse – Chris

Girls lacrosse - Nancy

Baseball/Softball – no need as long as we do a bump out for them

Soccer – Scott

#### **OTHER**

JSSA - Deferred

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

4. Make appointments with sports groups –
5. Alert Bill Seymour to change in timeline and priorities - Dave
6. Write letter to be sent to sports groups. This will be modified by Scott and Nancy for their groups – Chris.
7. Scott will work on evaluations with Jess.
8. Job Descriptions – Jess and Commissioners.
9. Rich will call Chris to confirm his availability for next week. Chris will contact CPARC leaders. Peter will talk to others.
10. Jess will confirm availability of upper chickering fields so JSSA could rent Caryl

#### **AGENDA ITEMS FOR NEXT MEETING - March 9, 2012**

**The meeting was adjourned at 8:30am.**

Respectfully submitted,

Nancy Simms, P&R Commissioner