

**Dover Parks and Recreation Commission
Meeting of February 3, 2012
Minutes**

P&R Commissioners In Attendance: Chris Boland (left at 7:50), Rich Oasis (arrived at 7:45), Peter Davies, Scott Seidman (left at 8:45), Nancy Simms

P&R Employees In Attendance: Jessica Cooney, Dave MacTavish

Others In Attendance: Jim Dawley (BOS), Andy Waugh (WC), Elisha Lee (Citizen)

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

PRIOR MEETING MINUTES

Prior meeting minutes were not submitted for review. Outstanding minutes: 11/9, 11/18, 12/16, 1/6, 1/20

ACTION ITEMS FROM PREVIOUS MEETINGS

ADMINISTRATIVE

CAPITAL BUDGET

The FY2013 P&R Capital Budget request was revised to reflect the most recent requests of the Capital Budget Committee. FY2013 now includes \$17,392.14 (gross cost) to replace one Small Tractor and \$20,000 (\$5,000 to be contributed by P&R) to provide routine maintenance (as required under the materials warranty) on the town tennis courts. Dave provided vendor cost estimates for both items. Motion to approve made by Scott, seconded by Peter. Approved by unanimous. Dave and Nancy will attend the Capital Budget Committee meeting next Tuesday morning, 2/7/12, at 7:30am.

UPCOMING MEETINGS

Capital Budget – February 7 at 7:30am. Dave and Nancy to attend.

Warrant Committee – February 15 at 7:00pm. Clarification requested and provided.

LONG RANGE PLAN FOR P&R DEPARTMENT

Job Descriptions – Job descriptions for P&R staff were distributed at our last meeting. It was agreed that Dave, Jess and all five commissioners would review the job descriptions and edit them as they see fit. The edited job descriptions will be brought to our next meeting on February 17, 2012. One commissioner will be tasked with consolidating all the comments and leading a discussion of the proposed revisions at the March 9 meeting.

RECREATION

LONG RANGE PLAN FOR P&R DEPARTMENT

Commissioner Program Evaluations – Scott met with Jess this week for approximately 90 minutes. His recommendation to the other commissioners is to create a four-column spreadsheet that captures the following information for each P&R program: (1) Hours of P&R time required, (2) Space required, (3) Direct costs incurred, and (4) Income to P&R. These data will help the commission determine how many programs

each staff person can reasonably manage. Completion goal for this phase is March 9; Scott will take the lead.

SPRING/SUMMER BROCHURE – The annual Spring/Summer brochure was distributed last week via email to the commissioners for comment and has been sent to the printers. Jess produced the brochure herself on her computer. She used a template she created several years ago, so the time-consuming part of the project was contacting the coaches and instructors, reserving the indoor and outdoor facilities, and confirming the schedules of all the offered programs. The brochure is mailed to ALL Dover residencies and to ALL Dover P.O. Boxes. Program participants are directed to register online for all programs; however, the P&R website still has registration forms available to download for manual submission. All insurance and emergency contact information will be collected manually for this round of program registrations.

CCC SPACE IMPROVEMENTS – Jess shared the “Caryl Room Improvements Needed” listing she prepared in the fall. We reviewed the items on the list and removed those that have been attended to as well as those to be addressed by P&R rather than BOS. Jim Dawley emphasized that this document needs to be a “living” document that is updated regularly. It needs to be shared with BOS with copies going to Karl Wornick, Dave Ramsay and CMAC (whose mandate is to advise BOS on issues pertaining to CCC). Jess will add the request date for each item on the list and will date the overall document for tracking purposes.

The mats for gym are due to arrive today.

PARKS

CPARC UPDATE

ConCom meeting on 2/1/12 – Rich reported that he and two representatives from Gale Associates attended the ConCom meeting. P&R was on the agenda to discuss the fields project; however, at the meeting, ConCom told Rich that they were not comfortable having a discussion of the project. ConCom stated that they did not want to review any of our field options or offer any recommendations. ConCom told Rich that the Notice of Intent can include one or more site options.

The area of interest is a 500 square foot parcel situated roughly in middle of one of the two proposed fields. ConCom has designated this Boarded Vegetative Wetlands although others have identified it as Isolated Land Subject to Flooding. Should P&R wish to proceed with the project as it currently is sited, P&R would be required to replicate the 500 square foot parcel elsewhere on the property. Alternatively, P&R could build two isolated fields and keep the 500 square foot parcel intact in between the two fields. Other options avoid the 500 square foot parcel as well and include positioning the fields on Dedham Street.

It was agreed that keeping the fields as currently proposed and replicating the wetlands area is the best long-term solution for the town: two adjacent fields requires just one crib to contain both fields which is less expensive than two cribs; two adjacent fields allows the most flexibility for all sports teams, especially baseball and softball as separate fields would not provide enough outfield space; the currently proposed site maximizes the preservation of Dover’s rural character by keeping the fields hidden by trees and brush, positioning the parking lot off of Dedham Street and minimizing the disturbance to neighbors, Dedham Street travelers and other Caryl Park enthusiasts from low-bleed lighting.

Dave reported that he recently spoke with one of the Caryl Park neighbors and shared with him that the leaders of all the youth sports groups in town as well as the P&R Commissioners strongly prefer the currently proposed field site and configuration. Legal posturings by the Friends of Caryl Park have slowed down the project’s progress and have taxed the town’s legal budget but have not diminished enthusiasm for the

project. If it becomes necessary in order to avoid continued environmental challenges, P&R will abandon the much-preferred currently proposed site and will relocate the project to the field space fronting Dedham Street.

Once ConCom receives the Notice of Intent, they will review the document and hold announce a “Public Hearing in Response to a Notice of Intent” at which the public will be invited to comment on the Notice of Intent. P&R will submit the Notice Of Intent to the Planning Board as part of the site plan approval process. P&R will also schedule a meeting with the BOS and representatives of other town departments (police, fire, highway).

Dave will contact Bill Seymour at Gale Associates to get an updated cost quote for the Notice of Intent as well as for the permitting and construction bid document preparation phases of the project. The current cost quote is dated June 3, 2011.

It was agreed that Rich and Chris would meet with representatives of the youth sports groups to bring them up to speed on the project status.

It was agreed to formally abolish the CPARC Steering Committee. Motion made by Rich. Seconded by Peter. Approved by unanimous vote.

Motion made to disband the previous CPARC committee. Rich.Peter. unanimous.

OTHER

JSSA wants to rent Chickering Play fields for 8/20-8/24.

ACTION ITEMS FOR NEXT MEETING

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

AGENDA ITEMS FOR NEXT MEETING - February 17, 2012

The meeting was adjourned at 8:55am.

Respectfully submitted,
Nancy Simms, P&R Commissioner